



**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

**406 Justice Drive, Lebanon, Ohio 45036**

**[www.co.warren.oh.us](http://www.co.warren.oh.us)**

**[commissioners@co.warren.oh.us](mailto:commissioners@co.warren.oh.us)**

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

**TOM GROSSMANN**

**SHANNON JONES**

**DAVID G. YOUNG**

**GENERAL SESSION AGENDA**

***October 10, 2023***

- #1**                      ***Clerk — General***
- #2**      **9:00**              ***Present Warren County Scholarship Check to Sinclair Community College***

**The Board of Commissioners' public meetings can now be streamed live at [Warren County Board of Commissioners - YouTube](#)**

APPROVE REQUISITIONS AND AUTHORIZE COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Tiffany Zindel, County Administrator, to sign on behalf of this Board of County Commissioners.

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this    day of    2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

/tao

cc:            Commissioners' file

## REQUISITIONS

Department	Vendor Name	Description	Amount
WAT	UTILITY TECHNOLOGIES LLC	WAT LEAK DETECTION CORRELATOR	\$ 19,844.00
ENG	STEPHEN BATCHA	ENG. PERM DRAINAGE EASE ON WIL	\$ 2,525.00
TEL	SOUND COMMUNICATIONS INC	TEL "RENEWAL" VERINT V15 RECOR	\$ 38,553.40
TEL	CDW LLC	TEL PUBLIC SAFETY MULTI FACTOR	\$ 56,000.00

10/10/2023 APPROVED:

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Tiffany Zindel, County Administrator

**CONSENT AGENDA\***

***October 10, 2023***

***Approve minutes of September 28, 2023, and October 3, 2023, Commissioners' Meeting***

**PERSONNEL**

- 1. Approve pay increase for Jeremy Turnmire within W/S Department***
- 2. Hire Austin Price as Emergency Communications Operator within Emergency Services***
- 3. Accept resignation of Dalton Woodson, Control Systems Technician within W/S Department and authorize and approve posting of vacated position***
- 4. Accept resignation of Andrew Bolin, Assessment Investigative Caseworker I, within Children Services***
- 5. Authorize posting of Water Treatment Technician or Water Treatment Plant Operator within W/S Department***
- 6. Authorize posting of administrative assistance position within Grants/Solid Waste Department***

**GENERAL**

- 7. Approve and authorize the Director of Grants Administration to apply for Healthy Aging Grant on behalf of the Senior Services Advisory Committee***
- 8. Enter into renewal agreement with Sound Communications, Inc. on behalf of Telecommunications***
- 9. Enter into exclusive and permanent drainage easement with Stephen J. Batcha for the Wilmington Road Large Culvert Replacement Project***
- 10. Approve destruction of various equipment within Sheriff's Office***
- 11. Acknowledge receipt of September 2023 Financial Statement***
- 12. Acknowledge approval of financial transactions***
- 13. Acknowledge payment of bills***

**FINANCIAL**

- 14. Approve supplemental appropriations into Common Pleas 2227 and Gasoline Rotary 6650***
- 15. Approve appropriation adjustment within Common Pleas 11011223, Juvenile 11011240, Records Center 11011500, Coroner 11012100, Sheriff 11012210, Telecomm 11012810, Workforce Investment Board 238, Engineer 2202 and 5590, and Sewer 5580***

***\*Please contact the Commissioners' Office at (513) 695-1250 for additional information or questions on any of the items listed on the Consent Agenda***



**October 10, 2023**

**FOR CONSIDERATION NOT ON CONSENT AGENDA**

1. Authorize the Office of Grants Administration to initiate contract negotiations for operation of Warren County Public Transit

AUTHORIZE THE OFFICE OF GRANTS ADMINISTRATION TO INITIATE CONTRACT NEGOTIATIONS FOR OPERATION OF WARREN COUNTY PUBLIC TRANSIT

WHEREAS, pursuant to Resolution #23-0982, adopted August 1, 2023, this Board issued a request for proposals for the operation of the Warren County Transit Service; and

WHEREAS, on or before September 1, 2023 the Warren County Office of Grants Administration received four (4) proposals; and

WHEREAS, based on rankings by the Transit Advisory Committee, the Committee requests authorization to begin negotiations with the top ranked vendor, Valley Transport, LLC; and

NOW THEREFORE BE IT RESOLVED, to authorize the Transit Advisory Committee to begin negotiations with Valley Transport, LLC for the operation of Warren County Transit Service.

M moved for adoption of the foregoing resolution being seconded by M . Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Tina Osborne, Clerk

sm\

cc: OGA (file)

2023 Sep 11 1:20  
0:1

Score card for the RFP for Operation of Warren County Transit System - 2024

Name: Collaborate Scoring by Transit Advisory Committee

		UTS	Valley Transport	Tidewater	Butler Co
Category	Possible Points				
Ability to operate system	30	23	25	12	27
Experience	20	20	15	15	16
Cost	20	16	18	10	1
Ability to manage Finances	10	9	8	8	8
DBE	10	0	0	0	0
Maintenance of fleet and garage	10	9	9	5	8
Safety	10	9	9	7	9
Staff	10	7	8	6	9
Customer Service	10	5	7	5	5
Technology	5	3	5	5	4
<b>Total</b>	<b>135</b>	<b>101</b>	<b>104</b>	<b>73</b>	<b>87</b>



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**TOM GROSSMANN**  
**SHANNON JONES**  
**DAVID G. YOUNG**

BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO

MINUTES: Regular Session – September 28, 2023

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the September 26, 2023, meeting.

Shannon Jones – absent

Tom Grossmann – present

David G. Young – present

Tina Osborne, Clerk – present

- 23-1262      A resolution was adopted to remove probationary employee Jerry Cassidy within Water and Sewer Department. Vote: Unanimous
- 23-1263      A resolution was adopted to hire Zachary Zindel as Service Worker I within the Warren County Department of Facilities Management. Vote: Unanimous
- 23-1264      A resolution was adopted to approve notice of intent to award bid to Bansal Construction, Inc. for the Wilmington Road and Clarksville Road Intersection Warning Device Project. Vote: Unanimous
- 23-1265      A resolution was adopted to authorize Warren County Telecommunications to accept the transfer of radio equipment from Darke County. Vote: Unanimous
- 23-1266      A resolution was adopted to enter into classroom training agreements on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 23-1267      A resolution was adopted to acknowledge amendment to classification of funds received under the State and Local Fiscal Recovery Fund (AKA SLFR/ARPA) relative to upgrades of the county data processing network. Vote: Unanimous

- 23-1268 A resolution was adopted to acknowledge approval of financial transactions.  
Vote: Unanimous
- 23-1269 A resolution was adopted to approve appropriation adjustments and a supplemental appropriation within Health Insurance Fund #6632.  
Vote: Unanimous
- 23-1270 A resolution was adopted to approve appropriation adjustment within Board of Elections Fund #1101300. Vote: Unanimous
- 23-1271 A resolution was adopted to approve requisitions and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 23-1272 A resolution was adopted to continue public hearing for rezoning application of Greg Thurman (Redwood USA), Agent to rezone approximately 63.812 acres from "MXU-C" Mixed Use Center with Interstate Highway Overlay to "MXU-C" Mixed Use Center with a Planned Unit Development Overlay in Union Township. Vote: Unanimous

#### DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

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#### PUBLIC HEARING

REZONING APPLICATION OF GREG THURMAN (REDWOOD USA), AGENT TO REZONE APPROXIMATELY 63.812 ACRES FROM "MXU-C" MIXED USE CENTER WITH INTERSTATE HIGHWAY OVERLAY TO "MXU-C" MIXED USE CENTER WITH A PLANNED UNIT DEVELOPMENT OVERLAY IN UNION TOWNSHIP

The public hearing to consider the rezoning application of Greg Thurman (Redwood USA), Agent, to rezone approximately 63.812 acres from "MXU-C" Mixed Use Center with Interstate Highway Overlay to "MXU-C" Mixed Use Center with a Planned Unit Development Overlay in Union Township was convened this 28<sup>th</sup> day of September 2023, in the Commissioners' Meeting Room.

Michelle Tegtmeier, Building and Zoning Director, presented the attached PowerPoint presentation stating the applicant/owner, property size and location, current zoning, future land use map designation, and requested rezoning.

Mrs. Tegtmeier stated that both the Regional Planning Commission and the Rural Zoning Commission recommended approval subject to sixteen conditions. She then reviewed the subarea plan, stating that the applicant is proposing to construct 134 rental units in subarea A, 24.5 acres. She then reviewed their proposal as well as a comparison of current zoning vs. proposed zoning.

Mrs. Tegtmeier reviewed the map of the Thoroughfare Plan, stating that a new primary collector/distributor roadway is proposed through this property. She also acknowledged a letter from the Warren County Water and Sewer Department relative to the existing sanitary sewer collection system lacking sufficient capacity to serve the proposed development.

Ryan Cook, Regional Planning Commission, presented the Regional Planning Commission Executive Committee recommendation to approve the request subject to conditions. He then stated that condition #6 has been amended by staff at the request of the County Engineer, stating that the right-of-way shall be designed to include area sufficient to accommodate a roundabout at the intersection of Columbia Road and the future Kings Island Drive extension.

There was discussion relative to the MXU-C zoning requirements.

Bruce McGary, Assistant Prosecutor, stated that the current zoning required the commercial component of the property to be constructed prior to the residential.

Mrs. Tegtmeier stated that the reason for the rezoning is to request a Planned Unit Development which, if approved, would allow the residential component to be constructed first.

Commissioner Young summarized the request of the applicant:

1. Requesting a density bonus of 20%
2. Requesting to construct the residential portion first.

There was discussion related to the ability to force a developer to construct the commercial component first.

Greg Thurman, VP Redwood USA, discussed the roadway designed through the property and the requirement to dedicate the right of way and construct as the property develops.

There was discussion related to the future development plan as well as the portion of land that would be required in order to connect the future road to the existing one, which is not part of this property.

There was discussion relative to the type of occupants they project to live in these apartments.

Mr. Thurman stated that 50% will be empty nesters over 50. He stated that the rent ranges from \$1900 - \$2600 per month and the occupants have a median income of \$75,000/year.

There was discussion related to property values and the amount of income associated with this development.

Commissioner Young stated concern relative to the need for balanced growth, stating that high residential density without a commercial component is having a negative effect on Kings School District.

Chris Koch, Union Township Trustee, stated his concern relative to annexation by the City of South Lebanon. He stated his appreciation for the area residents being here today to voice their concerns and discussed the lack of funding for the fire department if this is annexed by the South Lebanon and becomes part of their Tax Increment Financing area. He then requested the Board to approve the rezoning request as well as the request to allow the developer to upgrade the sanitary sewer system to allow access.

Chris Brausch, Sanitary Engineer, stated that there is water service along Columbia Road but providing sanitary sewer services will be challenging. He stated that the current pump station was designed for a small, 120 lot subdivision.

Janelle Groff, Kings School Board member, stated their concern with school overcrowding. She stated that they just completed a study that shows 5 of 6 schools are already over capacity. She also stated her concern relative to an increase in traffic for these 16 and 17 year old drivers as well as the need for more businesses and less residential rooftops.

Commissioner Grossmann questioned if the growth analysis was completed utilizing current zoning classifications.

Kyle Buchhalter, Columbia Road resident, stated that traffic in this area is a nightmare. He then stated that the construction of the new roadway that would help alleviate some of the traffic concerns does not work into the proforma.

Paul Linsley, River Cove Drive resident, stated concerns with traffic, citing the new Redwood development around the corner as well as the proposed development along the bike trail, stating he counted 890 parking spaces. He also stated his concern with the overload on the school system.

Ellen Tatone, River Cove Drive resident, presented a letter in opposition to the rezoning and stated the area is dangerous due to traffic and erosion problems. She then requested the Board to stop development to let the schools catch up with the growth.

Ken Farrell, area homeowner, thanked the Board for their questions to the developer this evening. He stated he is not opposed to the developer but feels the Board must consider the value of this proposed development and if value should allow them to come in and change the rules of the game by not building the commercial portion first.

There was discussion relative to the desire for the County Engineer to provide input relative to the traffic concerns and Thoroughfare plan questions.

Commissioner Young stated his belief in balanced growth and is not in favor of allowing this residential development prior to the commercial portion.

There was discussion relative to the desire to continue this hearing in order for Commissioner Jones to participate.

Upon further discussion, the Board resolved (23-1272) to continue this hearing to November 9, 2023, at 5:00 p.m.

Upon motion the meeting was adjourned.

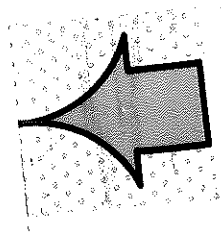
\_\_\_\_\_  
Shannon Jones, President

\_\_\_\_\_  
David G. Young

\_\_\_\_\_  
Tom Grossmann

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on September 28, 2023, in compliance with Section 121.22 O.R.C.

\_\_\_\_\_  
Tina Osborne, Clerk  
Board of County Commissioners  
Warren County, Ohio

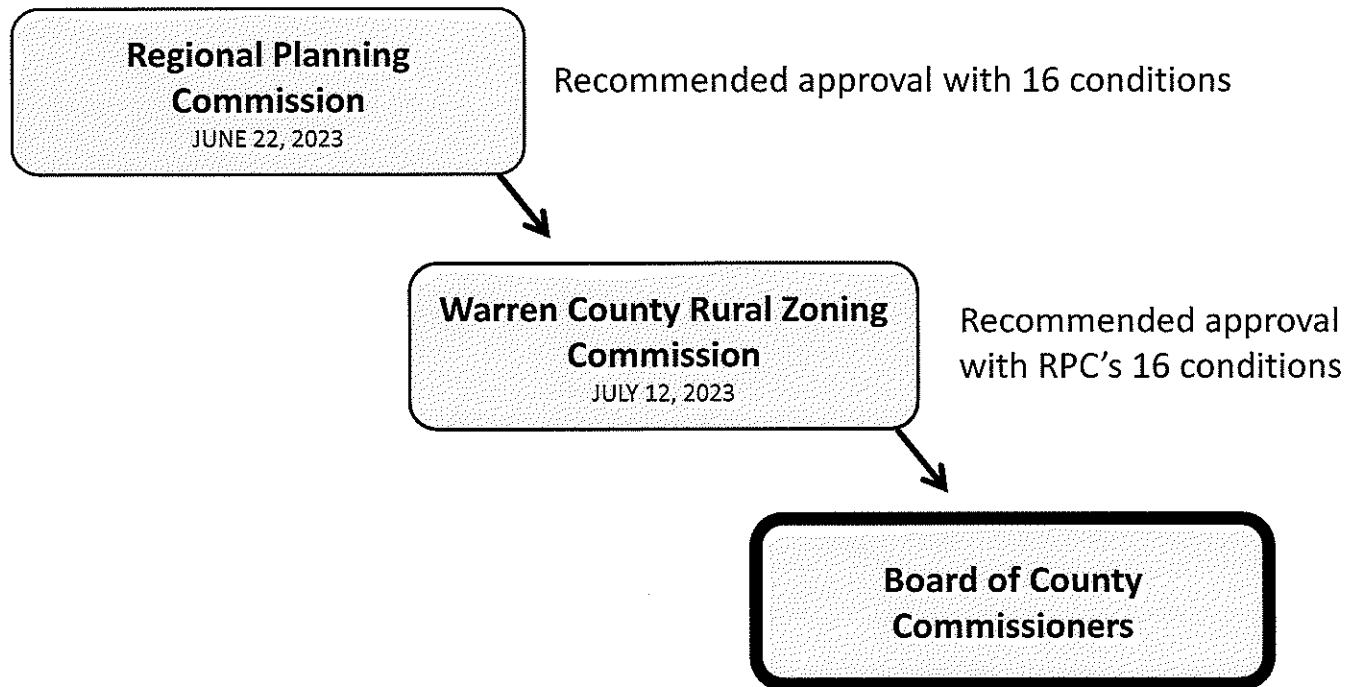




<b>PP EXHIBIT #1 CASE #</b>	2023-05	
<b>APPLICANT/OWNER/AGENT</b>	McCabe-Columbia #1 LLC & McCabe-Columbia #3 LLC	
<b>TOWNSHIP</b>	UNION	
<b>PROPERTY LOCATION</b>	<b>ADDRESS</b>	4915 Columbia Road
	<b>PIN</b>	12-07-351-001, 12-07-301-002, 12-13-400-003, & 12-13-400-004
<b>PROPERTY SIZE</b>	63.812 acres	
<b>CURRENT ZONING DISTRICT</b>	"MXU-C" MIXED USE CENTER w/ IHO (Interstate Highway Overlay)	
<b>FUTURE LAND USE MAP (FLUM) DESIGNATION</b>	1. MULTI-FAMILY RESIDENTIAL 2. OFFICE	
<b>EXISTING LAND USE</b>	Vacant / Single Family Dwellings	
<b>ZONING REQUESTED</b>	MXU-C PUD Overlay	
<b>ISSUE FOR CONSIDERATION</b>	REZONE from "MXU-C" MIXED USE CENTER ZONE to MXU-C PUD Overlay	

# Rezoning Process

2023-05



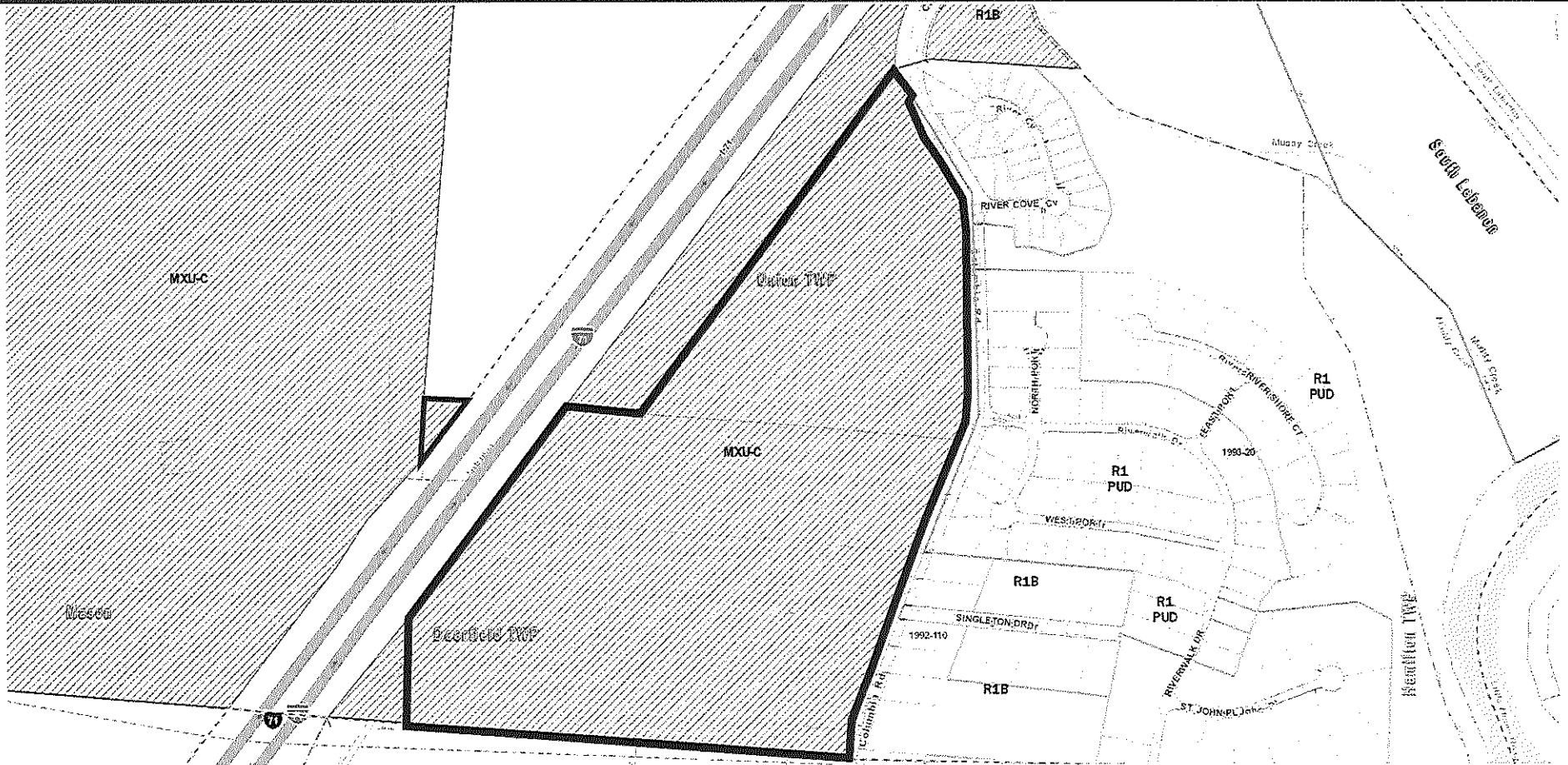
# Aerial Map

2023-05



# Current Zoning Mixed Use Center IHO

2023-05











# Future Land Use

2023-05



## Legend

### Future Land Uses

-  Agricultural-Rural Residential
-  Commercial
-  Industrial
-  Mixed-Use Neighborhood
-  Multi-Family Residential
-  Office
-  Protection Area
-  Public-Semi-Public

Future Land Use for Warren County Comprehensive Plan 2012

Future Land Use for Union Township Comprehensive Plan 2015



# Existing Conditions

2023-05

EXISTING CONDITIONS



# Subarea Plan

2023-05







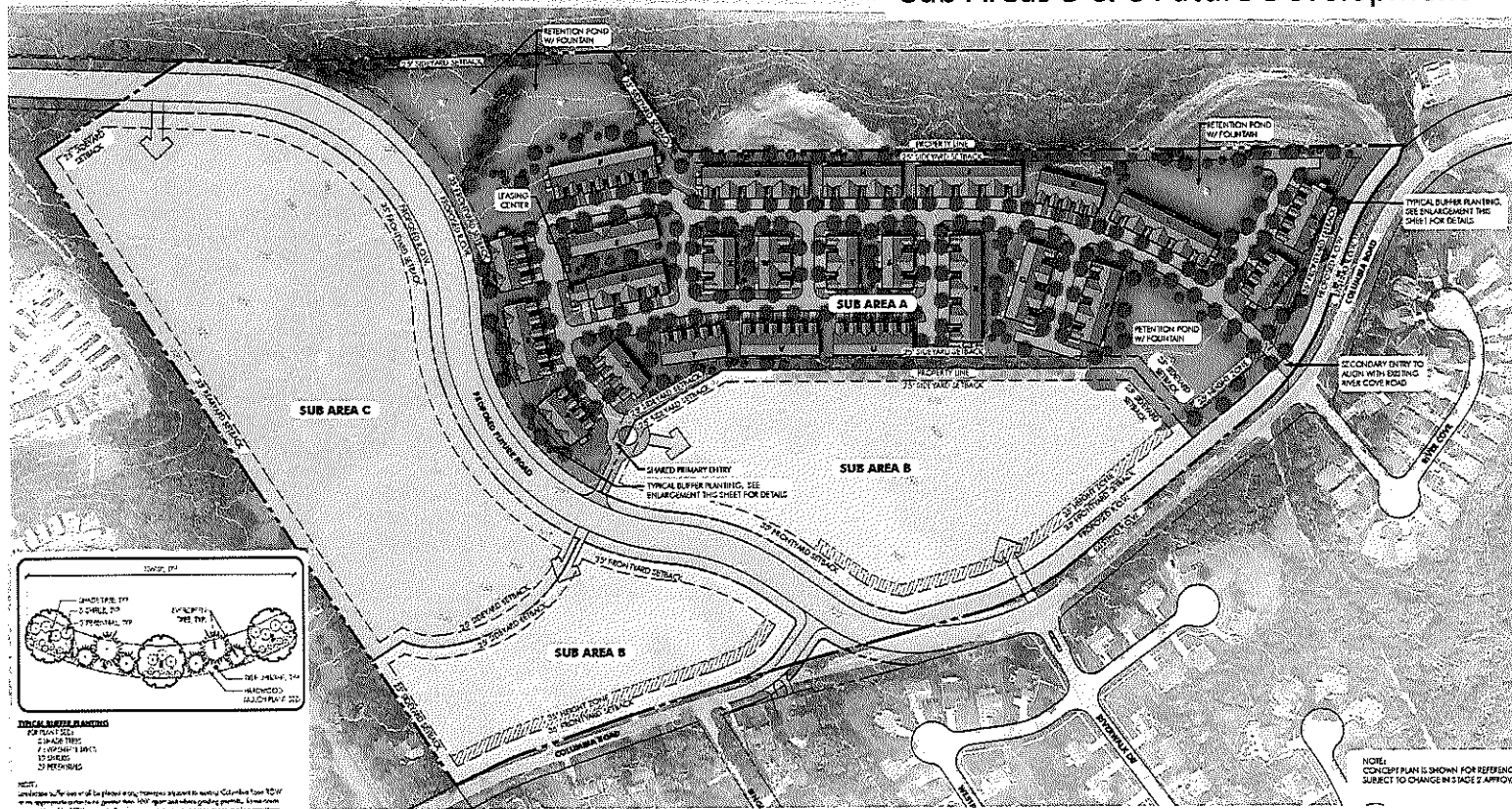


# Proposed Concept Plan

## Sub Area A

- 24.5 Acres
- 134 Dwellings (Rental Units)
- 5.46 Units Per Acre
- 1 Story Attached Dwellings
- 4-5 Units Per Building
- Attached 2 Car Garages

## Sub Areas B & C Future Development



# Proposal

2023-05

**USES:** Multi-family Residential, Assisted Living, Independent Living, Institutional Care Facility, Townhomes

**DENSITY:** 9.41 Units Per Acre

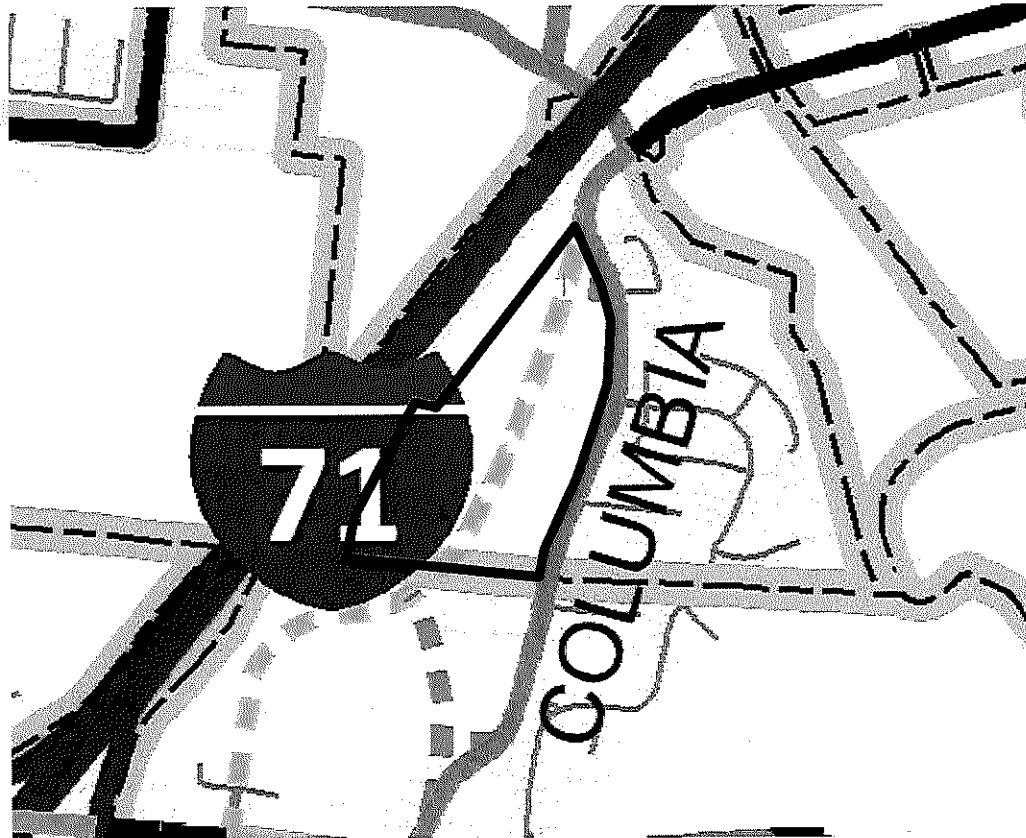
**MAXIMUM NUMBER of UNITS:** 512

**MAXIMUM HEIGHT:** 40 feet

Vary the timing of **COMMERCIAL USES**, from Section: 2.407.5  
**(B). Sub Area A will be developed first and does not include commercial uses.**

# Thoroughfare Plan

2023-05



## Existing

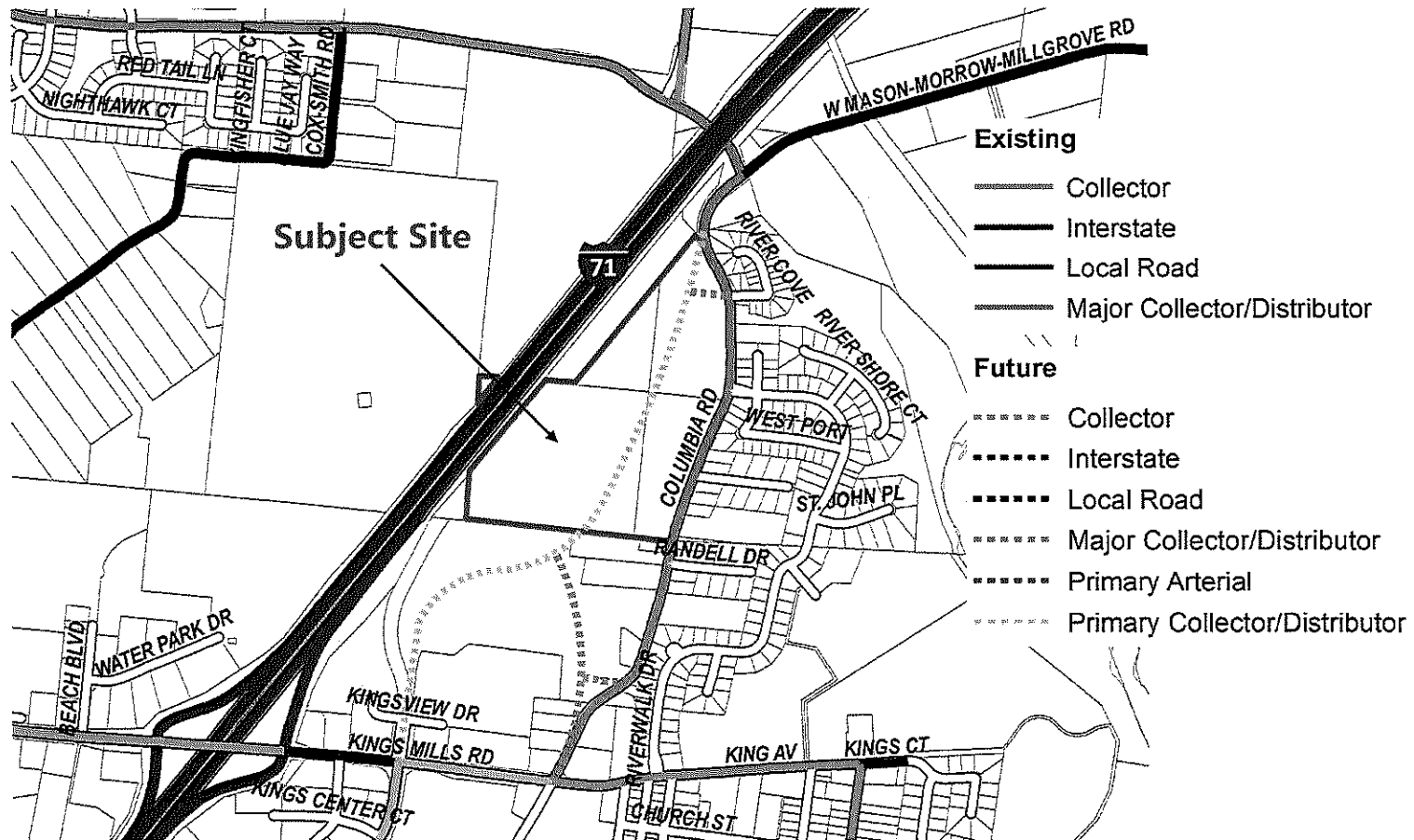
- Collector
- Interstate
- Local Road
- Major Collector/Distributor

## Future

- - - - - Collector
- - - - - Interstate
- - - - - Local Road
- - - - - Major Collector/Distributor
- - - - - Primary Arterial
- - - - - Primary Collector/Distributor

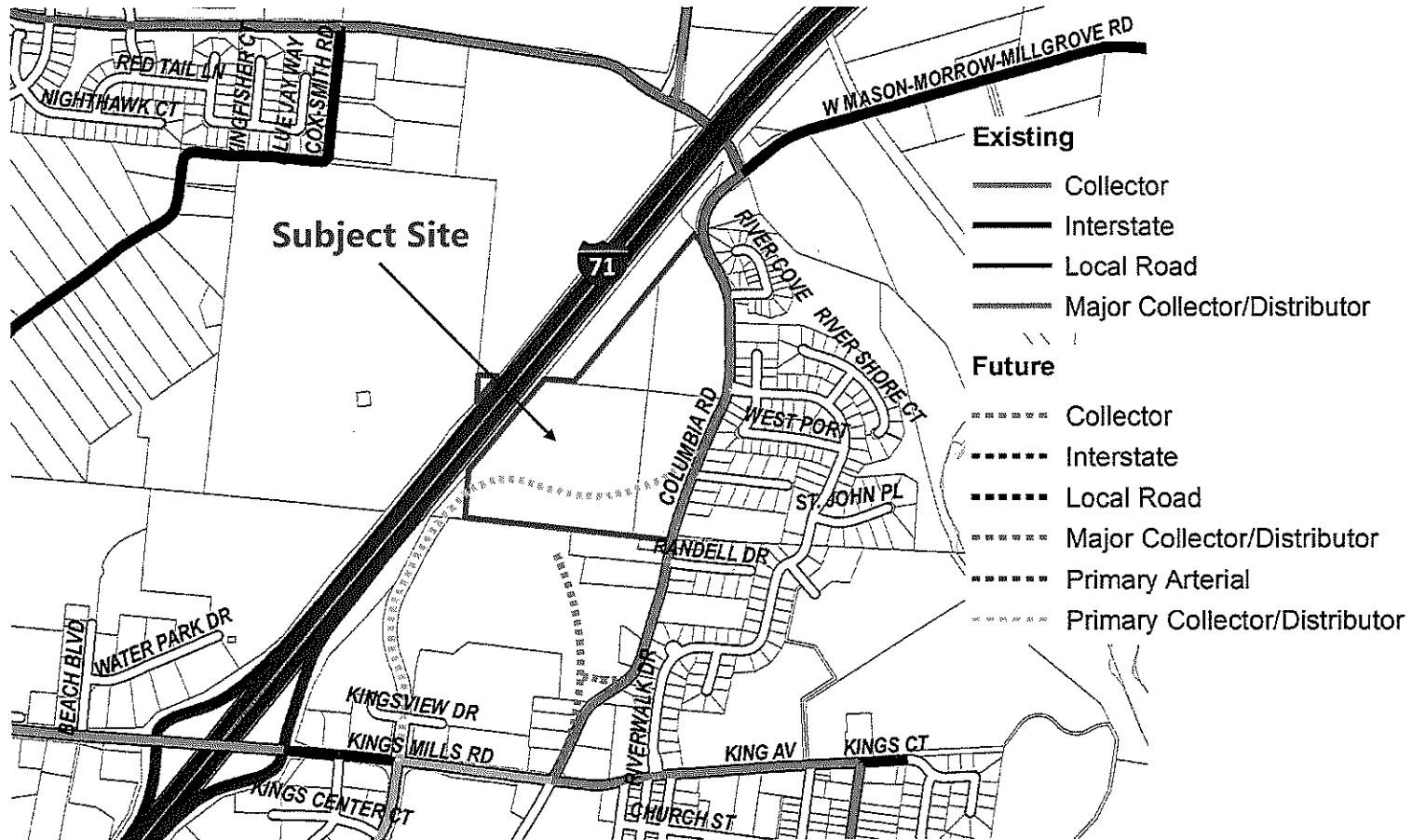
# Thoroughfare Plan - Current

2023-05



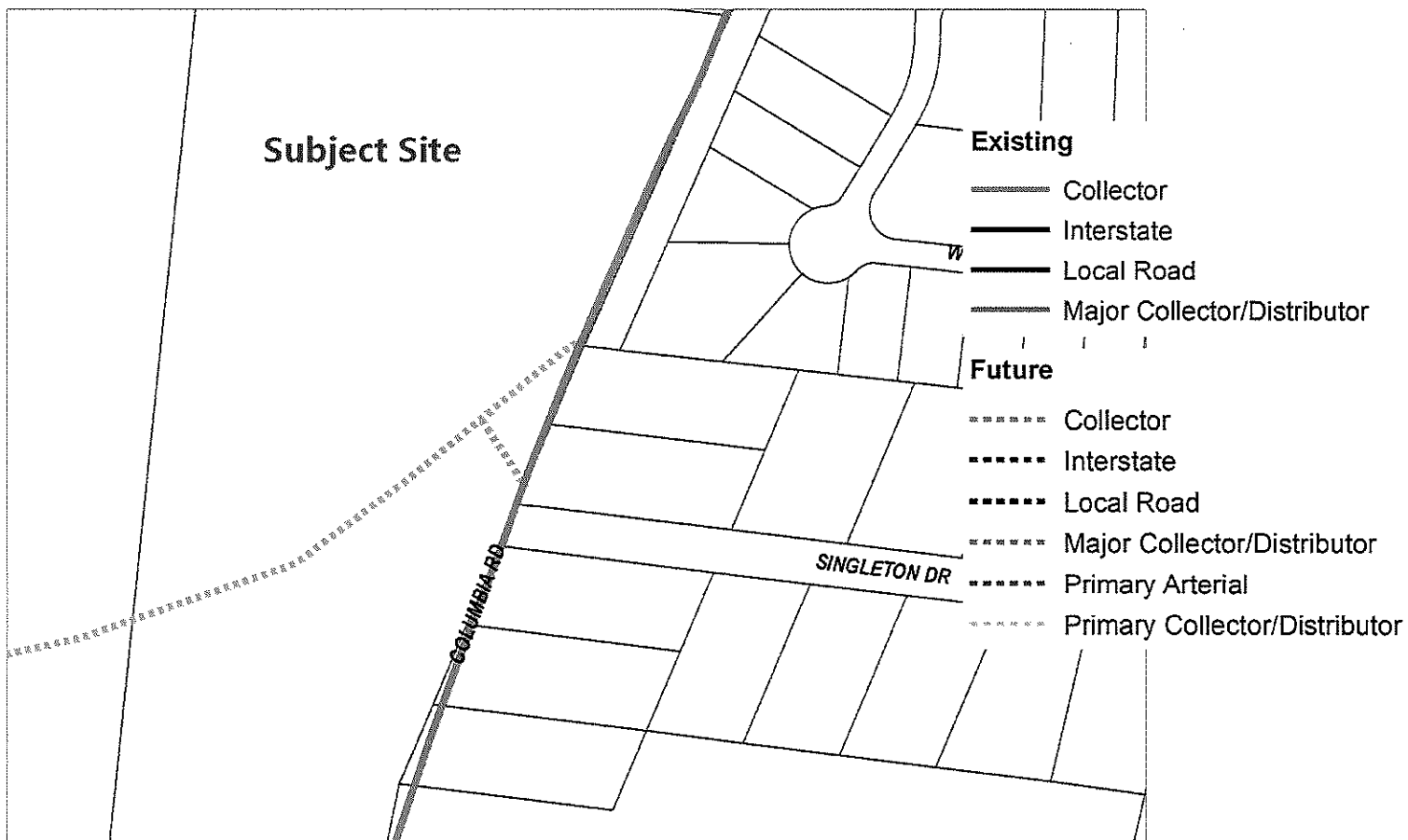
# Thoroughfare Plan - Proposed

2023-05



# Thoroughfare Plan - Proposed

2023-05





# Surrounding Road Network

2023-05



# Zoning Comparison

2023-05

	Current Zoning Standard	Proposed PUD Standard
<b>Parking Dimensions</b>	10'x18'	9'x18'
<b>Minimum Dwelling Size – Multi-Family</b>	960 square feet	600 square feet
<b>Maximum Number of Units Per Building</b>	12 units	36 units
<b>Density – Mixed-Use Development</b>	8 units per acre – integrated development (432 units).	9.41 units per acre – total site (512 units).
<b>Density – Conventional Development</b>	1 unit per acre (54 units).	9.41 units per acre – total site.
<b>Commercial Development</b>	Required prior to residential development	After residential development



# Zoning Comparison

2023-05

	Current Zoning Standard	Proposed PUD Standard
Density – Mixed-Use Development	8 units per acre – integrated development (432 units).	9.41 units per acre – total site (512 units).

## 2.507.1 Density and Intensity for Overlay PUDs

(B) Density and Intensity Increases: The BOCC may vary the density to Overlay PUDs by not **more than twenty percent (20%)** in consideration of:

- (1) The amount, location, and proposed use of common or secondary open space.
- (2) The location and physical characteristics of the site of the proposed planned development.
- (3) The location, design, and type of dwelling units. – *Warren County Zoning Code*

**432 Units + 86 Units (20%) = 518 Potential Units**

# Warren County Water & Sewer Recommendation

## WARREN COUNTY WATER & SEWER DEPARTMENT

CHRIS G. BRAUSCH, P.E.  
COUNTY SANITARY ENGINEER

TO: Ryan Cook  
FROM: Chris Brausch  
DATE: June 15, 2023  
Re: Redwood at Columbia Road  
Planned Unit Development Stage 1  
Union Township

The Warren County Water & Sewer Department has reviewed the PUD Stage 1 plan that includes a maximum of 512 residential dwelling units to be located on 63.81 acres. The development includes a mixture of attached single story and multistory apartments, Adult Group Homes and Institutional Care Facilities (including Assisted Living, memory Care, and Independent Living). The following are our comments with respect to water and sanitary sewer service to the property:

1. Warren County water service is available to the property from a 10-inch ductile iron waterline that extends along Columbia Road from the southern property line to a point 1,100 feet north of Randell Drive. Service is also available at the north side of the property from the 10-inch ductile iron waterline along Columbia Road that extends from River Cove Drive to a fire hydrant 560 feet north of the roadway. The developer shall provide a redundant looped water service by connecting to the waterlines at both locations.  
Sufficient pressure and capacity are available to serve the proposed development. The static water pressure near this location ranges between 110 to 140 pounds per square inch. Fire protection flow measurements taken from nearby hydrants resulted in 1,150 gallons per minute.  
Due to the high pressures at this location, the development will be required to install pressure reducing valves within the buildings. The development will also be required to install Reduced Pressure Principle Backflow Prevention Assemblies that conform to Warren County Standards.
2. The existing sanitary sewer collection system lacks sufficient capacity to serve the proposed development. Enclosed is a 2017 study conducted by the department that outlines the limitations of the infrastructure. Should the Developer proceed forward with this project they shall be required to update the engineering study and construct all required collection system improvements to the satisfaction of the Water & Sewer Department.

Please contact the Water & Sewer Department with questions or comments.

  
Chris G. Brausch, P.E.  
County Sanitary Engineer

  
Tiffany Zindel  
County Administrator

cc: Zindel, Russell, Wejnitz

P. O. BOX 530 ■ 406 JUSTICE DR. ■ LEBANON, OH 45036  
TEL 615-1377 ■ 513-925-1377 ■ 937-425-1077 ■ FAX 513-692-2995  
E-MAIL [waterdept@co.warren.oh.us](mailto:waterdept@co.warren.oh.us)

The Warren County Water & Sewer Department has reviewed the PUD Stage 1 plan that includes a maximum Of 512 residential dwelling units to be located on 63.81 acres. The development includes a mixture of attached single story and multistory apartments. Adult Group Homes and Institutional Care Facilities (including Assisted Living, memory Care, and Independent Living). The following are our comments with respect to water and sanitary sewer service to the property:

1. Warren County water service is available to property from a 10-inch ductile iron waterline that extends along Columbia Road from the southern property line to a point 1.100 feet north of Randell Drive. Service is also available at the north side of the property from the 10-inch ductile iron waterline along Columbia Road that extends from River Cove Drive to a fire hydrant 560 feet north of the roadway. The developer Shall provide a redundant looped water service by connecting to the waterlines at both locations.

Sufficient pressure and capacity are available to serve the proposed development. The static water pressure near this location ranges between 110 to 140 pounds per square inch. Fire protection flow taken from nearby hydrants resulted in 1.150 gallons per minute.

Due to the high pressures at this location, the development will be required to install pressure reducing valves within buildings. The development will also be required to install Reduced Pressure Principle Backflow Prevention Assemblies that conform to Warren County Standards.

2. The existing sanitary sewer collection system lacks capacity to serve the proposed development. Enclosed is a 2017 study conducted by the department that outlines the limitations of the infrastructure. Should the Developer proceed forward with this project they shall be required to update the engineering study and construct all required collection system improvements to the satisfaction of the Water & Sewer Department.

***The existing sanitary sewer collection system lacks sufficient capacity to serve the proposed development.***

Recommend **approval** of the Columbia Road Redwood PUD Stage 1 to the Warren County Rural Zoning Commission, subject to the following conditions:

1. All plans and proposals of the applicant shall be made conditions of approval, unless modified by one of the following conditions.
2. Compliance with the Warren County Rural Zoning Code, Warren County Subdivision Regulations, and the adopted PUD Standards.

3. *A Traffic Impact Study (TIS) is required for the entire PUD, prior to PUD Stage 3 approval. The developer shall comply with the guidelines of the TIS outlined by the WCEO and shall be conducted with the assumption that the roadway (Kings Island Drive) has not been connected. Any road improvements deemed necessary by the WCEO shall be installed by the developer.*
4. An access permit for each sub-area shall be approved prior to PUD Stage 3.

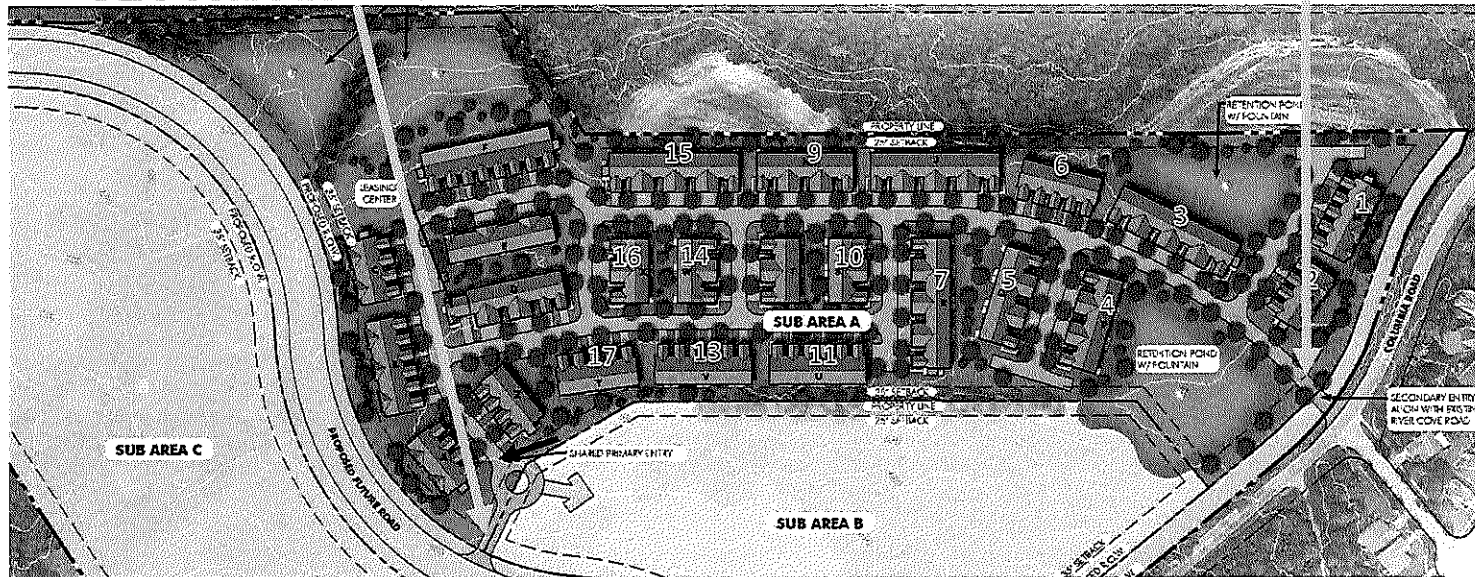
# RZC & RPC Recommendations

2023-05

5. At the time of zoning permit application approval of the 17th building, a second access road shall be constructed. The second access will be designed for emergency use only until PUD Stage 1 & 2 approval for Sub Areas B or C.

## SECONDARY ACCESS

## PRIMARY ACCESS



6. The road right-of-way for the Kings Island Drive extension shall be platted and dedicated for road right-of-way with the first Final Plat section. The right-of-way shall be designed to include area sufficient to accommodate a roundabout at the intersection of Columbia Road and the future Kings Island Drive extension.
7. Compliance with the requirements of the Union Township Fire Department for site access and circulation.
8. Prior to Preliminary Plan approval, the applicant shall receive the Warren County Engineer's Office review and approval for the site's internal private streets. Review and approval shall include, pavement and lane width, public utility easements, pavement material, and cross-section design. On-street parking is prohibited in Sub-area A.

## RZC & RPC Recommendations

2023-05

9. Prior to PUD Stage 3 the applicant receives approval from the Warren County Engineer's Department for stormwater management design and facilities.
10. Compliance with the requirements of the Warren County Soil and Water Conservation District (SWCD).
11. Compliance with the requirements of the Warren County Water & Sewer Department (See Exhibit E). Any improvements deemed necessary by the Warren County Water & Sewer Department shall be installed by the developer.



12. All proposed common open spaces and improvements, and maintenance of such areas are ensured through an appropriate legal instrument to comply with Section: 308 Preliminary Plan Review and Approval (E), 7 and Section 325: Dedication Procedures of the Warren County Subdivision Regulations.

13. Submit an updated Concept Plan prior to the Board of County Commissioner's meeting that identifies:
  - a. Where the rear, side, and street setbacks apply for each sub-area.
  - b. A phasing plan that illustrates the first phase including the associated constructed road network.
  - c. A conceptual illustration of the required open space (Section: 2.5.7.5) for Sub-area A.
  - d. Concepts for a compatible transition between the single-family residential uses along Columbia Road.

## RZC & RPC Recommendations

2023-05

14. The revised PUD Standards submitted as Exhibit D are adopted as the PUD Development Standards adding a maximum gross density of 9.41 units per residential acre with a maximum of 512 units.
15. Submit updated PUD Development Standards that clearly state the non-residential uses permitted in each Sub-areas B & C.
16. Any development in Sub Areas B & C shall receive PUD Stage 1 approval.

# Recommendation – Kings Local School District

August 23, 2023

Dear Kings Community,

Over the years, our school district has experienced growth in student enrollment. While this growth is a testament to the quality of education we offer and the strong sense of community within our District, it has also presented us with several challenges; the most pressing of which is the overcrowding of our school buildings. The current student population continues to put extreme pressure on the physical capabilities of our school district. The administrative team and teachers are doing the best they can to provide learning spaces based on the needs of the students.

Earlier in the Spring of 2023, the Kings Board of Education hired a company, Cropper GIS Consulting to complete a building capacity study, demographic study, and a building utilization forecast. In May 2023, Cropper representatives toured each one of our facilities, met with building administrators to understand how space is being utilized, collected floor plans of all buildings, and took inventory of available classrooms and spaces for individual instruction to assess our capacities and utilization.

Matthew Cropper, Founder and President of Cropper GIS gave a presentation on the findings of the studies to the Kings Board on May 16 on August 8, 2023. According to his presentations, the following bullet points are some of the highlights:

- **5 of 6 primary buildings are overcrowded now with over a 105% utilization rate.**
- **KHS is currently operating at 134% and CIS is at 124% utilization, respectively.**
- **KHS is currently over capacity by almost 400 students.**
- **There are currently more students in grades 1-6 than in 7-12.**
- **The smallest enrollment is in two grade levels; the current Juniors and Seniors.**

## Recommendation – Kings Local School District

The overcrowding issue has led to several concerns:

- Lack of effective classroom space, and inadequate lunchroom, gymnasium, and other core facility space.
- Use of non-traditional space for teachers without a classroom. i.e.- the lobby of KJH, closets, server rooms, and storage rooms.
- Lunch schedules, makeshift classrooms, and parking issues are notable pain points.

*“You need to address the needs of the students living here now. Overcrowding exists and it’s not going to get any better.” Mathew Cropper, Cropper GIS.*

We encourage you to review the following information:

- Capacity and Building Utilization Fact Sheet and Overcrowding Impact

# Recommendation – Kings Local School District

We encourage you to review the following information:

- [Capacity and Building Utilization Fact Sheet and Overcrowding Impact](#)
- [Kings Local - District-Resources - Facilities Information – This link contains all of the Cropper GIS Board presentations and PowerPoint presentations.](#)

The Kings Board of Education and District Administration are committed to providing the best possible education for every student in our district. We recognize the challenges posed by our growth, and we're committed to working collaboratively with the community to explore solutions that will enable us to continue delivering excellence in education.

Over the coming weeks, we will be engaging the community in ways to address the overcrowding throughout the district. I am confident that by all working together, we will create learning environments our students deserve.

Thank you for being an integral part of our vibrant and evolving community. Your support, engagement, and partnership are what make our District truly exceptional.

Sincerely,  
Greg Sears  
Mr. Greg Sears  
Superintendent of Schools  
[gsears@kingslocal.net](mailto:gsears@kingslocal.net)

ANY  
QUESTIONS?





## Rezoning Criteria

**1.304.5 Decision-Making Determination Considerations:** The approving authority shall review the proposed Zoning Amendment in the interest of public health and safety, as well as the public convenience, comfort, prosperity, or general welfare, as applicable, by considering the following factors:

- A. Is the proposed amendment consistent with the purposes and intent of this Zoning Code?
- B. Does the proposed amendment deviate from the suggestions of the Warren County Comprehensive Plan?
- C. Is the proposed amendment justified because of changed or changing conditions of the surrounding area since the time the current zoning designation for the property was established, and has assumptions on, capital investments, road locations, population trends, land committed to development, density, use, or other elements changed to justify the amendment?
- D. Is the proposed zoning compatible with the present zoning, nearby uses, and the character of the surrounding area?

**1.304.5 Decision-Making Determination Considerations:**

- E. Is the site suitable for the uses to which it has been restricted, or does the current zoning deprive the site of all economically viable uses?
- F. How long has the property remained vacant as zoned and is it zoned different from an adjacent properties?
- G. Are there available sites elsewhere in the County that are already zoned for the proposed use?
- H. Are public central sanitary sewer, stormwater facilities, roads and other public facilities available and do they have adequate capacity to serve allowable uses?
- I. Will approval of this amendment result in existing land uses, parcels, or structures becoming non-conforming or somehow result in conflict with any provision, restriction, or requirement of this code?

## **PUD STAGE 1 REVIEW CRITERIA - 1.305.6 Review Criteria:**

**A. PUD Stage 1:** In determining whether a PUD Stage 1 application or IHO PUD Stage 2 application filed pursuant to this Code shall be approved or recommended for approval, the RZC as applicable, and the BOCC shall consider the following review criteria, if applicable, but no single criteria controls, nor must all criteria support the decision:

- 1) The proposed PUD would not be detrimental to public health, safety, and general welfare and in general results in a better development of uses permitted on the site than would otherwise be possible;
- 2) Whether modifications of the zoning or other regulations are warranted by the innovative design of the PUD Plan;
- 3) Consistency with adopted objectives and policies of the County and townships related to land use; development; comprehensive plans; area plans; and other plans



- 4) Compatibility with and adequate protection of surrounding property and the adequacy of the provisions for visual and acoustical privacy and the proposed use(s) will not develop hazards and/or nuisances, nor have negative impact on the environment and the public health and safety, or general public welfare;
- 5) Provisions proposed for: vehicular access, parking, loading, and circulation; pedestrian access and circulation; essential services in the form of utilities or other facilities; and drainage runoff and soil erosion control are sufficient or proposed for improvement to support the proposed use(s);
- 6) (The need for separation of vehicular, pedestrian, and/or bicycle traffic lanes; clear and safe internal traffic patterns; the provision of connections to adjacent properties; and traffic mitigation measures.
- 7) The necessity for active and passive recreational facilities (greenways, sidewalks, and other pedestrian/bicycle circulation networks).

- 8) Impact to public services and infrastructure, and whether the proposed development is served adequately and efficiently by essential public facilities and services which are in existence or are planned;
- 9) Whether significant scenic or historic features, are adequately conserved;
- 10) Preservation of open space, natural and cultural areas and whether the development includes an appropriate amount of, and appropriate access to, dedicated open space;
- 11) Placement of structures on most suitable sites with consideration of topography, soils, vegetation, slope, etc.
- 12) The effectiveness of landscaping, buffers, and planting along public rights-of-way, open space/recreational areas, and the overall perimeter of the project.

## Zoning Amendments

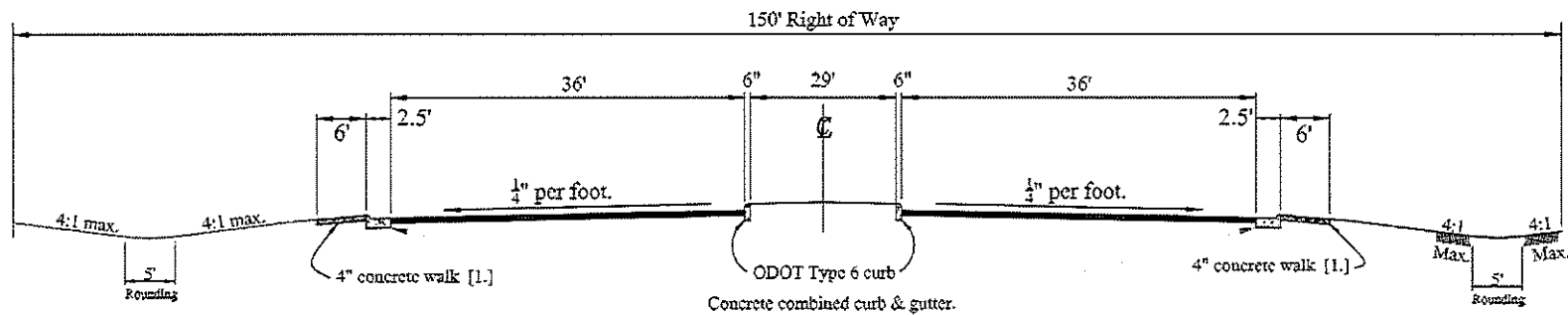
**1.304.3 Public Notification:** Except for text and map amendments, effecting more than ten (10) parcels, the following notifications shall be required:

- (A) The Zoning Inspector shall post a sign on the subject property of the application, stating the public process, the public hearing time, location, and date.
- (B) Written notice of the hearing shall be mailed by the Approving Authority, by first class mail, at least ten days before the date of the public hearing to **all owners of property within five hundred (500) feet** from the parcel lines of each property that is the subject of the public hearing, to the addresses of the owners appearing on the County Auditor's current tax list. The failure of delivery of the written notice SHALL NOT delay or postpone any such public hearing, and shall not invalidate any action taken at such public hearing. - *Warren County Zoning Code*

# Thoroughfare Plan

2023-05

**FIGURE A.5**  
**Typical Section, Primary Collector/Distributor**



**NOTES:**

[1.] As per Pathway Map/Subdivision Regulations.

In accordance with a preliminary design by the Ohio Department of Transportation, the Right-of-Way width required on State Route 63 from Union Road to State Route 741 is on file at the Warren County Map Room, Survey Volume 148, Plat No. 58. The State/Federal design process will determine the typical section.



**Columbia Road is identified as a primary collector/ distributor.**

**PUD Standards:**

**UNION TOWNSHIP COLUMBIA ROAD OVERLAY PLANNED UNIT DEVELOPMENT**

DEVELOPMENT TEXT

UNION TOWNSHIP, WARREN COUNTY, OHIO

JULY 12, 2023

Applicant:

Redwood USA LLC  
Gregory Thurman, VP of Acquisitions  
7007 East Pleasant Valley Road  
Independence, OH 44131  
513-458-9810

Outside Consultants:

POD Design  
Land Planning/Landscape Architecture  
Todd Foley, Principal  
100 Northwoods Blvd, Suite A  
Columbus OH, 43235  
614-360-3055

CESO  
Civil Engineering  
Mark Belmont, Director of Civil Engineering  
175 Montrose West Ave, Suite 400  
Akron, OH 44321  
330-396-5678

Goodhue Consulting, Inc.  
Traffic Consultant  
Paul Goodhue, P.E., PTOE  
937-271-7778



## PUD Standards:

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UNION TOWNSHIP COLUMBIA RD OVERLAY PLANNED UNIT DEVELOPMENT  
DEVELOPMENT TEXT

---

**1. APPLICABILITY:**

Unless otherwise stated, development within Union Township Columbia Road Overlay PUD shall be governed entirely by these provisions (Development Text) and the provisions of the Warren County Rural Zoning Code, Warren County, Ohio, which are in effect at the time of issuance of any development order. All standards and concepts imposed herein or as represented on the PUD Stage 1 Concept Plan are a part of the regulations which will govern how the PUD may be developed. Any standards found in the Warren County Rural Zoning Code that are not modified, varied or addressed by this PUD document shall continue to apply to the PUD Site. These standards apply to the 63.812 acre site (Development Property).

**2. STREETS:**

The developers will work with the Warren County Engineer's Office and Union Township representatives to incorporate the design, timing, and construction of the primary collector/distributor public road, illustrated on EX-3 and identified on the Warren County Thoroughfare Plan. The design, phasing, and construction of the proposed improvements shall be reviewed and receive approval by the Warren County Engineer's Office. All streets within subareas A, B, and C will be private streets.

**3. GENERAL DEVELOPMENT STANDARDS & REGULATIONS FOR ALL SUB-AREAS**

- a. **Purpose and Intent:** To create a mixed-use development with common streetscape, signage, lighting, and pedestrian amenities that are compatible throughout the Development. The Development Property is intended to be developed by multiple end users across the three subareas shown on EX-2, Subarea Plan. Residential uses may occur prior to the commercial uses. Subareas may be developed in phases.
- b. **Definitions.** Unless specified, the definition of all terms shall be the same as defined in the Warren County Rural Zoning Code in effect at the time of zoning permit application.
  - i. **Dwelling Unit**

A residential use building or portion therein containing one (1) or more rooms used, designed, or intended for occupancy as a single household unit, in providing complete permanent facilities per all applicable Code requirements for living, sleeping, cooking, eating, bathing, washing, and sanitation. Sleeping rooms are regulated as Dwelling Units and included in the density of the PUD.

---

## **PUD Standards:**

**c. Permitted Uses.** The following uses shall be permitted:

**Subarea A:**

- Attached single-story apartment dwellings;
- Model homes and sales offices;
- Home occupation uses, Class 1;
- Accessory structures associated with a residential use; and
- Publicly or privately owned parks and open spaces.

**Subarea B:**

- Apartment buildings;
- Townhouses;
- Clubhouse/community building and accessory buildings;
- Model homes and sales offices;
- Home occupation uses, Class 1;
- Accessory structures associated with a residential use;
- Publicly or privately owned parks and open spaces; and
- Other uses not identified may be permitted through a revised PUD Stage 1 process.

**Subarea C:**

- Adult Group Homes and Institutional Care Facilities (including Assisted Living, Memory Care, and Independent Living);
- Apartment buildings (Single story and multi-story);
- Townhouses;
- Clubhouse/community building and accessory buildings associated with the residential use;
- Model homes and sales offices;
- Home occupation uses, Class 1;
- Publicly or privately owned parks and open spaces; and
- Other uses not identified may be permitted through a revised PUD Stage 1 process.

## **PUD Standards:**

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### **d. Prohibited Uses:**

The following uses shall be prohibited in all subareas. All uses identified in Section 2.407.4 of Mixed Use Center Zone Regulations and all other uses not identified in Section 3c are prohibited.

### **e. Density:** There shall be a maximum of 512 residential dwellings with a gross maximum density of 9.41 dwelling units per residential acreage. The Adult Group Homes, Institutional Care Facilities, Independent Living, Assisted Living, etc. count toward the maximum gross residential density calculation.

- I. Attached single-story apartment dwellings shall be in configurations of 2 dwellings to 8 dwellings per building.
- II. Sub Area A density shall not exceed 134 dwelling units.
- III. Multiple-family apartment buildings (single-story and multi-story) shall be in configurations of 2 dwellings to 36 dwellings per building.
- IV. Sub Areas B & C shall not exceed 10 units per acre (gross density).

### **f. Setbacks:** All setbacks shown on EX-2 Subarea Plan.

- I. **Public Road Setback** – There shall be a minimum pavement and building setback of 35 feet as measured from the road right-of-way.
- II. **Rear Yard Setback** – Sub Areas A and C shall have a minimum pavement and building setback of 35 feet. At grade, patios shall be permitted to encroach up to 8 feet and eaves shall be permitted to encroach up to 2 feet into the minimum rear yard setback.
- III. **Side Yard Setback** – 25 feet. At grade, patios shall be permitted to encroach up to 8 feet and eaves shall be permitted to encroach up to 2 feet into the minimum side yard setback.

### **g. Access & Parking**

- I. **Access** – Primary vehicular access shall be provided from Columbia Road and the future Primary collector/distributor public road in the general location shown on Exhibit C, EX-3 Concept Plan. Access points illustrated on Exhibit C, EX-3 Concept Plan are subject to be reviewed by the Warren County Engineer's Office.
  - II. **Parking** - Shall be in conformance with section 3.307 Schedule of required parking by use in Warren County Rural Zoning Code unless otherwise noted.
  - III. **Parking dimensions** – Parking stall dimensions shall be a minimum of 9 feet wide by 18 feet length.
-

## **PUD Standards:**

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- h. Landscaping & Screening.** All landscaping and screening shall be installed by the developer of each subarea and shall meet the requirements of the current Warren County Rural Zoning Code. Landscaped buffers shall be placed along frontages adjacent to Columbia Road right-of-way and beyond the Public Utility Easement. Details of the landscaping plan shall be reviewed at PUD Stage 2.
  - i. Lighting.** All lighting shall be installed by the developer of each subarea and shall meet the requirements of the current Warren County Rural Zoning Code.
  - j. Signage.** All signage shall be installed by the developer of each subarea and shall meet the requirements of current Warren County Rural Zoning Code.
  - k. Building Standards.**
    - I. Maximum Residential Building Height:** 3 stories not to exceed 40 feet and measured in accordance with the Warren County Rural Zoning Code.
    - II. Transitional Zone:** Portions of Subarea A & B that are directly adjacent to Columbia Road ROW shall have a maximum of two (2) stories, not to exceed 35 feet in height. This transitional zone is applicable for the first 25 feet beyond the front yard setback.
    - III. Minimum Dwelling Square Footage:** Subarea B & C – One bedroom dwellings: 600 square feet. Multiple bedroom dwellings shall meet the requirements of the Warren County Rural Zoning Code.
  - l. Open Space:**

Each phase of the development shall provide 20% open space in compliance with Section 2.507.5 Open Space Standards for Overlay PUDs. Open Space design for Sub Areas B & C will be determined at a revised PUD Stage 1 process.
-

### **Definitions from the WCRZC:**

**Sleeping Room:** A room within a residential dwelling that functions as a separate space used for living and sleeping, but not for cooking and eating purposes.

**Dwelling Unit:** A residential use building or portion therein containing one (1) or more rooms used, designed, or intended for occupancy as a single household unit, in providing complete permanent facilities per all applicable Code requirements for living, sleeping, cooking, eating, bathing, washing, and sanitation.

### **Definition from Redwood PUD Standards**

**Dwelling Unit:** A residential use building or portion therein containing one (1) or more rooms used, designed, or intended for occupancy as a single household unit, in providing complete permanent facilities per all applicable Code requirements for living, sleeping, cooking, eating, bathing, washing, and sanitation. Sleeping rooms are regulated as Dwelling Units and included in the density of the PUD.

**PUD Standards for Redwood Housing Density:**

- I. Attached single-story apartment dwellings shall be in configurations of 2 dwellings to 8 dwellings per building.
- II. Sub Area A density shall not exceed 134 dwelling units.
- III. Multiple-family apartment buildings (single-story and multi-story) shall be in configurations of 2 dwellings to 36 dwellings per building.
- IV. Sub Areas B & C shall not exceed 10 units per acre (gross density).

## **Notable Resident Concerns:**

- Stormwater runoff
- Setback
- Buffer to existing residential uses
- Building height
- Added traffic on Columbia
- Cannot leave driveway and/or subdivision quickly
- Overcrowding in schools
- Pedestrian safety
- Environmental concerns

**Concerns stated on the July 12<sup>th</sup> RZC Meeting.**

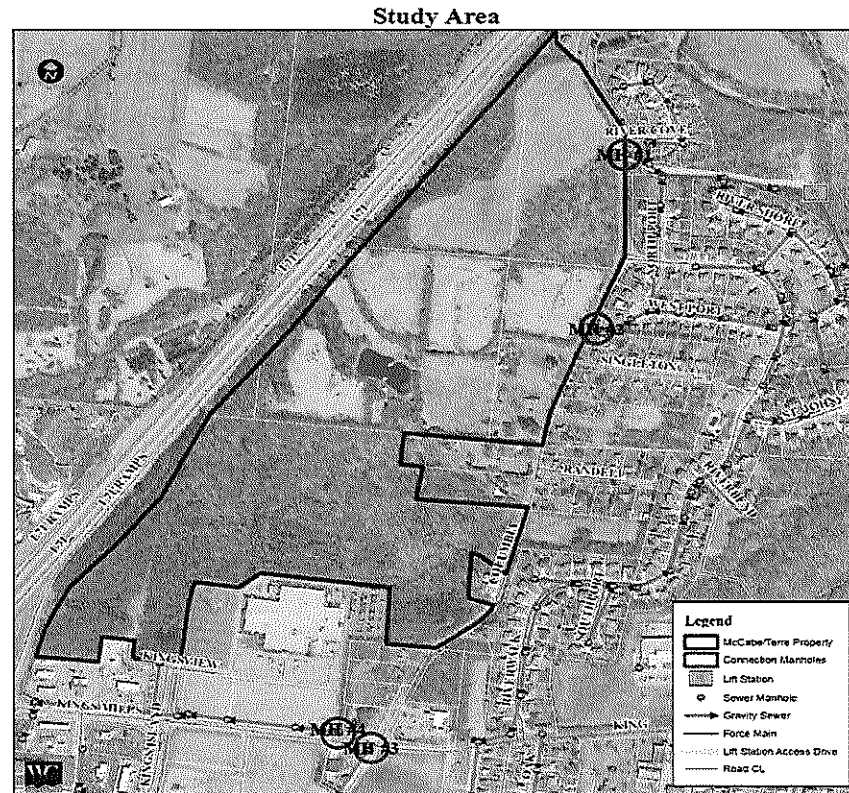
## King's Island Drive Extension Sewer Study

### Introduction

This document looks at the improvements that would be needed in order to provide sewer service to the King's Island Drive extension area. Specifically, this document looks at available options for sewer service for the McCabe-Columbia and Terre Firma properties. The options are outlined in the following sections:

### Study Area

The study area is located between interstate 71 and Columbia Rd, north of Kings Mills Rd, shown in FIGURE 1. This area includes approximately 125 acres of land including the McCabe-Columbia and Terre Firma properties (referred to as the McCabe/Terre property for the purposes of this report). It should be noted that there are several vacant properties near the McCabe/Terre property that may be serviced in the future. The sewer capacities determined through this study are on a first come, first served basis and may not be available based on area development.





**FIGURE A1**

**Gravity Sewer Sections (before Lift Station)**



**FIGURE A2**

**Gravity Sewer Sections (after existing Force Main)**





# **BOARD OF COUNTY COMMISSIONERS**

## **WARREN COUNTY, OHIO**

**406 Justice Drive, Lebanon, Ohio 45036**

**[www.co.warren.oh.us](http://www.co.warren.oh.us)**

**[commissioners@co.warren.oh.us](mailto:commissioners@co.warren.oh.us)**

**Telephone (513) 695-1250**

**Facsimile (513) 695-2054**

***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

**BOARD OF COUNTY COMMISSIONERS**

**WARREN COUNTY, OHIO**

**MINUTES: Regular Session – October 3, 2023**

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the September 28, 2023, meeting.

Shannon Jones – present

Tom Grossmann – present

David G. Young – present

Tina Osborne, Clerk – present

Minutes of the September 26, 2023, meeting were read and approved.

- 23-1273      A resolution was adopted to administer disciplinary action against Katherine Mullins within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-1274      A resolution was adopted to approve the lateral transfer of Leigh Anne Gebele from the position of Screener II to Assessment Investigative Caseworker II, Within the Warren County Department of Job and Family Services, Children Service Division. Vote: Unanimous
- 23-1275      A resolution was adopted to approve addenda to agreement with City of Refuge DBA One Way Farm relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 23-1276      A resolution was adopted to approve the agreement and addendum with Unk's Place relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 23-1277      A resolution was adopted to approve Amendment NO. 2 to the contract with Aramark Correctional Services, LLC to provide food services, on behalf of The Warren County Sheriff's Office. Vote: Unanimous

- 23-1278 A resolution was adopted to declare various items from the Commissioners' Office, Board of Development Disabilities, Building & Zoning, Juvenile, Sheriff's Office, Telecom, Veterans, and Water & Sewer Department as surplus and authorize the disposal of said items through internet auction. Vote: Unanimous
- 23-1279 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous
- 23-1280 A resolution was adopted to approve supplemental appropriation into Board of Elections Fund #11011300. Vote: Unanimous
- 23-1281 A resolution was adopted to approve supplemental appropriation into Board of Elections Fund #11011300. Vote: Unanimous
- 23-1282 A resolution was adopted to approve supplemental appropriations into Water Revenue Fund 5510. Vote: Unanimous
- 23-1283 A resolution was adopted to approve appropriation adjustments from Board of Elections Fund #11011301 into #11011300. Vote: Unanimous
- 23-1284 A resolution was adopted to approve appropriation adjustments within Sheriff's Office Fund #11012211. Vote: Unanimous
- 23-1285 A resolution was adopted to approve appropriation adjustment within Telecommunications Department Fund #11012810. Vote: Unanimous
- 23-1286 A resolution was adopted to approve appropriation adjustments within Children Services Fund #2273. Vote: Unanimous
- 23-1287 A resolution was adopted to approve appropriation adjustments within Telecommunications Department Fund #4492. Vote: Unanimous
- 23-1288 A resolution was adopted to approve appropriation adjustments within Sheriff's Office Fund #6630. Vote: Unanimous
- 23-1289 A resolution was adopted to approve requisitions and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 23-1290 A resolution was adopted to amend sections 4.13: Usage of Credit Cards, 5.04: Health and Life Insurance, and section 6.07: Leave of Absence Without Pay, of the Warren County Personnel Policy Manual. Vote: Unanimous
- 23-1291 A resolution was adopted to recognize changes to County Purchasing Procedures effective October 3, 2023. Vote: Unanimous
- 23-1292 A resolution was adopted to approve the Warren County Prevention, Retention, and Contingency Plan (PRC) for the Warren County Department of Human Services. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

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Molly Conley, Warren County Soil and Water Conservation Executive Director, was present for the Board to proclaim October 1, 2023, through October 7, 2023, as “Stormwater Awareness Week” in Warren County.

Ms. Conley presented information on the new Urban Conservation Learning Lab and invited the Board to the ribbon cutting ceremony on October 14, 2023, at 2:30 p.m.

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Arlene Byrd, Human Services Director, was present for the work session to present the updated Prevention, Retention and Contingency (PRC) Plan.

Mrs. Byrd explained the PRC program and the requirement to update the plan every two years. She then reviewed the changes in the plan from the prior update.

Upon further discussion, the Board resolved (Resolution #23-1292) to approve the Warren County Prevention, Retention, and Contingency Plan (PRC) for the Warren County Department of Human Services.

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The Board met with students from Lebanon High School for Student Government Day.

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The Board convened in the Commissioners' Conference Room to deliberate in private with legal counsel on a decision relative to the site plan review application for Shaker Woods in Turtlecreek Township.

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Upon motion the meeting was adjourned.

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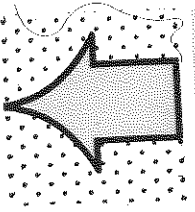
Shannon Jones, President

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David G. Young

---

Tom Grossmann



I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on October 3, 2023, in compliance with Section 121.22 O.R.C.

---

Tina Osborne, Clerk  
Board of County Commissioners  
Warren County, Ohio



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: LINDA ODA DEPARTMENT: RECORDER

\*POSITION: RECORDER DATE: OCTOBER 2, 2023

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING  CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:  
ANNUAL OHIO RECORDERS CONFERENCE

LOCATION:  
HILTON COLUMBUS POLARIS, 8700 LYRA DRIVE, COLUMBUS OHIO 43240

DATE(S): NOVEMBER 12-15, 2023

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE  OTHER

LODGING: \$349

ESTIMATED COST OF TRIP: \$442.60

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

*Linda Oda Recorder* 10-2-2023  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

[Empty box for listing additional attendees]

2023 OCT 12 10:12:10



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: William Cornett DEPARTMENT: Telecommunications

\*POSITION: Cyber Security Analyst DATE: 10/05/23

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:

FOR500Windows Forensic Analysis & GIAC Certified Forensic Examiner- cyber security training

LOCATION:

Planet Hollywood Hotel  
Las Vegas, Nevada

DATE(S): 3/4/24-3/9/24

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: Planet Hollywood Hotel Las Vegas Nevada

ESTIMATED COST OF TRIP: \$11,464.47 (see breakdown attached)

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

*Deputy Director*      2023.10.05  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

\_\_\_\_\_

2023-10-05 10:59



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Melissa Bour DEPARTMENT: Emergency Services

\*POSITION: Director DATE: 11/17/2023

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:  
hear what other public safety agencies in the state are doing to attract, recruit, and retain first responders using all the tools at their disposal.

LOCATION:  
Byxbe Campus, 1610 State Route 521, Delaware, OH

DATE(S):

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$175

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Melissa Bour / Director      11/17/2023  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

\_\_\_\_\_





**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Mary Ellen Steele DEPARTMENT: Domestic Relations Court

\*POSITION: Court Administrator DATE: 10-3-23

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING                      CONVENTION                      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
 TRAINING MORE THAN 250 MILES

PURPOSE:  
OACA Fall Seminar for COurt Administrators in Ohio

LOCATION:  
Covington, Kentucky

DATE(S): 10-26-27, 2023

TYPE OF TRAVEL: (Check one)

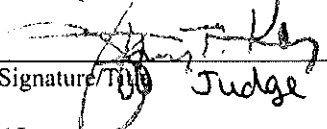
AIRLINE                      STAFF CAR                      PRIVATE VEHICLE                       OTHER

LODGING:                      none

ESTIMATED COST OF TRIP:    \$280.00 registration and mileage

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

  
 Signature/Title Judge                      Date 10/3/23

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
 Commissioner                      Date

\_\_\_\_\_  
 Commissioner                      Date

\_\_\_\_\_  
 Commissioner                      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: RICHARD BREWSTER DEPARTMENT: JDC

\*POSITION: SUPERINTENDENT DATE: 10/4/2023

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

- ASSOCIATION MEETING
- CONVENTION
- ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
- TRAINING MORE THAN 250 MILES

PURPOSE:

**2023 OJDDA FALL CONFERENCE**

LOCATION:

**11755 KINSMAN RD, NEWSBURY OHIO 44065**

DATE(S): OCTOBER 12-13, 2023

TYPE OF TRAVEL: (Check one)

- AIRLINE
- STAFF CAR
- PRIVATE VEHICLE
- OTHER

LODGING: PUNDERSON MANOR \$139/NIGHT

ESTIMATED COST OF TRIP: \$350/PER PERSON

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature] - Asst Administrator 10/4/23  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

**STEVEN JOHNSON**



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING, CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Melissa Perduk DEPARTMENT: Juvenile Court

\*POSITION: CASA Director DATE: 9/28/23

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

- ASSOCIATION MEETING
- CONVENTION
- ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
- TRAINING MORE THAN 250 MILES

PURPOSE:

CASA staff & volunteer training

LOCATION:

Columbus Convention Center

DATE(S): 9/20/23 - 9/22/23

TYPE OF TRAVEL: (Check one)

- AIRLINE
- STAFF CAR
- PRIVATE VEHICLE
- OTHER

LODGING: Hyatt Regency

ESTIMATED COST OF TRIP: \$530

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature] - Count Administrator  
Signature/Title Date 10/2/23

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Laurie Mitroff & Rachel Gaspar'raj, CASA Managers

# Resolution

**HONOR COLLEEN CHAMBERLAIN  
FOR HER MANY YEARS OF DEDICATED SERVICE  
IN THE BEHAVIORAL HEALTH FIELD**

*WHEREAS, Colleen Chamberlain has served as the Executive Director of the Mental Health Recovery Board serving Warren and Clinton Counties (MHRBWCC) since 2019 and is now retiring; and*

*WHEREAS, Ms. Chamberlain has over three decades of experience in the behavioral health field, and has helped countless individuals find and navigate needed care for mental health and substance use disorders; and*

*WHEREAS, before becoming Executive Director, Ms. Chamberlain served MHRBWCC in key leadership positions, managing crisis, criminal justice, community recovery supports, and spearheaded the creation of the Crisis Intervention Team for local law enforcement; and*

*WHEREAS, through her work she has remained committed to improving the quality of life for so many people struggling with a variety of challenges; and*

*NOW THEREFORE BE IT RESOLVED, by this Board of County Commissioners, to honor Colleen Chamberlain and recognize her upon her retirement for her many years of dedicated service in the behavioral health field and extend her our sincere appreciation for her work throughout Warren County.*

*IN WITNESS WHEREOF, we hereunto subscribe our names and caused the seal of Warren County to be affixed at Lebanon this 10<sup>th</sup> day of October, in the year of our Lord, Two Thousand and Twenty-Three*

**BOARD OF COUNTY COMMISSIONERS**

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*Shannon Jones, President*

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*David G. Young*

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*Tom Grossmann*

# Resolution

**HONOR JANE CONN  
FOR HER MANY YEARS OF DEDICATED SERVICE  
TO SUPPORTING SAFE FAMILIES AND COMMUNITIES**

*WHEREAS, Jane Conn served as the Executive Director for SAFE on Main and after ten years with the agency is retiring; and*

*WHEREAS, during her time with SAFE on Main, Ms. Conn, secured grants, donations, and investment contributions, increasing the SAFE on Main budget by more than 50% annually; and*

*WHEREAS, under her leadership, she guided the process of a complete shelter renovation and the purchase of a new central office; and*

*WHEREAS, through her work, Ms. Conn remained committed to the safety, healing, and empowerment of survivors of abuse, and supported prevention education in the community; and*

*NOW THEREFORE BE IT RESOLVED, by this Board of County Commissioners, to honor Jane Conn and recognize her upon her retirement for her many years of dedicated service to supporting safe families and communities and extend her our sincere appreciation for her work throughout Warren County.*

*IN WITNESS WHEREOF, we hereunto subscribe our names and caused the seal of Warren County to be affixed at Lebanon this 10<sup>th</sup> day of October, in the year of our Lord, Two Thousand and Twenty-Three*

**BOARD OF COUNTY COMMISSIONERS**

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*Shannon Jones, President*

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*David G. Young*

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*Tom Grossmann*