

**Minutes of the Urbana Board of Trustees Meeting
held Monday, July 05, 2022**

The Board of Urbana Township Trustees met on this date with Paul Wright, Roger Koerner, and Blair Stinson present.

Guests Present:

Aaron Smith, Logan Union Champaign County Planning Commission (hereafter "LUC")
Dan Kaffenbarger
Janet Kaffenbarger
Jerry Mirtes

Public Hearing regarding the proposed amendments to the Urbana Township Zoning Resolution and Maps

Trustee Paul Wright called to order the Public Hearing regarding the proposed amendments to the maps, initiated by the motion of the Zoning Commission, to reclassify the zoning districts as depicted on the proposed map.

Aaron Smith – LUC

The zoning commission issued a zoning amendment to get an updated zoning map. It was submitted to LUC and was approved. Thereafter the Zoning Commission had a meeting and recommended approval. Now it is upon the Trustees to have this public hearing and give the public the opportunity to speak. You must then rule within thirty days. Most township rule after the public meeting during the regular meeting.

Your options at this point are to approve, approve with modifications, meaning minor modifications, such as a spelling error or color. However, if there is something major you want to modify, then you vote to deny approval and it ends the process and it goes back to the zoning commission and the process begins again.

If there is a vote of approval, then another timeline starts. There is a thirty day waiting period, where someone can file a referendum to Board of Elections to put it on the ballot in November. I haven't seen that happen, but it is an option.

So you now need to open it up to the public to talk about the map.

The LUC Executive Committee accepted the Zoning and Subdivision Committee and staff recommendation of approval of the zoning parcel amendment, and recommended the approval of the proposed zoning parcel amendment.

Mr. Wright– ok. Are you folks here for the zoning map?

The audience members all indicated "no", they were not here for the zoning map.

Mr. Stinson – well then, I move to close the public portion of the meeting. Mr. Koerner seconded the motion. Roll call was as follows: Mr. Wright – yes; Mr. Koerner – yes; Mr. Stinson – yes.

Mr. Koerner moved to accept the proposed amendments to the Urbana Township Zoning Resolution and maps. Mr. Stinson seconded the request. Roll call was as follows: Mr. Wright – yes; Mr. Koerner – yes; Mr. Stinson – yes.

Zoning Inspector Tullis – next is 30 days?

Mr. Smith – next, I will go in and make changes and remove the draft. I will need at minimum the President and Fiscal Officer to sign with an effective date of tonight. I will get it printed out, or you can get it printed, but it is cheaper if we do the printing.

You have to record a copy at the county Recorder's office. Return one copy to LUC, give one copy to the Zoning Inspector, and keep one copy for your records. We will give you a digital file, and you can put it on your website, and we will put it on our website. We will get that done for you within 30 days.

Ms. Perry – do you need a file stamped copy from the Recorder's office?

Mr. Smith – we would like to have a hard copy that is signed and file stamped.

Mr. Wright – Ok. I think that takes care of that portion of the meeting.

Who would like to go next?

Dan Kaffenbarger

Dan Kaffenbarger and this is my wife Janet. We live at 840 Children's Home Road and we are buying 810 Children's Home Road, which is zoned residential, and we would like to change that into an Air B&B. There are no changes to the property, and it won't overload the sewage system. It will remain a single family dwelling.

Zoning Inspector Tullis – I just checked on the big map, and it doesn't change into residential until east of Dellinger. Under U1 – you can't use it for transient lodging. Under current regulations you can't use rural property for transient lodging. You could possibly get a use variance. The main option is to have it rezoned as business.

Mr. Smith – it would go through the zoning commission.

Mr. Tullis – they don't generally like to do that.

Mr. Smith – it goes before the Zoning Commission and then to the Trustees.

Mr. Tullis – I am out of the process, I don't get a vote.

Mr. Kaffenbarger – is there an application then?

Mr. Tullis – yes.

Mr. Kaffenbarger – where do I get that?

Mr. Tullis – I can get it for you.

Mr. Kaffenbarger – ok, how much does it cost?

Mr. Tullis - \$3,000 application fee.

Mr. Kaffenbarger – do I get that back if it is not approved?

Mr. Tullis – no.

Mr. Smith – the Trustees may be interested in this. Currently at the state house there is a bill in committee that would prohibit townships from zoning out short term rentals. I think it allows townships to say, safe, adequate, ingress, egress. The townships up by Indian Lake are very interested in it.

Mr. Stinson – Is the city the same?

Mr. Smith – currently townships and cities have the same, but if they are home rule they have more leeway.

We are working with the townships in Logan County for just this. But it is the same process as what you are going through with these maps, and it just takes a while.

These zoning codes are based off of model codes from the 70's and 80's. Air B&B's are relatively new.

The Kaffenbargers were given the application and departed the meeting.

Mr. Mirtes

I saw some lines on Three Mile Road. It looks like they are doing something there.

Mr. Wright – They are getting ready to do asphalt.

Mr. Mirtes - I live at 1443, and last time I had a few stones near my mail box and I was wondering if my mailbox area can be black topped.

Mr. Wright – to be honest with you the county is handling that and I am not sure if the mailbox areas are included.

Mr. McCain – they are showing a 6 foot aggregate base on Middle Urbana Road.

Mr. Mirtes – some have barely any stone for the postal service to pull off. I made a nice stone base on mine which is pretty large.

Mr. McCain – it shows mailbox approaches on here.

Mr. Wright – usually they extend the side boxes out and go on.

Mr. Mirtes - is there a time frame that they are supposed to be doing the work?

Mr. McCain – they are supposed to be starting tomorrow.

Mr. Mirtes – do I need to move some stone to get it deeper?

Mr. McCain – maybe you can leave your number and we can call the county engineer in the morning and find out about it.

Mr. Mirtes – ok.

Mr. McCain – it shows a typical mailbox approach.

Mr. Koerner – whatever typical is.

Mr. Mirtes – the last time they did something like that they said there was grass growing up in my stones and so they wouldn't do that.

Mr. McCain – I have been here 15 years.

Mr. Mirtes– it was a little longer than that.

Mr. McCain – last time they used that slurry and a micro-seal.

Mr. Wright – we will call in the morning and get in touch with you then.

Mr. Mirtes – I would like to get it done. I don't have any green grass growing now.

Mr. Smith – unless there is anything else I am going to get out of here now too.

Mr. McCain – both sections have mail box approaches. I will get ahold of Danny at the Engineer's office in the morning.

Mr. Mirtes and Mr. Smith departed the meeting.

Tax Budget

Mr. Wright – Sandi, I believe you have some things.

Ms. Perry - our Tax Budget is due to the county auditor by July 15th. I placed a notice in the paper for June 25th, and there is no one here for comment from the public. I provided copies on your desks for review.

Upon review, Trustee Koerner moved to accept the 2023 Tax Budget for filing with the County Auditor. Trustee Stinson seconded the request. Roll call was as follows: Mr. Wright, yes; Mr. Koerner, yes; Mr. Stinson, yes.

Fire Levy

Ms. Perry – I also have the Fire Levy. At the last meeting we approved the Resolution to ask the Auditor to certify the revenue. I provided a copy to Auditor Karen Bailey and she provided the Certificate. Next, we need to pass the Resolution to place the Fire and EMS levy on the ballot.

Mr. Koerner moved to approve the Resolution declaring it necessary to levy a tax in excess of the ten mill limitation for Fire and EMS services for a continuing period of time. Mr. Stinson seconded the Motion. Roll call was as follows: Mr. Wright, yes; Mr. Koerner, yes; Mr. Stinson, yes.

Trustee Stinson - I think we need to have something else in the works. Maybe reach out to other departments for a quote.

Mr. Koerner – I know what you mean about a backup plan.

Ms. Perry – do you want me to reach out to Kerry?

Mr. Koerner – I suppose maybe we should wait

Ms. Perry – I will email other departments then to see if we can get a quote.

Trustees

The minutes of the June 20, 2022 meeting were reviewed and accepted as presented. The Financial Status Reports were reviewed and accepted as presented.

Mr. Wright – Richard, you are next.

Richard McCain

We got the big truck back. They didn't charge us anything. Roadside mowing is done. We had to put a new battery in the tractor. It was time to put a new one in there.

Mr. Wright – I think that was 4 years old.

Mr. McCain – going on 5 years. I thank Blair for doing the other mowing for me when I was doing the roadside mowing.

I will call and get ahold of Danny first thing in the morning and ask about the mailbox approach things. There may have been money for mailbox approaches in that grant. Everything the county has done they have done the mailbox approaches.

Mr. Wright – I think a lot of that is that the county went in and widened the roads which included that.

Mr. McCain – that is the thing with widening the roads; they would have gotten more money out of the grants. These plans show mailbox approaches, but no one has come and done those before. When the plans were getting done that is when it should have been decided.

Mr. Koerner – there was only X amount of dollars.

Mr. McCain – It isn't costing Champaign County. It's that grant money. If you check in four years they are going to do Dugan Road, am I right Paul?

Mr. Wright – well I heard that.

Mr. McCain – somebody has been making plans for Dugan Road. If you don't put this other work in, they aren't going to look at it.

Mr. Wright – Right now we are going to get what they have planned.

Mr. McCain – well these plans show mailbox approaches. It says ten feet of pavement. I assume that they are three feet wide average, but I don't know. If it just has a little place they just have a little place. It's just like when they do the culverts and ditches, they just let them do it. You should have something to say about where they put mailboxes. It shouldn't be out in the right of way. The same with a culvert. It's supposed to be thirty feet, but they put them in at twenty and no one goes and checks that stuff.

Mr. Wright – ok.

Mr. Stinson – Can I add something? He brought up a point that Moore's Run cost over \$100 to mow. That road goes to nowhere.

Mr. McCain – you need to see how much the taxes are.

Mr. Stinson – it goes to Fred Channel's pond. We are going to be hit for chip and seal at some point as well. Seriously we are just going to keep pumping money into a road that goes to two ponds.

Mr. Wright – well maybe, we will need to get the county commissioners to abandon it.

Mr. McCain – I thought that belonged to another outfit.

Mr. Stinson – I don't see how the township has to be responsible for a road that goes to two ponds. That that was the state that figured that out, wasn't it?

Mr. Koerner – I don't think the state has to ask you what to do.

Mr. Tullis – when they were going to put the bypass through, they took Freddie's land and then he had to buy it back, and he got that pond and the Gainer pond. They put that in when they were going to put in the 68 bypass.

Mr. Stinson – Burners has the one pond and the Gainers has the South side. How do we start that process?

Mr. Wright – we will find out.

Mr. McCain – we can ask Jane. I put \$110 worth of fuel in to mow that.

Mr. Stinson – what would it cost to chip and seal that?

Mr. McCain - \$15 to \$20 thousand.

Mr. Stinson – if there is something we could do to start that process.

Mr. Wright – we will check into that and see what we need to do to get rid of that. It has been over 20 years since anything has been done on that.

Zoning Inspector Sean Tullis

See attached.

Mr. Stinson – I talked to Kurt Michael. He said after he and his brother Scott agreed with Richard that it is on Moorefield's side. So I told him to call them and let us know if they need anything on our side.

Mr. McCain – we have had to take care of there side when trees have fallen down for years. I will call Mark Hair from Moorefield Township tomorrow and tell him they need to take care of that.

Mr. Stinson – Kurt said he called them and no one has called him back. At least we are following up with him. He said thank you.

Mr. Wright – I have Richard's tree cutting list right there.

Mr. Stinson – boy that honeysuckle is back with a vengeance.

Mr. Koerner – what are you going to do with Ardell?

Mr. Stinson – I will go down there and spray it and brush it. I told her we can't continue to do that, it costs us a lot of money. She asked that we not over spray it. I told her I would do that myself.

Mr. McCain – well I will get that ready and we can go out there.

Mr. Stinson – that came back quick.

Mr. Wright – Roger do you have anything?

Mr. Koerner – I am good.

Mr. Wright – ok. I don't have anything else to add today.

Fiscal Officer

The following bills were presented for payment:

Check No.	Date	Payee	Total Amount
	07/05/2022	US Treasury	\$1,543.79
	07/05/2022	Ohio Department of Taxation	\$190.44
	07/05/2022	BWC State Insurance Fund	\$84.46
	07/05/2022	Urbana Township (from ARP)	\$115,625.53
19719	07/05/2022	OPERS	\$2,140.56
19720	07/05/2022	City of Urbana	\$79.66
19721	07/05/2022	Roberts Refuse	\$66.00
19722	07/05/2022	CT Communications	\$130.22
19723	07/05/2022	VOID	
19724	07/05/2022	VOID	
19725	07/05/2022	Farmers Equipment	\$395.61
19726	07/05/2022	Autozone	\$20.22

Total **\$120,276.49**

Mr. Stinson moved, seconded by Mr. Koerner that the bills were approved.
Roll call was as follows: Mr. Wright, yes; Mr. Koerner, yes; Mr. Stinson, yes.

Urbana Township Zoning & Cemetery Report

7-5-22 Zoning

1. Met with Tim Holland 614-989-2147 to write a zoning permit for Luke Hiltibran's new house at 1419 Shortcut Road.
2. Met with Kayla Williamson from Knickerbocker Pools to write a pool zoning permit at 4098 Middle Urbana Rd. James & Lori Phillips home.
3. Spoke with Dawn Miller about a 16'x28' shed. I told her she would have to meet the building departments requirements for footers and tiedowns because it is over 200 square feet.
4. Met with Andrew Scott about a shed but he did not have the proper paperwork. He will come back.
5. Met with Ryan and Erica Berry about a 54" tall by 30' round above ground pool 1090 Shady Circle 937-631-4928.
6. Called Janet Kauffenbarger 937-441-4802 wants put an Airbnb at 810 Children's Home Rd. the property is zoned U1 (rural). LUC considers Airbnb transient lodging and that is not allowed in U1 and is not an allowed conditional use. It would have to be rezoned to B1 (service business). I explained to Janet and said the rezoning process costs \$3,000 and is not guaranteed. If they want proceed they may come to one of our meetings.
7. I left a message for Natalie Jackson (realtor) that 734 Diamond Court is in the city of Urbana not Urbana TWP. She will need to call them to determine if a fence can be added to that property.

7-5-22 Cemetery

1. Left a phone message with Roby Monuments and told them we would not be able to pour Bob Cawley's footer until the Fall.
2. Met with Ron & Susan Millington. They are trading P 209 GS 4,5,6 for P164 GS 1,2,3 and will not plant a tree. I will exchange deeds with them tomorrow.

Being no further business, Mr. Stinson moved to adjourn the meeting seconded by Mr. Wright.

Paul Wright Trustee Paul Wright, President

Sandra B. Perry Sandi Perry, Fiscal Officer