

**Minutes of the Urbana Board of Trustees Meeting
held Special Monday, August 5, 2024**

The Board of Urbana Township Trustees met on this date for a Special Meeting with Trustee Blair Stinson, Trustee Matt Harrigan, and Trustee Roger Koerner present.

Present:

Dan Evilsizor

Brad Bodenmiller

Aaron Smith

The Special Meeting was called to order by Mr. Stinson regarding proposed zoning text amendments to amend Article II definitions by modifying the definition of “nursery, nursing home” and modifying the Official Schedule of District Regulations column 3 of the U-1 Rural District by adding “nursing home” to the list of conditional uses.

Mr. Smith – there are really two main changes. They are linked together. They are related, Article II - that is being modified from when the township first initiated zoning to a new definition, that comes right from the revised code. O.R.C. 3721.01(A)(6) A nursing home definition. It is the exact same one as Rush Township that they did with the one close to Woodstock in 2022. It will now read nursing home, eliminating the nursery side – a home used for the reception and care of individuals by reason of illness or physical or mental impairment requires skilled nursing care, individuals who require personal care services but not skilled nursing. A nursing home is licensed to provide personal care and skilled nursing care. The definition is used to determine if it is a nursing home or not.

That defines the use. It is being placed as a conditional use in only the U1 Rural District, being placed as a conditional use means that anyone that applies for that permit has to go before the Board of Zoning Appeals, have a public hearing, notice in newspaper, neighbors notified. The BZA makes the determination if they meet the criteria.

Those are the two changes, the definition changes and only in the Rural U1 area.

Mr. Stinson – do you want to review what the Zoning Commission recommended.

Mr. Smith – It’s what’s been advertised. This was a trustee initiated zoning amendment, to the zoning commission, LUC executive committee gave it a formal recommendation for approval as it was recommended to the board. Not long after LUC met, the Zoning Commission met, and there was a letter signed by the Zoning Commission Chair. Mr. Rooney and the Zoning Commission also recommended approval. No modifications, as it was presented. Those are the two bodies that reviewed that and made recommendation, so consider that before you make your own vote.

Mr. Stinson – we had these at the last meeting, do you want to take a second to review them again. Are there any public comments?

Mr. Evilsizor – no comments.

Mr. Stinson – opportunity now to openly discuss. Anything that doesn't meet your consideration here? (Nothing added)

Mr. Stinson – If this is something we are going to act on we need to act on it today. There is an appeal time, Aaron is going to explain some of that at the end. We are trying to stay on a timeline. I will entertain a motion to approve, modify, or deny.

Mr. Koerner moved to approve the amendment, seconded by Mr. Harrigan. Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.

Mr. Smith – next steps. The tough part is done. Reviewed by everybody. You had the option of closing the hearing and voting in 20 days, but you voted tonight. The change doesn't become effective for another 30 days. In that 30 days, they will get that typed up and distribute copies. Four copies – originals, all signed and dated by all four of you as the fiscal officer will attest to it as well. All of those will go to the Recorder's Office and they will keep one of them, as you are to record zoning amendments. The other three they will mark with a time stamp that shows it's a copy of the official copy. One for Township. One for zoning inspector, one returned to LUC. They will scan and email it and put it on their website and we can put on our website. They will print out all of the necessary copies - the total comes to 18 or 19 copies for all board members, zoning commission, BZA, trustees, and a few extra. That way everybody has the same copies. Hold onto old copies. There is not anything else to do except wait the 30 days, sign and record it, and you are good to go. An application can't be filed before this becomes effective. On the day it becomes effective is when it becomes effective.

Mr. Stinson – this still has to go through BZA?

Mr. Smith – yes.

Mr. Stinson – how long do they have to wait to call that meeting?

Mr. Smith – when they receive a complete application, fees and everything...

Mr. Bodenmiller – amendment not effective for 30 days.

Mr. Stinson – we can't accept an application for 30 days.

Mr. Smith – if they know it's happening, the zoning inspector can have all of the paperwork that they need. The application for conditional use is more intensive than other applications. You have to have the site plan. They can work on that but the township can't accept it until the 30th day.

Ms. Perry – so if we at our next meeting, have the corrected version, then they can sign off on it, then we have 5 days after the effective date to file it at the Recorder and with LUC. So I would take them down there, get them stamped, all within that 5 days, and then there is something that happens with the BZA?

Mr. Smith – only if a new company came into Urbana Township and said they wanted to open a nursing home, or an existing nursing home wanted to expand and needed a permit for that.

Ms. Perry – we are done then after this five day window.

Mr. Smith – it is effective in those 5 days, even if it is not recorded at the Recorder's Office or returned to LUC it is still effective.

Mr. Stinson – does this does affect our map?

Mr. Smith – no it does not affect your map. The colors remain the same, you don't have to change anything.

Mr. Koerner moved, seconded by Mr. Harrigan to adjourn the special meeting.

Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.



Blair Stinson, President



Sandi Perry, Fiscal Officer

SIGN-IN SHEET

URBANA TWP ZONING COMMISSION

Date: 7/16/2024

PUBLIC HEARING

NAME

ADDRESS

DO YOU WANT TO ADDRESS (SPEAK) THE
ZONING COMMISSION?

1	Aaren Smith	LUC	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2	Blair Johnson	261 W. Hickory Grove Rd.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3			<input type="checkbox"/> YES	<input type="checkbox"/> NO
4			<input type="checkbox"/> YES	<input type="checkbox"/> NO
5			<input type="checkbox"/> YES	<input type="checkbox"/> NO
6			<input type="checkbox"/> YES	<input type="checkbox"/> NO
7			<input type="checkbox"/> YES	<input type="checkbox"/> NO
8			<input type="checkbox"/> YES	<input type="checkbox"/> NO
9			<input type="checkbox"/> YES	<input type="checkbox"/> NO
10			<input type="checkbox"/> YES	<input type="checkbox"/> NO

BOARD OF URBANA TOWNSHIP TRUSTEES
CHAMPAIGN COUNTY, OHIO

TRUSTEES: Blair Stinson, President
Roger Koerner
Matt Harrigan

2564 State Route 54
Urbana, Ohio 43078
trustees@urbanatownship.com
urbanatownshipfiscal@yahoo.com

FISCAL OFFICER: Sandi Perry

July 15, 2024

I, Sandra G. Perry, Fiscal Officer of Urbana Township, Champaign County, Ohio, hereby certify that there is available in the Urbana Township Gas Tax Fund, Account No. 2021-330-360-0000, in the amount of \$65,536.00, and that this amount will be used to pay the local share (Urbana Township portion) for the Dugan Road improvement from State Route 29 to U.S. 36, in Urbana Township, Champaign County, Ohio, when it is required.

Respectfully,

A handwritten signature in black ink, appearing to read "Sandra G. Perry". The signature is fluid and cursive, with the first name "Sandra" being the most prominent.

Sandra G. Perry
Urbana Township Fiscal Officer



Logan-Champaign-Champaign regional planning commission

Director: Bradley J. Bodenmiller

July 12, 2024

Urbana Township Zoning Commission & Trustees
c/o Daniel Rooney*
1074 W. Hickory Grove Rd
Urbana, OH 43078

RE: **Urbana Township Zoning Text Amendment – Nursing Homes**
Champaign County, Ohio

Dear Urbana Township Zoning Commission & Trustees:

The Executive Committee of the Logan-Champaign-Champaign Regional Planning Commission met in formal session on July 11, 2024, and reviewed a proposed Zoning Text Amendment, initiated by the Township Trustees, to amend Article II Definitions by modifying the definition of "Nursery, Nursing Home" and modifying the Official Schedule of District Regulations column 3 of the U-1 Rural District by adding "Nursing Home" to the list of conditional uses.

The LUC Executive Committee accepted the recommendation of **APPROVAL**, from the Zoning & Subdivision Committee and Staff, of the Urbana Township Zoning Text Amendment.

A copy of the LUC Staff Report is enclosed for your review. Please call our office if you have any questions or concerns. If you would like a staff member from LUC to attend a hearing related to this, please let us know as soon as possible. Thank you for your time.

Note: Please remember to file any adopted and effective amendment with the Recorder and LUC Regional Planning Commission. ORC 519.12 reads, "Within five working days after an amendment's effective date, the board of township trustees shall file the text and maps of the amendment in the office of the county recorder and with the county or regional planning commission."

Sincerely,

Aaron Smith

Planner II | LUC Regional Planning Commission

cc: Urbana Township Fiscal Officer – Sandi Perry* **
Urbana Township Zoning Inspector – Sean Tullis**

*Via First Class Mail – 7/12/2024

**Via email – 7/12/2024

10820 St. Rt. 347, PO Box 219
East Liberty, Ohio 43319
• Phone: 937-666-3431 •

• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



Logan-Union-Champaign regional planning commission

Staff Report – Urbana Township (C) Zoning Amendment

Jurisdiction:	Urbana Township Zoning Commission c/o Daniel Rooney 1074 W. Hickory Grove Rd Urbana, OH 43078
Request:	Review of Urbana Township Zoning text amendment, initiated by the Trustees. The proposal amends Article II Definitions by amending the definition of “Nursery, Nursing Home” and amends the Official Schedule of District Regulations column 3 of the U-1 Rural District by adding “Nursing Home” to the list of conditional uses.
Location:	Urbana Township is in south-central Champaign County and contains a portion of the City of Urbana.

Staff Analysis:	<p>Urbana Township contains a long established facility, currently called Vancrest. This facility has been described to LUC staff as being a “nursing home”, and the lot is believed to have been host to the County Infirmary, County Nursing Home, or similar use. Recently the Township has been approached by the facility with a request to make improvements on the lot that would require zoning approval. Nursing homes are not listed on the Official Schedule of District Regulations as a permitted or conditional use in any zoning district.</p> <p>Amend Article II Definitions Currently, the Zoning Resolution has a definition for “Nursery, Nursing Home”. The proposed updated definition comes from the Ohio Department of Health and can be found in the Ohio Revised Code Section 3721.01(A)(6).</p> <p>Amend Official Schedule of District Regulations Nursing Homes are being proposed to be listed as a conditional use in the U-1 Rural District. Section 810 of the Zoning Resolution states: “The purpose of the rural district is to provide land which is suitable or used for agriculture, conservation, very low density residential and public and quasi-public purpose” and “Some residential, commercial and industrial development may be permitted as conditional uses under Section 560”.</p> <p>Champaign County Prosecutor’s Office The proposal was sent to the Champaign County Prosecutor’s Office for review. At the time of creation of this report, there have been no comments submitted to LUC Staff. Staff recommends incorporating any comments that come from the Prosecutor’s Office.</p>
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Logan-Union-Champaign
regional planning commission

Staff Report – Urbana Township (C) Zoning Amendment

Staff Recommendations:	Staff recommends APPROVAL of the proposed zoning text amendment, and further recommends incorporating any comments from the Prosecutor's Office.
Z&S Committee Recommendations:	The Zoning & Subdivision Committee recommends APPROVAL of the zoning text amendment, and further recommends incorporating any comments from the Prosecutor's Office.

**Urbana Township
Zoning Commission**

Request for Pay

Date of Meeting 7-16-24

		Date Paid	Warrant#
Lewis Terry	<u>Lewis Terry</u>	<u>7-16-24</u>	<u></u>
Mark Randall	<u>Mark Randall</u>	<u>07/16/24</u>	<u></u>
Mike Phelps	<u>Mike Phelps</u>	<u>7/16/2024</u>	<u></u>
Daniel Rooney	<u>Daniel Rooney</u>	<u>7/16-2024</u>	<u></u>
John Woodburn	<u></u>	<u></u>	<u></u>
Mark Runyan	<u>Mark Runyan</u>	<u>7/16/24</u>	<u></u>

Zoning Inspector

Sean M. Tullis Sean M Tullis Date 7-16-24

By signing above, I certify that I was present on the stated meeting date and am entitled to be paid as resolved by the Urbana Township Board of Trustees.

07/16/24 Re organize Norm.

Chairman - Dan Rooney - Phelps - yes
Vice Chair - Mike Phelps - Ryan - yes
2ND Rooney - Passes
Secretary - Mark Randall - Passes

July 16, 2024

Urbana Township Trustees
c/o Fiscal Officer, Sandi Perry
2564 St Rt 54
Urbana, OH 43078

**RE: Zoning Text Amendments, Urbana Township, Champaign County
Recommendations from Zoning Commission & LUC Regional Planning Commission**

Dear Honorable Urbana Township Trustees:

On June 17, 2024, the Board of Township Trustees held a public meeting. The Trustees passed a resolution to amend the text of the Zoning Resolution. The proposed changes amends Article II Definitions by amending the definition of "Nursery, Nursing Home" and adds "Nursing Home" as a conditional use in the U-1 Rural District. The Resolution was certified to the Zoning Commission on June 24, 2024.

On July 11, 2024 LUC Regional Planning Commission considered the Urbana Township Zoning Text Amendments. LUC Regional Planning Commission recommended approval. Please see the attached recommendation letter for more information.

On July 16, 2024, the Zoning Commission held a public hearing. The Zoning Commission considered the LUC Regional Planning Commission recommendation. After consideration, the Zoning Commission chose to recommend approval.

Upon receipt of this recommendation, the ORC requires you to hold a public hearing thirty (30) days from the date of receipt. Notice must be given by one (1) publication in at least one (1) newspaper of general circulation at least ten (10) days before the date of the hearing. The notice must include specific information, which is listed in ORC 519.12 (F)/(G).

Sincerely,



Attachments.

1. Proposed Zoning Resolution Text Amendments
2. Recommendation from LUC Regional Planning Commission
3. Sample public hearing notice (for your hearing)
4. Sample agenda (for your hearing)
5. Sample sign-in sheet (for your hearing)
6. General Process

BOARD OF URBANA TOWNSHIP TRUSTEES
CHAMPAIGN COUNTY, OHIO

COPY

TRUSTEES: Blair Stinson, President
Roger Koerner
Matt Harrigan

2564 State Route 54
Urbana, Ohio 43078

FISCAL OFFICER: Sandra G. Perry

urbanatownshipfiscal@yahoo.com

July 17, 2024

Richard A. Lyons
2453 South U.S. Hwy 68
Urbana, OH 43078
Parcels: K41-11-11-27-00-012-00, K41-11-11-21-00-009-02

RE: NOTICE OF PUBLIC MEETING

The Board of Urbana Township Trustees will hold a public meeting concerning proposed text amendments to the Urbana Township Zoning Resolution on August 5, 2024 at 5:00 PM at the Urbana Township Hall, 2564 State Route 54, Urbana, OH 43078.

The proposed zoning text amendments are to amend Article II Definitions by modifying the definition of "Nursery, Nursing Home" and modifying the Official Schedule of District Regulations column 3 of the U-1 Rural District by adding "Nursing Home" to the list of conditional uses.

Respectfully,



Sandra G. Perry
Urbana Township Fiscal Officer

BOARD OF URBANA TOWNSHIP TRUSTEES
CHAMPAIGN COUNTY, OHIO

COPY

TRUSTEES: Blair Stinson, President
Roger Koerner
Matt Harrigan

2564 State Route 54
Urbana, Ohio 43078

FISCAL OFFICER: Sandra G. Perry

urbanatownshipfiscal@yahoo.com

July 17, 2024

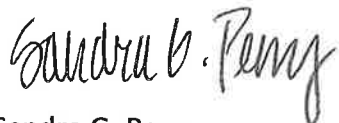
Governing Board of Madison Champaign County Educational Service Center
2200South U.S. Hwy 68
Urbana, OH 43078
Parcels: K41-11-11-27-00-013-03

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Respectfully,



Sandra G. Perry
Urbana Township Fiscal Officer

BOARD OF URBANA TOWNSHIP TRUSTEES
CHAMPAIGN COUNTY, OHIO

COPY

TRUSTEES: Blair Stinson, President
Roger Koerner
Matt Harrigan

2564 State Route 54
Urbana, Ohio 43078

FISCAL OFFICER: Sandra G. Perry

urbanatownshipfiscal@yahoo.com

July 17, 2024

Louis & Ann Ansara
2227 South U.S. Hwy 68
Urbana, OH 43078
Parcels: K41-11-11-21-00-008-02, K41-11-11-21-00-009-02

RE: NOTICE OF PUBLIC MEETING

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The proposed zoning text amendments are to amend Article II Definitions by modifying the definition of "Nursery, Nursing Home" and modifying the Official Schedule of District Regulations column 3 of the U-1 Rural District by adding "Nursing Home" to the list of conditional uses.

Respectfully,



Sandra G. Perry
Urbana Township Fiscal Officer

COPY

BOARD OF URBANA TOWNSHIP TRUSTEES
CHAMPAIGN COUNTY, OHIO

TRUSTEES: Blair Stinson, President
Roger Koerner
Matt Harrigan

2564 State Route 54
Urbana, Ohio 43078

FISCAL OFFICER: Sandra G. Perry

urbanatownshipfiscal@yahoo.com

July 17, 2024

Channel Farms, LLC
338 West Dallas
Urbana, OH 43078
Parcels: K41-11-11-21-00-009-02

RE: NOTICE OF PUBLIC MEETING

The Board of Urbana Township Trustees will hold a public meeting concerning proposed text amendments to the Urbana Township Zoning Resolution on August 5, 2024 at 5:00 PM at the Urbana Township Hall, 2564 State Route 54, Urbana, OH 43078.

The proposed zoning text amendments are to amend Article II Definitions by modifying the definition of "Nursery, Nursing Home" and modifying the Official Schedule of District Regulations column 3 of the U-1 Rural District by adding "Nursing Home" to the list of conditional uses.

Respectfully,



Sandra G. Perry
Urbana Township Fiscal Officer

emailed 7/11/24

NOTICE OF PUBLIC MEETING

The Board of Urbana Township Trustees will hold a public meeting concerning proposed text amendments to the Urbana Township Zoning Resolution on August 5, 2024 at 5:00 PM at the Urbana Township Hall, 2564 State Route 54, Urbana, OH 43078.

The proposed zoning text amendments are to amend Article II Definitions by modifying the definition of "Nursery, Nursing Home" and modifying the Official Schedule of District Regulations column 3 of the U-1 Rural District by adding "Nursing Home" to the list of conditional uses.

Sandi Perry, Fiscal Officer
Urbana Township, Champaign County, Ohio

zoning commission Notice

2B Friday, July 5, 2024

NOTICE OF PUBLIC MEETING

The Urbana Township Zoning Commission, Champaign County, OH, will hold a public meeting for organizational purposes on July 16, 2024, at 6:45 PM at the Urbana Township Hall. The building address is 2564 State Route 54, Urbana, OH 43078.

The Urbana Township Zoning Commission, Champaign County, OH, will hold a public hearing concerning proposed amendments to the Urbana Township Zoning Resolution on July 16, 2024, at 7:00 PM at the Urbana Township Hall. The building address is 2564 St. Rt. 54, Urbana, OH 43078.

The proposed amendments, initiated by resolution of the Board of Township Trustees, propose to amend Article II Definitions by amending the definition of "Nursery, Nursing Home" and adds "Nursing Home" as a conditional use in the U-1 District.

The text and map(s) of the proposed amendment will be available for examination at the Champaign County Library between the hours of 9 A.M and 5 P.M for a period of 10 days prior to the public hearing. The building address is, 1060 Scioto St. Urbana, OH.

After the conclusion of such hearing, the matter will be submitted to the Urbana Township Board of Trustees its action.

Dan Rooney, Chair, Zoning Commission
Urbana Township, Champaign County
July 5, 2024

Order# 90194550

Urbana Township, Champaign County
Zoning Text Amendment

Amend Article II Definitions by amending the definition of “Nursery, Nursing Home” as follows:

~~Nursery, Nursing Home.~~ A home ~~or facility for the care and treatment of babies, children, pensioners or elderly people~~ used for the reception and care of individuals who by reason of illness or physical or mental impairment require skilled nursing care and of individuals who require personal care services but not skilled nursing care. A nursing home is licensed to provide personal care services and skilled nursing care.

Amend the Official Schedule of District Regulations as follows:

In the conditional uses list in Column 3 of the U-1 Rural District, add “Nursing Home” to the list of conditional uses.

OFFICIAL SCHEDULE OF DISTRICT REGULATIONS
Urbana Township,
Champaign County

<u>ZONING DISTRICTS</u>	<u>PERMITTED USES</u>	<u>CONDITIONAL USES</u>
(Symbols as used on the Official Zoning Map)	(Accessory uses and essential services are included)	(Permitted upon issuance of a Conditional Use Permit by the Board of Zoning Appeals)
1	2	3
U-1 RURAL DISTRICT	Agriculture; Very low density residential; animal hospital; clinic; agricultural products processing & sales; public use; quasipublic use; Home Occupation;	Kennel; Public service facility; Low & medium density residential*; Commercial & Non-commercial recreation; Service business; Light & heavy manufacturing; Signs; Mobile homes; Mobile Home Park; Nursing Home;

Request for Pay

By signing above, I certify that I was present on the stated meeting date and am entitled to be paid as resolved by the Urbana Township Board of Trustees.

SIGN-IN SHEET

URBANA TWP BOARD OF TRUSTEES

Public Hearing

DATE: AUGUST 5, 2024

NAME

ADDRESS

DO YOU WANT TO ADDRESS (SPEAK) THE
BOARD OF TRUSTEES?

1	Asan Smith	LVL RPC East Liberty, OH	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2	DAN ESSLERZ		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3	Ed Bodanile	LVC / East Liberty	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4			<input type="checkbox"/> YES	<input type="checkbox"/> NO
5			<input type="checkbox"/> YES	<input type="checkbox"/> NO
6			<input type="checkbox"/> YES	<input type="checkbox"/> NO
7			<input type="checkbox"/> YES	<input type="checkbox"/> NO
8			<input type="checkbox"/> YES	<input type="checkbox"/> NO
9			<input type="checkbox"/> YES	<input type="checkbox"/> NO
10			<input type="checkbox"/> YES	<input type="checkbox"/> NO

Urbana Township Trustees

Public Hearing

Date: Monday 8/10, 2024

Time: 6:00 PM

1. Opening of Hearing – Time ____:____M – Chair

- Good evening, everyone. Welcome to tonight's public hearing. We have an agenda we are following tonight, and we will start by sharing our rules for tonight's hearing.
- If you think you may want to speak tonight and have not signed-in on the sheet with your name and address, please do so. We will call on folks to speak tonight in the order they've signed-in. When your name is called, please move to the speaking area.

2. Purpose of Public Hearing – Chair

- The purpose of tonight's hearing is to consider proposed zoning amendments, initiated by resolution from the Trustees. The proposal is a zoning **text** amendment—that means we are considering a change to the **Zoning Resolution language**.
- This public hearing is formal because we want to hear what people have to say and we want time to discuss amongst ourselves our options. For those reasons, it is important to make sure each person has an opportunity to speak, be heard, and not be talked over.
- We will do a quick overview of the proposed amendment, review recommendations from LUC, and then hold a public comment period. Once the public comment period concludes, we'll have a discussion and question period for the Zoning Commission. Then, we will consider acting on the amendment and may pass a motion. We'll conclude tonight with a summary of next steps.

This is as from LUC. →

3. Overview of proposed amendments – Chair

- Tonight, we are considering a request from the Trustees. The proposal would amend the following:

Article II Definitions
Summary: This change would amend the definition of "Nursery, Nursing Home" to just "Nursing Home" and would match the definition found in ORC 3721.01(A)(6).
Official Schedule of District Regulations
Summary: This change would add "Nursing Home" the list of permitted conditional uses in the U-1 Rural District.

Notice of Public Hearing

The Urbana Township Board of Trustees, Champaign County, OH, will hold a public hearing concerning proposed amendments to the Urbana Township Zoning Resolution on _____, 2024 at ____:____M at the Urbana Township Hall. The building address is 2564 St Rt 54, Urbana, OH 43078.

The proposed amendments, initiated by resolution of the Board of Township Trustees, propose to amend Article II Definitions by amending the definition of “Nursery, Nursing Home” and adds “Nursing Home” as a conditional use in the U-1 District.

The text and map(s) of the proposed amendment will be available for examination at the _____ between the hours of _____ and _____ for a period of 10 days prior to the public hearing. The building address is _____.

Sandi Perry
Fiscal Officer