Pride ~ Progress ~ Possibilities

Riverside Municipal Building
5200 Springfield Street, Suite 100
Riverside, Ohio 45431

July 20, 2023

Council Meeting

6:00 P.M.

City Council

PETER J. WILLIAMS, MAYOR

MIKE DENNING
APRIL FRANKLIN
BRENDA FRY
ZACHARY JOSEPH
SARA LOMMATZSCH
JESSE MAXFIELD

Josh Rauch, City Manager

Katie Lewallen, Clerk of Council

Calendar for year 2023 (United States)

timeanddate

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Council meetings in aubergine.

Work sessions in pale yellow.

- **Jan 1** • New Year's Day
- **Jan 2** • 'New Year's Day' day off
- **Jan 16** • Martin Luther King Jr. Day
- **Feb 20** • Presidents' Day
- **May 29** • Memorial Day
- **Jun 19** • Juneteenth
- **Jul 4** • Independence Day
- **Sep 4** • Labor Day
- **Oct 9** • Columbus Day
- **Nov 10** • 'Veterans Day' day off
- **Nov 11** • Veterans Day
- **Nov 23** • Thanksgiving Day
- **Dec 25** • Christmas Day

AGENDA

Please place all cell phones in silent mode before the meeting begins.

RIVERSIDE CITY COUNCIL

Riverside Administrative Offices
5200 Springfield Street, Suite 100
Riverside, Ohio 45431

Thursday, July 20, 2023
Business Meeting 6:00 P.M.

1) CALL TO ORDER
2) ROLL CALL
3) EXCUSE ABSENT MEMBERS
4) ADDITIONS OR CORRECTIONS TO AGENDA
5) APPROVAL OF AGENDA
6) PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
7) PROCLAMATION: Elinda Turlington
8) BOARDS & COMMISSIONS APPOINTMENTS: Ron Brohm, Francesca Hary, David Owens, Anthony Rodgers, and Harold Vazquez.
9) MINUTES – Approval of minutes from the June 8, 2023, council work session and the June 15, 2023, council business meeting.
10) ACCEPTANCE OF CITIZEN PETITIONS
11) DEPARTMENT UPDATES:
    A) Finance Department
    B) Administration Department
    C) Community Development Department
    D) City Manager Report
12) PUBLIC COMMENT ON AGENDA ITEMS
13) OLD BUSINESS
    A) ORDINANCES

If you need special accommodations to attend this meeting,
please notify the City of Riverside at least 72 hours in advance by calling 937.233.1801.

I) **Ordinance No. 23-O-831** – An ordinance to repeal and replace Chapters 1331, 1341, and 1343 of the Building Code of the City of Riverside, Ohio. (2nd reading, public hearing, adoption)

14) NEW BUSINESS

A) ORDINANCES

I) **Ordinance No. 23-O-832** – An ordinance adopting the 2023 update of the Comprehensive Plan for the City of Riverside, Ohio, and repealing and replacing the 1996 and 2005 Comprehensive Land Use Plans. (1st reading)

II) **Ordinance No. 23-O-834** – An ordinance amending Chapter 1105 Development Procedures of the City of Riverside, Ohio Unified Development Ordinance. (1st reading)

B) RESOLUTIONS

I) **Resolution No. 23-R-2856** – A resolution confirming the City Manager's appointment of Nia J.B. Holt to the position of Community Development Director for the City of Riverside, Ohio.

II) **Resolution No. 23-R-2857** – A resolution authorizing the city manager to enter into a contract with Security Fence Group, Inc. the lowest and best bidder for the 3-Year 2023 Maintenance Contract.

III) **Resolution No. 23-R-2858** – A resolution authorizing the city manager to enter into a contract with the Aero Mark Company LLC as the lowest and best bidder for the 2023 Paint Striping Project.

IV) **Resolution No. 23-R-2859** – A resolution authorizing the city manager to enter into final consent legislation with the Ohio Department of Transportation for the Spinning Road Phase 1 agreement.

15) PUBLIC COMMENT ON NON-AGENDA ITEMS

16) COUNCIL MEMBER COMMENTS

17) ADJOURNMENT

PROCLAMATION

City of Riverside, Ohio
A Proclamation Honoring

Elinda Faye Turlington

As a "Hometown Hero" to our Community

Whereas, the City of Riverside, Ohio is fortunate to have several residents, local volunteers, and members of our business community that work to improve the quality of life of our citizens; and

Whereas, Elinda Faye Turlington has worked diligently to improve the community around her in Riverside, Ohio; and

Whereas, Elinda Faye Turlington, with her mother Gina, spearheaded the construction of and promoted the success of the Little Library at Shellebarger Park in 2021, increasing literacy opportunities, adding to the aesthetics of our Park and inspiring the spirit of volunteerism in our City, and

Whereas, Elinda Faye Turlington, sprung to action on May 29th, 2023 after a vehicle crashed into the park sign and raised flower bed at Shellebarger to save several plantings and flowers at the root and preserve the beautiful work of the Saville Hill Toppers Garden Club to the greatest extent possible following that accident,

Now, Therefore, I, Peter J. Williams, Mayor of the City of Riverside, Ohio and the Council of the City of Riverside, Ohio do hereby proudly recognize Elinda Faye Turlington as a Hometown Hero to our Community, Riverside, Ohio.

Signed under my hand and seal this 20th day of July, 2023.

_____
Peter J. Williams, MAYOR

BOARDS, COMMISSIONS, & COMMITTEES

MEETING DATE: July 20, 2022
AGENDA ITEM: Boards & Commissions

TO: Riverside City Council

FROM: Katie Lewallen, Clerk of Council

SUBJECT: Appointment of seats for various Boards and Commissions.

EXPLANATION
A number of seats came up in April 2023, and are coming up this August 2023. Notification had been sent out to those whose terms were expiring. Five reappointment applications have been received thus far: Ron Brohm (Parks & Recreation), Francesca Hary (Personnel Appeals Board), David Owens (Planning Commission), Anthony Rodgers (Planning Commission), and Harold Vazquez (Planning Commission).

RECOMMENDATION
It is respectfully recommended that the Mayor and City Council approve the appointment/reappointment of the applicants.

FISCAL IMPACT
N/A

SOURCE OF FUNDS
N/A

EXHIBITS
Redacted Applications (5)

CURRENT STATUS OF CITY BOARDS AND COMMISSIONS
Board of Tax Review – 1 filled, 2 empty
Personnel Appeals Board – 1 filled, 2 empty
Planning Commission – 5 filled
Board of Zoning Appeals – 4 filled, 1 empty
Parks and Recreation Commission – 3 filled, 4 empty

The numbers listed above include the applicants already serving.

We also need to keep in mind that in January 2024, we will need to have the Charter Review Commission in place. That will consist of seven people and two alternates.

City of Riverside
Pride • Progress • Possibilities

APPLICATION FOR CITY BOARDS AND COMMISSIONS

All **Riverside** residents who are registered voters and are interested in serving on a City Board or Commission are requested to complete the following application form. This information will be helpful to our City Council when considering you for appointment. Your cooperation in completing this form and your interest in the operation of the Riverside City Government are very greatly appreciated.

NAME: RON BROHM
ADDRESS: [redacted]
HOME TELEPHONE: [redacted]
WORK TELEPHONE:
CELL TELEPHONE:
E-MAIL ADDRESS: [redacted]

LIST THE NAME OF EACH BOARD OR COMMISSION ON WHICH YOU ARE WILLING TO SERVE
(list in preferential order).

1. PARKS & RECREATION 2. _____

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF RIVERSIDE? 8 YEARS

LIST THE NAMES, DATES OF SERVICE, AND ANY OFFICES HELD (i.e. CHAIRPERSON) OF ALL CITY OR GOVERNMENT RELATED BOARDS OR COMMISSIONS OF WHICH YOU HAVE BEEN OR ARE PRESENTLY A MEMBER:

I am the current CHAIRPERSON of the PARKS & REC Commission of CITY OF RIVERSIDE (CHAIR SINCE 2022)

CIRCLE LAST SCHOOL YEAR COMPLETED:

9 10 11 12	13 14 15 16	(17) 18
High School	College	Graduate School B.S. BUSINESS ADMINISTRATION – UNIVERSITY OF LOUISVILLE

IDENTIFY EDUCATION CERTIFICATES OR DEGREES AWARDED: CPRP – CERTIFIED PARKS & RECREATION PROFESSIONAL

IDENTIFY THE NAME, DATES OF EMPLOYMENT, AND POSITION HELD OF YOUR CURRENT OR MOST RECENT PLACE OF EMPLOYMENT: ANDERSON CORPORATION, TERRITORY SALES & PROJECT MANAGER, 1996 - PRESENT

HAVE YOU EVER BEEN CONVICTED OF A CRIME (i.e. misdemeanor or felony and excluding minor traffic offenses)?
NO X YES (If yes, please describe) _____

PLEASE USE THE FOLLOWING SPACE TO IDENTIFY ANY ADDITIONAL INFORMATION WHICH MAY ASSIST THE CITY COUNCIL IN CONSIDERING YOU FOR APPOINTMENT TO ONE OF THE CITY BOARDS OR COMMISSIONS, KEEPING IN MIND THAT MOST OF THE BOARDS AND COMMISSIONS DO NOT REQUIRE SPECIALIZED SKILLS OTHER THAN A STRONG INTEREST IN AND DESIRE TO SERVE THE RIVERSIDE CITY GOVERNMENT AND THE CITIZENS OF THIS COMMUNITY.
(Please use back or attach an additional sheet if necessary)
I am the current PARKS & REC Commission CHAIR AND I HAVE MANY PROJECTS PENDING AND MUCH MORE WORK TO DO FOR OUR COMMUNITY.

DATE: 6-25-2023 SIGNATURE Ron Brohm

Please drop off or mail to: City of Riverside, Attn: Clerk of Council, 5200 Springfield Street, Suite 100, Riverside, Ohio 45431

BOARDS AND COMMISSIONS APPLICATION:

Name: Francesca Hary
Address: [redacted]
Zip: 45431
Phone: [redacted]
Email: [redacted]

Serve (choice 1): Personnel Appeals
Serve (choice 2): Zoning
Years in Riverside: over 50 years
Offices Held: Been an appointed member of the Personnel Appeals Board for many years. I wish to continue to serve.
Last Year of School Completed: 17 - Grad School Certificates or Degrees: MA from OSU, MLS from Indiana University Employment History: 1988-1998: reference librarian--Dayton and Montgomery County Public Library
1998-2008: Library Director--Milton Union Public Library, West Milton, OH
2008-present: Library Branch Manager (Burkhardt): Dayton Metro Library Convicted of a Crime? No If Yes:
Additional Info: I am civic minded, enjoy serving my community, and have a strong interest in personnel issues.

BOARDS AND COMMISSIONS APPLICATION:

Name: David Owens
Address: [redacted]
Zip: 45431
Phone: [redacted]
Email: [redacted]

Serve (choice 1): Planning Commission
Serve (choice 2): charter board
Years in Riverside: 12
Offices Held: City of Riverside Planning Commission
Last Year of School Completed: 12 - High School
Certificates or Degrees: diploma
Employment History:
Convicted of a Crime? No
If Yes:
Additional Info:

BOARDS AND COMMISSIONS APPLICATION:

Name: Anthony C. Rodgers
Address: [redacted]
Zip: [redacted]
Phone: [redacted]
Email [redacted]

Serve (choice 1): Planning Commission (Reappointment) Serve (choice 2): N/A Years in Riverside: 50 Offices Held: Parks and Recreation Board (2004-2007) Planning Commission (2007 To Present) Last Year of School Completed: 18 - Grad School Certificates or Degrees: Bachelor Of Science - Criminal Justice/Masters - Public Administration Employment History: City Of Huber Heights - Clerk Of Council - 2008 To Present Convicted of a Crime? No If Yes: N/A Additional Info: I am a lifelong resident of Riverside and I have enjoyed my volunteer involvement with the City in service on the City's boards/commissions, particularly the Planning Commission. My educational and professional experience and my strong desire to serve in my home community are skills and assets I bring as an applicant for reappointment to the Planning Commission.

BOARDS AND COMMISSIONS APPLICATION:

Name: Harold Vazquez
Address: [redacted]
Zip: 45424
Phone: [redacted]
Email: [redacted]

Serve (choice 1): Planning Commission
Serve (choice 2): N/A
Years in Riverside: 25
Offices Held: Planning Commission (April 2015 - Present) Last Year of School Completed: 17 - Grad School Certificates or Degrees: MS Engineering Employment History:
Convicted of a Crime? No
If Yes:
Additional Info:

WORK SESSION MINUTES

CALL TO ORDER: Mayor Williams called the Riverside, Ohio City Council Work Session to order at 6:00 pm at the Riverside Administrative Offices located at 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

PLEDGE OF ALLEGIANCE: Mayor Williams led the pledge of allegiance.

ROLL CALL: Council attendance was as follows: Mr. Denning, present; Mrs. Franklin, absent; Ms. Fry, present; Mr. Joseph, present; Ms. Lommatzsch, present; Mr. Maxfield, present; and Mayor Williams, present.

Staff present was as follows: Josh Rauch, City Manager; Nia Holt, Zoning Administrator; and Katie Lewallen, Clerk of Council.

EXCUSE ABSENT MEMBERS: Mr. Maxfield moved, seconded by Mr. Joseph, to excuse Mrs. Franklin. All were in favor. **Motion carried.**

ADDITIONS OR CORRECTIONS TO AGENDA: No changes were made to the agenda.

APPROVAL OF AGENDA: Deputy Mayor Lommatzsch moved, seconded by Mr. Joseph, to approve the agenda as presented. All were favor. **Motion carried.**

WORK SESSION ITEMS:

I. Property Maintenance Code – Ms. Holt presented background on the comprehensive review of the City's Property Maintenance Code enlisting the assistance of Raftelis. Sidewalk standards from other communities in the region were reviewed to update Chapter 1341. The top three violations found were tall grass - 35 percent; trash/junk - 25 percent; and unpermitted construction - 13 percent. Repeat offenders were found to be 25 percent of the violations. The update will help clarify requirements and conditions representing compliance and non-compliance with the code, streamline the public nuisance determination process, and strengthen and clarify sidewalk and curb regulations. Key changes include: the consolidation of the property maintenance code, Chapter 1331, and nuisance abatement, Chapter 1343; an added repeat violator section; addition of trailers under the Junk and Inoperable Vehicles section; and the sidewalk and curb section indicating that the planning commission and not BZA can waive the standard, ODOT standard of construction is required, and a surety bond option added. Under the high grass and noxious weeds and vegetation the current code posts an annual notice in the newspaper and once tagged there is a 10-day order to abate; the new code posts the annual notice on the city website and once tagged there is a 5-day order to abate. The public nuisance abatement was also streamlined from the two-step notification process of an initial letter and final determination letter with a 15-day abatement/appeal to a 10-day abatement/appeal and the applicant having the right to request an extension from the zoning administrator. A change was made to the

Property Maintenance Appeal Board members. The current members are the planning commission chair, BZA chair, Health & Safety chair, and two residents at large. The new board will consist of the planning commission chair, the BZA chair, the public service director, the community development director, and the police chief. In addition, anyone wishing to appeal is required to submit a detail basis of appeal using the code. The same procedure for nuisance and property maintenance cases will also be followed. Council will see the ordinance at the next council meeting.

Discussion was had on the publishing of the annual notice and the legal requirements. Ms. Holt stated that switching it from publishing in the newspaper to the website does not violate any state law. Mr. Rauch stated that to their knowledge as long as they are giving notice that is generally accessible to the public they can do that. Chapter 1331 indicates that they will publish once a year.

Discussion was held on expediting the effective date of the ordinance. Mr. Rauch explained that he typically does not take ordinances or changes to code as emergencies because they want plenty of time for review by council and for the public to look at it. Mayor Williams stated that clarity is very important, and it gives the public the information they need and keeps the city out of jeopardy of giving people incorrect information without giving people the correct due process.

II. MKSK Comprehensive Land Use Presentation – Ms. Holt introduced Mr. Kyle May with MKSK. He has been with the city for all the community meetings and has been a champion for their plan. Mr. May reviewed the process the city went through to create the plan and first steps: reconnaissance, community engagement, draft recommendations, and plan development. They are now at the point of adoption of the plan. He stated that during community engagement, approximately 750 people have made contact with MKSK whether in person or online. They came with opinion and thoughts on how to move the community forward with a vast majority of the comments were packed with optimism on where Riverside could go. The philosophy since Day 1 has been that it is a community-led effort. Coming out of Covid, they had to be creative with how they engaged the public and provided for opportunities both in-person and virtual. Over 1,500 comments were made trying to feed into the vision of the future of Riverside. Riverside is unique as it is not one fully physically connected community. They will see a lot of opportunities both physical and non-physical to bring neighborhoods closer together. He stated that the Air Force Museum is important not only for visitors and employment, but also what the Air Force brings the community. A lot of what was heard from the residents was the idea of unity among neighborhoods and neighbors and finding room for the next round of families and housing. Most critical is the idea of stability and building a strong foundation based on a fiscal, sustainable model.

Mr. May stated that the idea is to create a plan that is more visionary and less emergency. The plan is comprised around three core pillars that support the vision of

One Riverside. First is Places, this is the built environment and physical connections that dot and line the community. Second is Prosperity, this is the economics and fiscal performance and dealing with things like housing, real estate, and personal prosperity. Third is Foundations, this is the enabling infrastructure that allows for all the other activities to occur like mobility, roadway capacity, waterways, sidewalks, potable water, and sanitary sewer. Underlining all of this is the implementation strategy of preparing the plan for adoption and integration into ongoing work planning. He stated that actions are critical to bringing this stuff forward. Actions are the most specific statements in the plan. Theya re the projects, polices, and/or programs selected for their ability to help move Riverside toward achieving its objectives and overall goals. He stated this is their first shot with this plan. The vision is not going to move, and the goal will also probably not move, but the actions can be assembled today and continue to be built on.

Mr. May stated that place is the weightiest; it is where they have the most opportunity to govern, to act, to act independently, and to develop policy to move a community forward. He reviewed the key findings on what makes Riverside unique in terms of challenges and opportunities. Riverside is disconnected as it is made up of six non-contiguous "islands". They are also in a place where there are regional opportunities. Future land use planning will help with this. Riverside is a young city in the state of Ohio. They can tap into a lot of the burgeoning use opportunities in terms of office, commercial, and regional economic growth. He added that while the future land use plan is not law, it can and should start to inform the way they think about their zoning code. The zoning code is critical having it sophisticated, nuanced, and flexibly built for 2023. Zoning is key and critical and is one of the best first steps to take in the community.

Mr. May stated there are four focus areas that were identified as development "pulse points" where there are opportunities for reinvestment and potential improvements. Of these four focus areas, three have been expanded on within the plan: Rohrer Boulevard, Springfield Street Corridor, and Spinning & Burkhardt Roads. He stated there are concepts for these areas, and they have some scenarios for growth and redevelopment that lead to opportunity to what the region is experiencing in terms of live ability and jobs, what the market is looking for, and what the community is looking for. They have some realistic ideas of each of these areas in terms of market and what the community will support. Mr. May reviewed a few of the key recommendations in terms of Place: socialization and championing the conceptual development strategy – talking about the real physical opportunities; developing a modern zoning code; trails and connecting regionally; and brownfield redevelopment.

Mr. May stated a critical component for Riverside is their prosperity in terms of housing and economic development. There is opportunity to tap more into key sectors in and around Dayton. They have become more serious about economic development and a strategic plan. This allows them to identify sectors and real estate opportunities along with marketing Riverside nationally and internationally. A lot of what is related to the

plan has to do with capacity – how do they grow or build the plan to do, to think, and to consider. They have a lot of opportunities in redevelopment within the community. A lot of what they will see is what comes next.

Mr. May stated that what enables the next things coming are the foundations already in place. One advantage for the city is having a strong and stable infrastructure below their feet, in and around the city. There are distinct advantages like the storm water fee and the RTA business connectivity. A number of items were listed in no ranking order.

Mr. May stated that the end of the report has an implementation chapter that outlines several actions that should be prioritized by the city. He offered two paths to get to the first steps: having a conversation with the public about the priorities of the plan and talking with staff and the steering committee to determine the things that need to be done right out of the gate to set the city on a strong and stable pathway moving forward to allow them to do other things. They need to sequence their steps; they have to do "A", but once they do "A", then they can do "B" and then a lot more with letters of the alphabet. Determining what they do and fund first is a critical way to move forward.

Mr. Maxfield thanked MKSK for the work that was put into this.

Mayor Williams stated a lot of work and community involvement had been put into the creation of this plan. This will allow council to go forward on the next critical steps like the zoning code. He is confident with this as a guide that they can make the changes and take on the challenges. Mr. May stated from an outside perspective that it is not common that the overarching tone and tenor of conversation with the public are purely optimistic and hopeful in nature, but every person that they talked to had an idea about the future of Riverside, which is pretty uncommon. This also means there is an impetus for action. The residents seem to understand there is a lot of building policy that will layer on but something physical, also. He encouraged council to think every time they do something physical or even policy driven they stamp it with a One Riverside moniker. These plans can lead to a lot of buy-in for future work and staffing. Mayor Williams stated that with the number of people that participated bears out that they are willing to take the next step and get involved. A lot of people took it upon themselves to have a voice in the future of Riverside. Mr. May commented that when they got down to the community it was important that every pocket of Riverside felt something and was recognized in some way. He added that is not to say there cannot be some central piece that is Riverside, but in thinking in the three focus areas moving from one to three that was part of the rationale – to try to touch each place in Riverside.

Mr. Rauch thanked MKSK for their part and effort to pull all this together and synthesize it to where it is understandable and actionable. He feels they can tell the community that they are already taking the ideas that they have heard and already start to live into that and put it into action. They intend to keep that moving. He does not intend for this

to sit on a shelf. Ms. Holt stated that one of the highlights in this plan is that there are some easy wins that don't cost a lot and can get that win right off the bat. They can then build on that and move forward.

Discussion was held on next steps to reach adoption for the plan. Mr. Rauch stated they will give it to council and have them review it and make comments. It will be on the agenda at the July 20, 2023, meeting. Planning commission has already recommended adoption. Mr. Denning stated that this will be visible to investors to see how the city is moving forward. This can lead to, hopefully, grants and doing more positive things in the community. He thanked everyone that had a part in this and participated. They all knew this needed to happen. He feels it was good for council to be at the meetings for the community to see they were part of this. The whole thing has been a positive experience for the community, in general, and it will put a positive spin for the city with investors in the future. Mr. Joseph stated this is a culmination of everybody's input and where the city needs to go. He asked Mr. May how important he thinks outside community development coalitions play in how successful they are able to be. Mr. May replied that CDCs are a valuable tool in Ohio, but they are best deployed when ready to be deployed, when all of the dominos are lined up, the CDC can help knock the dominos down. CDCs are really good at extending the vision on a street level, block level, building level conversations about real development. It sometimes involves a lot of really tight, focused conversation more than they are having right now. His advice is when they have their ducks in a row, zoning, marketing, staffing, then it becomes a real actionable point. They will then need a lot of people to align with them and that body, the CDC, can help with the aligning. Mr. Rauch added that leads to perhaps a CIC, Community Improvement Corporation, that would help function in either a similar role or help in executing some of these things going forward. Discussion was held on the difference between a CDC and a CIC.

Discussion was held on Riverside being located closest to WPAFB. Ms. Holt stated they have to position the city to be at the table and be creative because they don't have the large parcels developers need to put in the housing developments and the infrastructure they need. They need to put partnerships together that introduce different property so they can create those parcels for development. Mayor Williams stated they didn't have a zoning code with a planned unit development, PUD, until a few months ago. It can be hard to market if they are referencing a 17 - 20 year old document that worked in the 1990s. Updating the code helps them to move forward. Mr. May stated that his company has been working on a project in Johnstown, OH, next to the Intel that will employee around 7,000 people when finished. A discussion they had with JobsOhio and other partners pointed to two key things they are looking for, community alignment – a vision, and zoning code. They do not want people to have to work through red tape. Mr. Rauch thanked the community development team and the residents who participated because their participation makes the plan more robust.

CITY MANAGER UPDATES: Mr. Rauch stated that with them working on the cloud and backing up more data their internet pipe is small. They are growing to a point where their growing traffic could lead to network congestion. The city utilizes MyPhoneGuy for phones and coordinates with Tech Advisers. Their recommendation is to cut off fiber service from AT&T and switch to Spectrum at a slightly discounted rate to connect all the buildings to each other, and then continue to work to increase the pipeline to the internet. It is a bit of a cost savings to the city. They are negotiating a four-year contract that will partially help to avoid any upfront cost to build out the fiber. It will be a cost of $30,000/year for four years, so council will need to take action on it in order for him to move forward. He will bring a resolution to them at the next meeting. Mr. Joseph asked if he got a quote on a comparable from AT&T. Mr. Rauch stated MyPhoneGuy compared AT&T, Spectrum, and AltaFiber; their recommendation was Spectrum. Discussion was held on MetroNet and if AT&T was presented with the issue the city was having that they may come back with a better deal to keep the city. Mr. Rauch stated they did try to do some bargaining with AT&T, and this is where they landed. Mr. Rauch stated that he is comfortable moving forward with the recommendation. This will allow them to push a lot more data without choking up the network. Mr. Maxfield stated it will only get worse with the data that needs to be stored so they need the extra space.

COUNCIL MEMBER COMMENTS: Mayor Williams reminded every one of the upcoming St. Helen's festival this weekend. Deputy Mayor Lommatzsch thanked the police department and Officer Toscani for the activity at Saville school last Tuesday. It was well received and well attended. He invited everyone to come to Brantwood School next Wednesday from 5 – 7 pm. All kids are invited to get to know the officers. The Jaycees will be handing out sno-cones. She stated it is important kids find police officers to be people they can relate to and talk to. Mr. Denning promoted the St. Helen's festival and asked everyone to be safe and have a good time. Deputy Mayor Lommatzsch there is an activity at Rohrer Park on June 17, 10 am to 4 pm. Mayor Williams stated there is a car show and food vendors. He added that June is a month of festivals in Riverside.

EXECUTIVE SESSION: Mr. Denning moved, seconded by Mr. Joseph, to go into Executive Session to consider the purchase of property for public purpose, or for the sale of public property, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal or private interest is adverse to the general public interest. Council went into Executive Session at 7:02 pm.

RECONVENE: Council reconvened at 7:23 pm.

ADJOURNMENT: Mr. Denning moved, seconded by Mr. Joseph, to adjourn. All were in favor. The meeting adjourned at 7:24 pm.

_____ _____

Peter J. Williams, Mayor Clerk of Council

MINUTES

CALL TO ORDER: Mayor Williams called the Riverside, Ohio, City Council Meeting to order at 6:00 p.m. at the Riverside Administrative Offices, 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

ROLL CALL: Council attendance was as follows: Mr. Denning, present; Mrs. Franklin, absent; Ms. Fry, present; Mr. Joseph, present; Ms. Lommatzsch, present; Mr. Maxfield, present; and Mayor Williams, present.

Staff present was as follows: Josh Rauch, City Manager; Tom Garrett, Finance Director; Angie Jackson, Police Major; Brian Taylor, Interim Fire Chief; Kathy Bartlett, Public Service Director; Kim Baker, Finance Administrator; Nia Holt, Zoning Administrator; Dalma Grandjean, Law Director; and Katie Lewallen, Clerk of Council.

EXCUSE ABSENT MEMBERS: Mr. Maxfield moved, seconded by Mr. Joseph, to excuse Mrs. Franklin. All were in favor. **Motion carried**.

ADDITIONS OR CORRECTIONS TO THE AGENDA: No corrections were made.

APPROVAL OF AGENDA: Deputy Mayor Lommatzsch moved, seconded by Mr. Maxfield, to approve the agenda. All were in favor. **Motion carried**.

PLEDGE OF ALLEGIANCE: Mayor Williams led the pledge of allegiance.

PROCLAMATION: Mayor Williams presented a proclamations to Carroll High School Valedictorian Seth Tivakaran.

MINUTES: Mr. Joseph moved, seconded by Mr. Maxfield, to approve the minutes of the June 1, 2023, council business meeting. All were in favor. **Motion carried.**

WRITTEN CITIZEN PETITIONS: Mayor Williams stated that anyone wishing to speak can find a form in the back to fill out and hand it in to the clerk to be called upon.

DEPARTMENT UPDATES:

A) Police Department – Major Jackson stated that they will be making an offer to a new candidate that has been in the process. They still have two openings. She stated Officer Newton just began solo patrol and is doing great. The Flock cameras are up; they currently have access to 1,000 cameras across the nation. She stated it may seem excessive, but when tracking theft rings and stolen cars, it is helpful to see what patterns they are going through. She stated there was a great turnout on June 7, 2023, for popsicles with cops at Saville; they had sno-cones with cops last night at Brantwood. She added that the Flock cameras have helped them already solve a few crimes. There had been an aggravated robbery and a language barrier. Once they got the plate

number and vehicle type, they were able to track it through the Flock cameras and made an arrest in Huber Heights. Another one was a TPO violation where the violator kept going by the house and they were able to track and get the pattern they were using. Discussion was held on the placement of the cameras in the city. Mr. Denning stated that was amazing technology on the solar power that is used for the cameras. Major Jackson stated that some had to be wired and the road guys were helpful in getting that done. Mr. Rauch stated it is an instrumental tool that they have already seen dividends from using. Mr. Denning stated it was paid for by a grant. Major Jackson stated that Major Sturgeon worked hard on that grant.

B) Fire Department – Interim Fire Chief Taylor stated that for the week they have had about 103 runs averaging 15 a day, so they are staying busy. For the year, they have had 2,329 runs, which is an average of 14 runs/day. This will put them on pace for over 5,000 runs this year. They continue to use the Airway roadhouse they may have seen they use for training. He thanked Ms. Holt for pointing them in the right direction to get access to use the house for smoke training and scenario training. It is valuable to have a place that is as close to the real environment for training. He stated they will be conducting full-time interviews on June 27, 2023. They received a total of 12 applications; they will be interviewing 10 candidates. Half of them are fully qualified firefighter-paramedics; the other half are in medic school. They will hopefully have their two vacancies filled and have a list moving forward. Deputy Mayor Lommatzsch stated they may want to put out the information again about the training they are doing on Airway. Discussion was held on having a good number of applicants.

C) Public Service Department – Ms. Bartlett stated that the service department is interviewing for full-time and part-time workers as they have not been successful to date. She stated she met with MKSK and Crawford, Murphy & Tilly (CMT) on the Woodman/US-35 landscaping grant application. They are going to submit an application to MVRPC in October. She will bring a presentation to council at the August work session. She attended the Harshman-Beatrice and Harshman-Valley improvement project scope meeting with ODOT and CMT. The design is starting on those two intersections soon. Those will not be bid and constructed until July 2025. ODOT is paying 100 percent of the design and construction. The city was to originally pay for the design, but additional safety funds were provided, so it saves the city approximately $100,000. She stated that today she met with Clemans-Nelson about CWA negotiations; this is the start of union negotiations with the guys as the contract is up in October. They are putting together two grant applications for CDBG funds and two applications for Montgomery County Solid Waste District recycle grants for toddler play structures in Rohrer Park and Community Park. She stated that the Olentangy Bridge replacements is almost finished; the Airway Bridge replacement just started. Springfield Street is coming along as they are working around Northcliff. There were issues there that has taken a bit longer than anticipated, but the project is still on schedule. She reviewed the work the crews have been doing.

Deputy Mayor Lommatzsch thanked Ms. Bartlett for looking into grant funds to help enhance the entryway at Woodman and US-35. Mr. Rauch commented that has been a concern and the next step is to make sure they have enough for a local match and figure out what the scope of that is. They will continue to work on that and bring it to the work session in August.

D) City Manager Report – Mr. Rauch stated he has made an offer to an HR candidate and that person will start June 26, 2023. An offer was also made to fill a full-time finance position, which will fill the vacant administrative assistant position they have. The idea is to keep growing the finance department to work on budget tools. They had a great conversation today about maybe pivoting to emphasize some of the personnel budgeting module because that intersects with quite a lot with what is going on at the moment. They are going to focus on that over the next couple of months. He is hopeful to be showing some of that to them at an upcoming work session. He stated they are continuing to work with Mr. Horn on the fire chief recruitment. He thanked Chief Taylor, Roger, and all the staff for taking good photographs that they can use to build out the brochure. He approved the verbiage of draft narrative to the brochure earlier this week. He hopes to have that next week and move on to next steps in posting it to professional associations and usual channels they use.

PUBLIC COMMENT ON AGENDA ITEMS: No forms were turned in for requests to speak.

OLD BUSINESS

A. ORDINANCES

I) Ordinance No. 23-O-830 – An ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Riverside, State of Ohio, for the period January 1 through December 31, 2023. (2nd reading, public hearing, adoption)

Mr. Denning moved, seconded by Mr. Joseph, to approve the second reading of Ordinance No. 23-O-830. The clerk read the ordinance by title only.

Mayor Williams opened the public hearing at 6:26 pm. No one came forward to speak. Mayor Williams closed the public hearing at 6:26 pm.

Ms. Fry asked if this is a total net of 192 additional expenditures from the General Fund, do they expect that will run a deficit for the year. Mr. Rauch replied no. He stated that based on the income tax trends they have experienced, he is optimistic that they will continue to collect a bit more than they have budgeted for. The revenue they bring in this year will help to cover some of those costs.

Roll call: Mr. Denning, yes; Mr. Joseph, yes; Ms. Fry, yes; Ms. Lommatzsch, yes; Mr. Maxfield, yes; and Mayor Williams, yes. **Motion carried.**

NEW BUSINESS

A. ORDINANCES

I) Ordinance No. 23-O-831 – An ordinance to repeal and replace Chapters 1331, 1341, and 1343 of the Building Code of the City of Riverside, Ohio. (1st reading)

Mayor Williams stated this is for the first reading of the consolidation of the city's property maintenance code.

Mr. Denning moved, seconded by Deputy Mayor Lommatzsch, to approve the first reading of Ordinance No. 23-O-831. The clerk read the ordinance by title only.

Roll call: Mr. Denning, yes; Ms. Lommatzsch, yes; Ms. Fry, yes; Mr. Joseph, yes; Mr. Maxfield, yes; and Mayor Williams, yes. **Motion carried**.

B. RESOLUTIONS

I) Resolution No. 23-R-2849 – A resolution declaring the necessity of assessing numerous streets between certain termini in the City of Riverside, Ohio, for various types of street lighting for one year, beginning January 1, 2024.

Mr. Rauch stated this is the annual resolution for streetlight assessment.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2849.

All were in favor. **Motion carried**.

II) Resolution No. 23-R-2850 – A resolution authorizing the city manager to enter into a contract with Scodeller Construction, Inc. for the 2023 Crack Seal Sealing Program.

Mr. Rauch stated this is the funding for the annual crack seal program.

Mr. Maxfield moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2850.

All were in favor. **Motion carried**.

III) Resolution No. 23-R-2851 – A resolution authorizing the city manager to enter into a contract with Spectrum Enterprise for the provision of internet and network services.

Mr. Rauch stated this authorize them to proceed with fiber upgrades and a larger internet pipeline with Spectrum Enterprise.

Mr. Denning moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2851.

All were in favor. **Motion carried**.

IV) **Resolution No. 23-R-2852 – A resolution by the Council of the City of Riverside, Ohio, authorizing the city manager to enter into a lease renewal agreement with Goodrich Corporation/Collins Aerospace.**

Mr. Rauch stated that this resolution and the following are updates to lease agreements for places at Wright Point.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2852.

All were in favor. **Motion carried**.

V) **Resolution No. 23-R-2853 – A resolution by the Council of the City of Riverside, Ohio, authorizing the city manager to enter into a lease agreement with LDSS, Inc.**

Mr. Maxfield moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2853.

All were in favor. **Motion carried**.

PUBLIC COMMENT ON NON-AGENDA ITEMS: No one came forward to speak on a non-agenda item.

COUNCIL MEMBER COMMENTS: Mayor Williams invited the public to Saturday's event put on by Project Riverside at Rohrer Park. He thanked everyone who came to the St. Helen's festival last week, thanking the city, which assisted in a number of ways and all the patrons who made it a wonderful event.

Deputy Mayor Lommatzsch invited the public from 10 am – 4 pm to Rohrer Park this Saturday to enjoy a car show, food trucks, bouncy houses, and Spiderman. She thanked the police department for those events at the schools as they are wonderful.

Ms. Fry stated the next blood drive is June 26, 2023. There are several openings; the Community Blood Center is in urgent need of type "O" blood as well as other types as well. The blood drive is from 3 pm – 7 pm at 5200 Springfield Street. Deputy Mayor Lommatzsch added that the CBC now sends emails to tell you where your blood has been used. She always wondered what happened to her blood and likes that she now gets notified.

Mr. Denning wished everyone a happy 4th of July. He also asked people to be friendly with their neighbors and if doing fireworks not to shoot them off forever; 11:00 pm is late enough. Pets are not as happy about fireworks as people are. He stated there is a music festival on June 23 – 24, at the Jaycee's Haunted House. Friday night will have 80s music; Saturday night will have country music.

Mayor Williams thanked the Jaycees for the flags they have out right now; it is wonderful to see how many people in the community have those flags out. He stated there are a number of events in the community that he hopes to see people at. Discussion was held on how residents can obtain a Jaycees flag. Mr. Denning stated he would have flyers available at city hall.

Mr. Rauch commented that the state law says no fireworks after 11 pm. He added that the next scheduled meeting is July 13, 2023, and it is a work session. City offices will be closed on Monday, June 19, 2023 for Juneteenth; city offices will also be closed on July 4, 2023.

ADJOURNMENT: Mr. Joseph moved, seconded by Mr. Maxfield, to adjourn. All were in favor. **Motion carried.** The meeting adjourned at 6:36 pm.

_____ _____

Pete Williams, Mayor Clerk of Council

EXPENSE REPORT

CITY OF RIVERSIDE
Expense Report for Current Year

Accounts: 1100-210-100-512010 to 9999-000-000-950099 Include Inactive Accounts: No

As Of: 1/1/2023 to 6/30/2023 Include Pre-Encumbrances: No

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
1100	GENERAL FUND					Target Percent:	50.00%	
City Clerk								
1100-210-100-512010	FRINGES-EMPLOYER PAID	$0.00	$0.00	$877.66	($877.66)	$0.00	($877.66)	N/A
1100-210-100-512020	FRINGES-WORKERS COMP	$1,700.00	$124.88	$796.63	$903.37	$0.00	$903.37	46.86%
1100-210-100-512030	FRINGES-EMPLOYER HEAL	$21,100.00	$1,682.87	$10,097.28	$11,002.72	$1,685.00	$9,317.72	55.84%
1100-210-100-512040	FRINGES-EMPLOYER HEAL	$4,200.00	$0.00	$3,750.00	$450.00	$0.00	$450.00	89.29%
1100-210-100-512050	FRINGES-LIFE INSURANCE	$125.00	$9.00	$54.00	$71.00	$10.00	$61.00	51.20%
1100-210-100-512060	FRINGES-MEDICARE	$0.00	$0.00	$27.52	($27.52)	$0.00	($27.52)	N/A
1100-210-100-512070	FRINGES-FICA	$1,750.00	$0.00	$0.00	$1,750.00	$0.00	$1,750.00	0.00%
1100-210-100-523020	FEES-INSURANCE/BONDS	$606.67	$0.00	$35.00	$571.67	$0.00	$571.67	5.77%
1100-210-100-523060	FEES-SUBSCRIPTIONS/ME	$1,000.00	$0.00	$598.35	$401.65	$151.65	$250.00	75.00%
1100-210-100-524000	ACTIVITIES-GENERAL	$1,000.00	$12.45	$296.18	$703.82	$203.82	$500.00	50.00%
1100-210-100-524040	ACTIVITIES-LEGAL NOTICE	$4,000.00	$0.00	$767.51	$3,232.49	$232.49	$3,000.00	25.00%
1100-210-100-524160	ACTIVITIES-PUBLIC FUNCTI	$1,399.00	$0.00	$0.00	$1,399.00	$0.00	$1,399.00	0.00%
	City Clerk Totals:	$36,880.67	$1,829.20	$17,300.13	$19,580.54	$2,282.96	$17,297.58	53.10%
Elected Officials								
1100-210-101-511030	WAGES-ELECTED	$30,000.00	$2,499.98	$14,999.88	$15,000.12	$0.00	$15,000.12	50.00%
1100-210-101-512010	FRINGES - EMPLOYER PAI	$4,200.00	$303.30	$1,516.51	$2,683.49	$0.00	$2,683.49	36.11%
1100-210-101-512060	FRINGES - MEDICARE	$440.00	$36.23	$217.38	$222.62	$0.00	$222.62	49.40%
1100-210-101-512070	FRINGES - FICA	$250.00	$20.67	$124.02	$125.98	$0.00	$125.98	49.61%
1100-210-101-522030	PROF DEV-EDUCATION/TR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-101-522053	PROF DEV-TRAVEL/TRANS	$3,750.00	$0.00	$3,721.81	$28.19	$28.19	$0.00	100.00%
1100-210-101-522054	PROF DEV-TRAVEL/TRANS	$2,200.00	$0.00	$0.00	$2,200.00	$2,000.00	$200.00	90.91%
1100-210-101-522055	PROF DEV-TRAVEL/TRANS	$1,450.00	$0.00	$0.00	$1,450.00	$0.00	$1,450.00	0.00%
1100-210-101-522056	PROF DEV-TRAVEL/TRANS	$1,896.00	$0.00	$0.00	$1,896.00	$0.00	$1,896.00	0.00%
1100-210-101-522057	PROF DEV-TRAVEL/TRANS	$2,200.00	$0.00	$0.00	$2,200.00	$0.00	$2,200.00	0.00%
1100-210-101-522058	PROF DEV-TRAVEL/TRANS	$2,200.00	$0.00	$0.00	$2,200.00	$0.00	$2,200.00	0.00%
1100-210-101-522059	PROF DEV-TRAVEL/TRANS	$2,200.00	$0.00	$0.00	$2,200.00	$0.00	$2,200.00	0.00%
1100-210-101-524160	ACTIVITIES-PUBLIC FUNCTI	$703.00	$0.00	$203.00	$500.00	$500.00	$0.00	100.00%
	Elected Officials Totals:	$51,489.00	$2,860.18	$20,782.60	$30,706.40	$2,528.19	$28,178.21	45.27%
Boards & Commissions								
1100-210-102-524231	ACTIVITIES-BOARDS AND C	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-102-524232	ACTIVITIES-BOARDS AND C	$1,000.00	$60.63	$80.63	$919.37	$169.37	$750.00	25.00%
1100-210-102-524233	ACTIVITIES-BOARDS AND C	$5,000.00	$0.00	$1,618.86	$3,381.14	$881.14	$2,500.00	50.00%
1100-210-102-524234	ACTIVITIES-BOARDS AND C	$2,000.00	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	0.00%
	Boards & Commissions Totals:	$8,000.00	$60.63	$1,699.49	$6,300.51	$1,050.51	$5,250.00	34.38%
City Clerk								
1100-210-103-511011	WAGES-FULL TIME REGUL	$55,000.00	$6,276.00	$27,175.60	$27,824.40	$0.00	$27,824.40	49.41%

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
1100-210-103-512010	FRINGES-EMPLOYER PAID	$7,700.00	$585.76	$3,218.83	$4,481.17	$0.00	$4,481.17	41.80%
1100-210-103-512060	FRINGES-MEDICARE	$860.00	$86.34	$339.63	$520.37	$0.00	$520.37	39.49%
1100-210-103-522051	PROF DEV-TRAVEL/TRANS	$2,500.00	$60.00	$1,346.22	$1,153.78	$553.78	$600.00	76.00%
1100-210-103-524010	ACTIVITIES-CODIFICATION	$6,000.00	$295.00	$745.00	$5,255.00	$755.00	$4,500.00	25.00%
	City Clerk Totals:	$72,060.00	$7,303.10	$32,825.28	$39,234.72	$1,308.78	$37,925.94	47.37%
Administration								
1100-210-150-511011	WAGES-FULL TIME REGUL	$296,000.00	$23,022.79	$131,786.66	$164,213.34	$0.00	$164,213.34	44.52%
1100-210-150-511012	WAGES-FULL TIME OVERTI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-150-511021	WAGES-PART TIME REGUL	$13,000.00	$542.75	$542.75	$12,457.25	$0.00	$12,457.25	4.18%
1100-210-150-511060	WAGES-RETIREMENT PAY	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	0.00%
1100-210-150-512010	FRINGES-EMPLOYER PAID	$43,200.00	$2,632.03	$19,101.45	$24,098.55	$0.00	$24,098.55	44.22%
1100-210-150-512020	FRINGES-WORKERS COMP	$9,800.00	$608.88	$3,833.18	$5,966.82	$0.00	$5,966.82	39.11%
1100-210-150-512030	FRINGES-EMPLOYER HEAL	$17,600.00	$0.00	$8,414.35	$9,185.65	$3,370.00	$5,815.65	66.96%
1100-210-150-512040	FRINGES-EMPLOYER HEAL	$4,200.00	$0.00	$1,875.00	$2,325.00	$1,875.00	$450.00	89.29%
1100-210-150-512050	FRINGES-LIFE INSURANCE	$500.00	$39.33	$294.30	$205.70	$64.33	$141.37	71.73%
1100-210-150-512060	FRINGES-MEDICARE	$4,500.00	$326.00	$1,870.48	$2,629.52	$0.00	$2,629.52	41.57%
1100-210-150-512080	FRINGES-UNEMPLOYMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-150-522020	PROF DEV-EDUCATION/TR	$3,000.00	$0.00	$2,169.00	$831.00	$790.00	$41.00	98.63%
1100-210-150-522051	PROF DEV-TRAVEL/TRANS	$2,152.00	$0.00	$548.81	$1,603.19	$1,603.19	$0.00	100.00%
1100-210-150-523020	FEES-INSURANCE/BONDS	$600.00	$0.00	$140.00	$460.00	$0.00	$460.00	23.33%
1100-210-150-523060	FEES-SUBSCRIPTIONS/ME	$1,848.00	$773.00	$1,848.00	$0.00	$0.00	$0.00	100.00%
1100-210-150-523150	FEES-RENTS/LEASES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Administration Totals:	$401,400.00	$27,944.78	$172,423.98	$228,976.02	$7,702.52	$221,273.50	44.87%
Finance								
1100-210-200-521010	SUPPLIES-POSTAGE	$4,500.00	$132.80	$2,212.47	$2,287.53	$287.53	$2,000.00	55.56%
1100-210-200-521020	SUPPLIES-OFFICE	$10,000.00	$655.98	$5,159.61	$4,840.39	$1,892.27	$2,948.12	70.52%
1100-210-200-521050	SUPPLIES-FUEL	$7,500.00	$304.90	$1,879.66	$5,620.34	$1,870.34	$3,750.00	50.00%
1100-210-200-522020	PROF DEV-EDUCATION/TR	$3,000.00	$0.00	$200.00	$2,800.00	$550.00	$2,250.00	25.00%
1100-210-200-523010	FEES-AUDITOR/TREASURE	$12,000.00	$0.00	$6,518.27	$5,481.73	$0.00	$5,481.73	54.32%
1100-210-200-523020	FEES-INSURANCE/BONDS	$31,970.00	$0.00	$29,467.19	$2,502.81	$0.00	$2,502.81	92.17%
1100-210-200-523030	FEES-REAL ESTATE TAXES	$16,000.00	$0.00	$5,353.77	$10,646.23	$6,351.68	$4,294.55	73.16%
1100-210-200-523040	FEES-INCOME TAX COLLE	$136,000.00	$9,802.00	$72,623.60	$63,376.40	$235.60	$63,140.80	53.57%
1100-210-200-523050	FEES-ELECTIONS	$19,500.00	$0.00	$5,299.52	$14,200.48	$0.00	$14,200.48	27.18%
1100-210-200-523060	FEES-SUBSCRIPTIONS/ME	$27,500.00	$0.00	$23,273.27	$4,226.73	$1,726.73	$2,500.00	90.91%
1100-210-200-523070	FEES-LICENSES/PERMITS	$60.00	$0.00	$60.00	$0.00	$0.00	$0.00	100.00%
1100-210-200-523080	FEES-SOFTWARE	$2,500.00	$0.00	$2,182.40	$317.60	$0.00	$317.60	87.30%
1100-210-200-523150	FEES-RENTS/LEASES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-523170	FEES-RELEASE DEPOSITS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-524001	ACTIVITIES-GENERAL-COVI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-524020	ACTIVITIES-ADVERTISING	$50.00	$0.00	$0.00	$50.00	$0.00	$50.00	0.00%
1100-210-200-524031	ACTIVITIES-PRINTING-NEW	$4,500.00	$0.00	$0.00	$4,500.00	$1,000.00	$3,500.00	22.22%
1100-210-200-524050	ACTIVITIES-CLAIMS	$11,000.00	$26.63	$211.28	$10,788.72	$10,350.35	$438.37	96.01%
1100-210-200-524060	ACTIVITIES-RECRUITMENT	$12,000.00	$0.00	$353.33	$11,646.67	$1,146.67	$10,500.00	12.50%
1100-210-200-524070	ACTIVITIES-RECOGNITION	$6,000.00	$283.99	$782.69	$5,217.31	$217.31	$5,000.00	16.67%
1100-210-200-524081	ACTIVITIES-WELLNESS-PH	$2,000.00	$0.00	$519.00	$1,481.00	$481.00	$1,000.00	50.00%
1100-210-200-524082	ACTIVITIES-WELLNESS-EM	$3,000.00	$0.00	$1,279.68	$1,720.32	$20.32	$1,700.00	43.33%

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
1100-210-200-524100	ACTIVITIES-NUISANCE ABA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-524151	ACTIVITIES-NEIGHBORHOO	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-524160	ACTIVITIES-PUBLIC FUNCTI	$450.00	$0.00	$450.00	$0.00	$0.00	$0.00	100.00%
1100-210-200-531010	UTILITIES-ELECTRIC	$800.00	$0.00	$111.87	$688.13	$200.00	$488.13	38.98%
1100-210-200-531020	UTILITIES-GAS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-531030	UTILITIES-WATER/SEWER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-531040	UTILITIES-TELECOM	$26,000.00	$1,612.59	$13,071.69	$12,928.31	$1,428.31	$11,500.00	55.77%
1100-210-200-531050	UTILITIES-MISC	$35,000.00	$2,771.70	$16,664.06	$18,335.94	$1,426.03	$16,909.91	51.69%
1100-210-200-533000	ACTIVITIES-INTERNAL ENG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-540000	CONTRACT SERVICES-GEN	$107,990.00	$1,103.48	$9,753.53	$98,236.47	$8,873.22	$89,363.25	17.25%
1100-210-200-541000	CONTRACT SERVICES-ARC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-541030	CONTRACT SERVICES-IT/W	$60,000.00	$13,121.74	$34,481.14	$25,518.86	$25,518.86	$0.00	100.00%
1100-210-200-541040	CONTRACT SERVICES-WO	$3,040.00	$0.00	$3,040.00	$0.00	$0.00	$0.00	100.00%
1100-210-200-541110	CONTRACT SERVICES-REC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-547600	CONTRACT SERVICES-ASS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-200-547800	CONTRACT SERVICES-ASS	$1,000.00	$0.00	$0.00	$1,000.00	$115.00	$885.00	11.50%
1100-210-200-557010	ASSETS-GENERAL-INFORM	$50,000.00	$23,051.35	$23,051.35	$26,948.65	$10,003.65	$16,945.00	66.11%
1100-210-200-557810	ASSETS-FLEET-VEHICLES	$8,000.00	$1,064.96	$2,166.89	$5,833.11	$1,833.11	$4,000.00	50.00%
	Finance Totals:	$601,360.00	$53,932.12	$260,166.27	$341,193.73	$75,527.98	$265,665.75	55.82%
Finance								
1100-210-201-511011	WAGES-FULL TIME REGUL	$329,855.00	$25,178.40	$88,852.42	$241,002.58	$0.00	$241,002.58	26.94%
1100-210-201-511012	WAGES-FULL TIME OVERTI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-201-511060	WAGES-RETIREMENT PAY	$30,000.00	$0.00	$0.00	$30,000.00	$0.00	$30,000.00	0.00%
1100-210-201-512010	FRINGES-EMPLOYER PAID	$33,600.00	$2,350.00	$11,598.85	$22,001.15	$0.00	$22,001.15	34.52%
1100-210-201-512020	FRINGES-WORKERS COMP	$4,800.00	$226.99	$1,445.87	$3,354.13	$0.00	$3,354.13	30.12%
1100-210-201-512030	FRINGES-EMPLOYER HEAL	$25,030.00	$2,307.06	$10,476.62	$14,553.38	$2,310.00	$12,243.38	51.09%
1100-210-201-512040	FRINGES-EMPLOYER HEAL	$4,915.00	$0.00	$1,875.00	$3,040.00	$2,812.50	$227.50	95.37%
1100-210-201-512050	FRINGES-LIFE INSURANCE	$300.00	$23.85	$125.10	$174.90	$29.15	$145.75	51.42%
1100-210-201-512060	FRINGES-MEDICARE	$3,600.00	$351.30	$1,239.03	$2,360.97	$0.00	$2,360.97	34.42%
1100-210-201-512080	FRINGES-UNEMPLOYMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-201-522020	PROF DEV-EDUCATION/TR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-201-522051	PROF DEV-TRAVEL/TRANS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-201-523020	FEES-INSURANCE/BONDS	$300.00	$0.00	$260.00	$40.00	$0.00	$40.00	86.67%
1100-210-201-523060	FEES-SUBSCRIPTIONS/ME	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-210-201-524000	ACTIVITIES-GENERAL	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	0.00%
1100-210-201-524030	ACTIVITIES-PRINTING	$500.00	$112.00	$112.00	$388.00	$0.00	$388.00	22.40%
1100-210-201-541070	CONTRACT SERVICES-ANN	$35,000.00	$0.00	$6,000.00	$29,000.00	$29,000.00	$0.00	100.00%
1100-210-201-547400	CONTRACT SERVICES-ASS	$20,000.00	$0.00	$0.00	$20,000.00	$0.00	$20,000.00	0.00%
	Finance Totals:	$489,400.00	$30,549.60	$121,984.89	$367,415.11	$34,151.65	$333,263.46	31.90%
Legal								
1100-210-250-541060	CONTRACT SERVICES-LEG	$50,000.00	$2,934.54	$22,158.83	$27,841.17	$2,841.17	$25,000.00	50.00%
1100-210-250-541061	CONTRACT SERVICES-LEG	$52,000.00	$4,184.16	$20,920.80	$31,079.20	$4,184.18	$26,895.02	48.28%
1100-210-250-541062	CONTRACT SERVICES-LEG	$25,000.00	$345.00	$9,137.25	$15,862.75	$1,112.75	$14,750.00	41.00%
1100-210-250-541063	CONTRACT SERVICES-LEG	$22,000.00	$678.50	$4,305.35	$17,694.65	$1,194.65	$16,500.00	25.00%
	Legal Totals:	$149,000.00	$8,142.20	$56,522.23	$92,477.77	$9,332.75	$83,145.02	44.20%
Community Development								

Expense Report for Current Year
As Of: 1/1/2023 to 6/30/2023

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
1100-230-300-511011	WAGES-FULL TIME REGUL	$298,000.00	$24,660.00	$106,860.00	$191,140.00	$0.00	$191,140.00	35.86%
1100-230-300-511012	WAGES-FULL TIME OVERTI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-511021	WAGES-PART TIME REGUL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-511060	WAGES-RETIREMENT PAY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-512010	FRINGES-EMPLOYER PAID	$30,600.00	$2,301.60	$14,960.40	$15,639.60	$0.00	$15,639.60	48.89%
1100-230-300-512020	FRINGES-WORKERS COMP	$6,600.00	$518.21	$3,247.44	$3,352.56	$0.00	$3,352.56	49.20%
1100-230-300-512030	FRINGES-EMPLOYER HEAL	$45,300.00	$3,663.78	$21,982.68	$23,317.32	$3,665.00	$19,652.32	56.62%
1100-230-300-512040	FRINGES-EMPLOYER HEAL	$8,400.00	$0.00	$3,750.00	$4,650.00	$3,750.00	$900.00	89.29%
1100-230-300-512050	FRINGES-LIFE INSURANCE	$500.00	$32.68	$196.08	$303.92	$33.32	$270.60	45.88%
1100-230-300-512060	FRINGES-MEDICARE	$3,200.00	$347.52	$1,492.42	$1,707.58	$0.00	$1,707.58	46.64%
1100-230-300-512080	FRINGES-UNEMPLOYMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-521000	SUPPLIES-GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-522020	PROF DEV-EDUCATION/TR	$2,000.00	$0.00	$442.50	$1,557.50	$346.00	$1,211.50	39.43%
1100-230-300-522021	PROF DEV-EDUCATION/TR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-522051	PROF DEV-TRAVEL/TRANS	$4,000.00	$0.00	$1,621.69	$2,378.31	$1,458.31	$920.00	77.00%
1100-230-300-523020	FEES-INSURANCE/BONDS	$200.00	$0.00	$140.00	$60.00	$0.00	$60.00	70.00%
1100-230-300-523060	FEES-SUBSCRIPTIONS/ME	$3,000.00	$0.00	$226.86	$2,773.14	$273.14	$2,500.00	16.67%
1100-230-300-524020	ACTIVITIES-ADVERTISING	$6,000.00	$0.00	$939.69	$5,060.31	$1,060.31	$4,000.00	33.33%
1100-230-300-524030	ACTIVITIES-PRINTING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-524100	ACTIVITIES-NUISANCE ABA	$55,000.00	$2,812.90	$33,654.89	$21,345.11	$17,495.11	$3,850.00	93.00%
1100-230-300-524130	ACTIVITIES-ECON DEV INC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-524140	ACTIVITIES-BUSINESS RET	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-533000	ACTIVITIES-INTERNAL ENG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-540000	CONTRACT SERVICES-GEN	$50,000.00	$7,992.83	$18,939.66	$31,060.34	$22,460.34	$8,600.00	82.80%
1100-230-300-541000	CONTRACT SERVICES-ARC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-543010	CONTRACT SERVICES-ENG	$45,000.00	$1,560.00	$14,472.50	$30,527.50	$3,527.50	$27,000.00	40.00%
1100-230-300-551010	GENERAL-PROPERTY ACQ	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-300-557810	ASSETS-FLEET-VEHICLES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$557,800.00	$43,889.52	$222,926.81	$334,873.19	$54,069.03	$280,804.16	49.66%
Planning & Zoning								
1100-230-301-511011	WAGES-FULL TIME REGUL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-511012	WAGES-FULL TIME OVERTI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-511021	WAGES-PART TIME REGUL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-511060	WAGES-RETIREMENT PAY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-512010	FRINGES-EMPLOYER PAID	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-512020	FRINGES-WORKERS COMP	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-512030	FRINGES-EMPLOYER HEAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-512040	FRINGES-EMPLOYER HEAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-512050	FRINGES-LIFE INSURANCE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-512060	FRINGES-MEDICARE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-512080	FRINGES-UNEMPLOYMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-522021	PROF DEV-EDUCATION/TR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-522051	PROF DEV-TRAVEL/TRANS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-523020	FEES-INSURANCE/BONDS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-523060	FEES-SUBSCRIPTIONS/ME	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-524020	ACTIVITIES-ADVERTISING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
1100-230-301-524030	ACTIVITIES-PRINTING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-524100	ACTIVITIES-NUISANCE ABA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-524150	ACTIVITIES-NEIGHBORHOO	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-533000	ACTIVITIES-INTERNAL ENG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-540000	CONTRACT SERVICES-GEN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-541000	CONTRACT SERVICES-ARC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-230-301-543010	CONTRACT SERVICES-ENG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Planning & Zoning Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
1100-235-350-511011	WAGES-FULL TIME REGUL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-235-350-521000	SUPPLIES-GENERAL	$5,000.00	$362.70	$975.84	$4,024.16	$274.16	$3,750.00	25.00%
1100-235-350-531010	UTILITIES-ELECTRIC	$7,900.00	$359.73	$1,891.01	$6,008.99	$1,157.22	$4,851.77	38.59%
1100-235-350-531020	UTILITIES-GAS	$1,145.00	$117.32	$709.51	$435.49	$90.49	$345.00	69.87%
1100-235-350-531030	UTILITIES-WATER/SEWER	$2,865.00	$0.00	$265.15	$2,599.85	$450.85	$2,149.00	24.99%
1100-235-350-531040	UTILITIES-TELECOM	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-235-350-537200	ACTIVITIES-ASSET MAINT-	$20,000.00	$0.00	$0.00	$20,000.00	$19,106.00	$894.00	95.53%
1100-235-350-537600	ACTIVITIES-ASSET MAINT-F	$7,500.00	$154.94	$1,171.24	$6,328.76	$703.76	$5,625.00	25.00%
1100-235-350-540000	CONTRACT SERVICES-GEN	$6,500.00	$658.14	$1,434.72	$5,065.28	$1,565.28	$3,500.00	46.15%
1100-235-350-547600	CONTRACT SERVICES-ASS	$7,500.00	$210.44	$2,833.72	$4,666.28	$762.46	$3,903.82	47.95%
	Public Service Totals:	$58,410.00	$1,863.27	$9,281.19	$49,128.81	$24,110.22	$25,018.59	57.17%
Public Service								
1100-240-350-553030	ENGINEERING-WOODMAN	$700,000.00	$0.00	$0.00	$700,000.00	$0.00	$700,000.00	0.00%
1100-240-350-557200	ASSETS-PARK	$6,000.00	$0.00	$0.00	$6,000.00	$4,935.00	$1,065.00	82.25%
	Public Service Totals:	$706,000.00	$0.00	$0.00	$706,000.00	$4,935.00	$701,065.00	0.70%
Finance								
1100-345-200-582000	ADVANCES-OUT	$0.00	$0.00	$470,000.00	($470,000.00)	$0.00	($470,000.00)	N/A
	Finance Totals:	$0.00	$0.00	$470,000.00	($470,000.00)	$0.00	($470,000.00)	N/A
Finance								
1100-355-200-592010	TRANSFERS-OUT-TO FIRE	$464,500.00	$0.00	$109,720.00	$354,780.00	$0.00	$354,780.00	23.62%
1100-355-200-592020	TRANSFERS-OUT-TO PUBLI	$1,290,350.00	$0.00	$645,170.00	$645,180.00	$0.00	$645,180.00	50.00%
1100-355-200-592030	TRANSFERS-OUT-TO POLI	$119,000.00	$0.00	$59,500.00	$59,500.00	$0.00	$59,500.00	50.00%
1100-355-200-592040	TRANSFERS-OUT-TO DEBT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-355-200-592050	TRANSFERS-OUT-TO VOCA	$75,000.00	$0.00	$0.00	$75,000.00	$0.00	$75,000.00	0.00%
1100-355-200-592060	TRANSFERS-OUT-TO OPW	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-355-200-592070	TRANSFERS-OUT-TO OPW	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-355-200-592080	TRANSFERS-OUT-TO CAPI	$473,300.00	$0.00	$236,600.00	$236,700.00	$0.00	$236,700.00	49.99%
1100-355-200-592090	TRANSFERS-OUT-TO OTHE	$365,450.00	$85,000.00	$231,000.00	$134,450.00	$0.00	$134,450.00	63.21%
1100-355-200-592100	TRANSFERS-OUT-TO OPW	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-355-200-592110	TRANSFERS-OUT-TO OPW	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
1100-355-200-592120	TRANSFERS-OUT-TO CEME	$7,750.00	$0.00	$4,000.00	$3,750.00	$0.00	$3,750.00	51.61%
	Finance Totals:	$2,795,350.00	$85,000.00	$1,285,990.00	$1,509,360.00	$0.00	$1,509,360.00	46.00%
1100 Total:		$5,927,149.67	$263,374.60	$2,671,902.87	$3,255,246.80	$216,999.59	$3,038,247.21	48.74%
2201	FIRE FUND					Target Percent:	50.00%	
Fire								
2201-215-400-511011	WAGES-FULL TIME REGUL	$1,823,000.00	$164,264.66	$769,035.94	$1,053,964.06	$0.00	$1,053,964.06	42.19%

Expense Report for Current Year
As Of: 1/1/2023 to 6/30/2023

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2201-215-400-511012	WAGES-FULL TIME OVERTI	$77,000.00	$11,742.56	$26,195.24	$50,804.76	$0.00	$50,804.76	34.02%
2201-215-400-511021	WAGES-PART TIME REGUL	$360,000.00	$47,388.74	$192,456.56	$167,543.44	$0.00	$167,543.44	53.46%
2201-215-400-511050	WAGES-HOLIDAY PAY	$45,600.00	$0.00	$0.00	$45,600.00	$0.00	$45,600.00	0.00%
2201-215-400-511060	WAGES-RETIREMENT PAY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2201-215-400-512010	FRINGES-EMPLOYER PAID	$474,500.00	$278.32	$161,365.42	$313,134.58	$0.00	$313,134.58	34.01%
2201-215-400-512020	FRINGES-WORKERS COMP	$46,100.00	$2,822.33	$18,050.51	$28,049.49	$0.00	$28,049.49	39.16%
2201-215-400-512030	FRINGES-EMPLOYER HEAL	$353,840.00	$20,808.81	$127,031.74	$226,808.26	$20,810.00	$205,998.26	41.78%
2201-215-400-512040	FRINGES-EMPLOYER HEAL	$47,860.00	$0.00	$25,350.00	$22,510.00	$21,533.00	$977.00	97.96%
2201-215-400-512050	FRINGES-LIFE INSURANCE	$2,800.00	$171.00	$1,098.00	$1,702.00	$171.00	$1,531.00	45.32%
2201-215-400-512060	FRINGES-MEDICARE	$33,400.00	$3,153.67	$13,828.39	$19,571.61	$0.00	$19,571.61	41.40%
2201-215-400-512070	FRINGES-FICA	$23,400.00	$2,586.56	$10,657.20	$12,742.80	$0.00	$12,742.80	45.54%
2201-215-400-512080	FRINGES-UNEMPLOYMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2201-215-400-521000	SUPPLIES-GENERAL	$10,000.00	$499.41	$3,050.91	$6,949.09	$1,949.09	$5,000.00	50.00%
2201-215-400-521010	SUPPLIES-POSTAGE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2201-215-400-521020	SUPPLIES-OFFICE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2201-215-400-521030	SUPPLIES-CLOTHING	$10,000.00	$0.00	$1,189.82	$8,810.18	$3,810.18	$5,000.00	50.00%
2201-215-400-521040	SUPPLIES-PPE	$10,000.00	$0.00	$0.00	$10,000.00	$2,500.00	$7,500.00	25.00%
2201-215-400-521050	SUPPLIES-FUEL	$61,000.00	$2,231.51	$17,757.48	$43,242.52	$12,242.52	$31,000.00	49.18%
2201-215-400-521110	SUPPLIES-TOOLS & EQUIP	$10,000.00	$491.25	$4,623.43	$5,376.57	$2,876.57	$2,500.00	75.00%
2201-215-400-521150	SUPPLIES-FIRE/EMS	$11,000.00	$439.85	$5,795.92	$5,204.08	$954.08	$4,250.00	61.36%
2201-215-400-522020	PROF DEV-EDUCATION/TR	$10,000.00	$0.00	$4,735.06	$5,264.94	$4,743.06	$521.88	94.78%
2201-215-400-522051	PROF DEV-TRAVEL/TRANS	$1,000.00	$0.00	$39.35	$960.65	$210.65	$750.00	25.00%
2201-215-400-523010	FEES-AUDITOR/TREASURE	$15,888.73	$0.00	$6,626.81	$9,261.92	$0.00	$9,261.92	41.71%
2201-215-400-523020	FEES-INSURANCE/BONDS	$63,760.67	$0.00	$60,631.63	$3,129.04	$0.00	$3,129.04	95.09%
2201-215-400-523060	FEES-SUBSCRIPTIONS/ME	$47,000.00	$960.00	$22,324.10	$24,675.90	$4,445.90	$20,230.00	56.96%
2201-215-400-523080	FEES-DISPATCH/RADIO	$55,000.00	$1,430.54	$1,430.54	$53,569.46	$29,363.71	$24,205.75	55.99%
2201-215-400-523090	FEES-EMS BILLING	$52,000.00	$4,079.74	$17,230.93	$34,769.07	$25,769.07	$9,000.00	82.69%
2201-215-400-523100	FEES-EMS BILLING-REFUN	$2,000.00	$0.00	$0.00	$2,000.00	$500.00	$1,500.00	25.00%
2201-215-400-523140	FEES-CREDIT CARD FEES	$1,200.00	$0.00	$593.20	$606.80	$0.00	$606.80	49.43%
2201-215-400-524030	ACTIVITIES-PRINTING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2201-215-400-524081	ACTIVITIES-WELLNESS-PH	$6,000.00	$276.00	$1,641.00	$4,359.00	$1,359.00	$3,000.00	50.00%
2201-215-400-524171	ACTIVITIES-INSPECTIONS-	$500.00	$0.00	$324.00	$176.00	$51.00	$125.00	75.00%
2201-215-400-531010	UTILITIES-ELECTRIC	$12,500.00	$483.20	$3,951.11	$8,548.89	$2,000.00	$6,548.89	47.61%
2201-215-400-531020	UTILITIES-GAS	$8,500.00	$153.53	$3,944.09	$4,555.91	$305.91	$4,250.00	50.00%
2201-215-400-531030	UTILITIES-WATER/SEWER	$3,300.00	$0.00	$982.16	$2,317.84	$42.84	$2,275.00	31.06%
2201-215-400-531040	UTILITIES-TELECOM	$25,600.00	$1,737.33	$11,579.84	$14,020.16	$1,220.16	$12,800.00	50.00%
2201-215-400-531050	UTILITIES-MISC	$700.00	$52.56	$313.22	$386.78	$211.78	$175.00	75.00%
2201-215-400-537400	ACTIVITIES-ASSET MAINT-	$4,000.00	$148.19	$1,928.60	$2,071.40	$1,071.40	$1,000.00	75.00%
2201-215-400-537800	ACTIVITIES-ASSET MAINT-F	$4,000.00	$80.92	$1,037.79	$2,962.21	$1,962.21	$1,000.00	75.00%
2201-215-400-540000	CONTRACT SERVICES-GEN	$15,500.00	$2,475.32	$4,834.35	$10,665.65	$2,533.91	$8,131.74	47.54%
2201-215-400-547400	CONTRACT SERVICES-ASS	$5,000.00	$0.00	$1,690.42	$3,309.58	$809.58	$2,500.00	50.00%
2201-215-400-547600	CONTRACT SERVICES-ASS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2201-215-400-547800	CONTRACT SERVICES-ASS	$32,000.00	$0.00	$5,292.10	$26,707.90	$21,707.90	$5,000.00	84.38%
2201-215-400-557410	ASSETS-EQUIPMENT-TOOL	$46,000.00	$0.00	$0.00	$46,000.00	$45,149.66	$850.34	98.15%
2201-215-400-557810	ASSETS-FLEET-VEHICLES	$418,000.00	$0.00	$0.00	$418,000.00	$360,000.00	$58,000.00	86.12%
2201-215-400-577421	DEBT-LOANS-PROPERTY/F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2201-215-400-577422	DEBT-LOANS-PROPERTY/F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Fire Totals:	$4,228,949.40	$268,756.00	$1,528,616.86	$2,700,332.54	$570,304.18	$2,130,028.36	49.63%
Fire								
2201-345-400-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Fire Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Finance								
2201-355-200-592080	TRANSFERS-OUT-TO CAPI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2201 Total:		$4,228,949.40	$268,756.00	$1,528,616.86	$2,700,332.54	$570,304.18	$2,130,028.36	49.63%
2202	STREET FUND					Target Percent:	50.00%	
Public Service								
2202-165-350-541090	CONTRACT SERVICES-WA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-165-350-541100	CONTRACT SERVICES-STO	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2202-210-350-521110	SUPPLIES-TOOLS & EQUIP	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2202-225-350-511011	WAGES-FULL TIME REGUL	$824,000.00	$87,103.76	$375,856.72	$448,143.28	$0.00	$448,143.28	45.61%
2202-225-350-511012	WAGES-FULL TIME OVERTI	$20,000.00	$532.88	$4,126.92	$15,873.08	$0.00	$15,873.08	20.63%
2202-225-350-511013	WAGES - FULL TIME SEAS	$20,000.00	$0.00	$0.00	$20,000.00	$0.00	$20,000.00	0.00%
2202-225-350-511060	WAGES-RETIREMENT PAY	$12,000.00	$0.00	$0.00	$12,000.00	$0.00	$12,000.00	0.00%
2202-225-350-512010	FRINGES-EMPLOYER PAID	$111,100.00	$8,174.78	$53,254.73	$57,845.27	$0.00	$57,845.27	47.93%
2202-225-350-512020	FRINGES-WORKERS COMP	$15,900.00	$1,197.67	$7,620.67	$8,279.33	$0.00	$8,279.33	47.93%
2202-225-350-512030	FRINGES-EMPLOYER HEAL	$187,780.00	$15,218.68	$91,312.08	$96,467.92	$15,220.00	$81,247.92	56.73%
2202-225-350-512040	FRINGES-EMPLOYER HEAL	$34,500.00	$0.00	$17,250.00	$17,250.00	$17,250.00	$0.00	100.00%
2202-225-350-512050	FRINGES-LIFE INSURANCE	$1,500.00	$66.60	$426.60	$1,073.40	$96.60	$976.80	34.88%
2202-225-350-512060	FRINGES-MEDICARE	$11,890.00	$1,215.89	$5,214.77	$6,675.23	$0.00	$6,675.23	43.86%
2202-225-350-512070	FRINGES - FICA	$1,530.00	$0.00	$0.00	$1,530.00	$0.00	$1,530.00	0.00%
2202-225-350-512080	FRINGES-UNEMPLOYMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-521000	SUPPLIES-GENERAL	$12,000.00	$233.64	$3,728.32	$8,271.68	$1,271.68	$7,000.00	41.67%
2202-225-350-521030	SUPPLIES-CLOTHING	$10,000.00	$544.50	$4,702.96	$5,297.04	$2,797.04	$2,500.00	75.00%
2202-225-350-521040	SUPPLIES-PPE	$5,000.00	$0.00	$1,539.99	$3,460.01	$210.01	$3,250.00	35.00%
2202-225-350-521050	SUPPLIES-FUEL	$60,000.00	$2,841.63	$21,404.21	$38,595.79	$8,595.79	$30,000.00	50.00%
2202-225-350-521060	SUPPLIES-ROAD SALT	$81,330.00	$0.00	$22,659.90	$58,670.10	$10,740.10	$47,930.00	41.07%
2202-225-350-521080	SUPPLIES-CONSTRUCTION	$35,000.00	$3,915.19	$25,184.69	$9,815.31	$7,315.31	$2,500.00	92.86%
2202-225-350-521100	SUPPLIES-PARTS AND ACC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-521140	SUPPLIES-SIGNAL/TRAFFIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-522020	PROF DEV-EDUCATION/TR	$7,500.00	$0.00	$831.30	$6,668.70	$1,043.70	$5,625.00	25.00%
2202-225-350-522051	PROF DEV-TRAVEL/TRANS	$1,000.00	$0.00	$0.00	$1,000.00	$250.00	$750.00	25.00%
2202-225-350-523010	FEES-AUDITOR/TREASURE	$1,000.00	$0.00	$1,106.10	($106.10)	$0.00	($106.10)	110.61%
2202-225-350-523020	FEES-INSURANCE/BONDS	$44,139.00	$0.00	$43,818.26	$320.74	$0.00	$320.74	99.27%
2202-225-350-523060	FEES-SUBSCRIPTIONS/ME	$14,000.00	$0.00	$11,820.00	$2,180.00	$430.00	$1,750.00	87.50%
2202-225-350-523070	FEES-LICENSES/PERMITS	$1,700.00	$0.00	$0.00	$1,700.00	$425.00	$1,275.00	25.00%
2202-225-350-523080	FEES-DISPATCH/RADIO	$5,000.00	$480.00	$480.00	$4,520.00	$1,020.00	$3,500.00	30.00%

Expense Report for Current Year
As Of: 1/1/2023 to 6/30/2023

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2202-225-350-523130	FEES-DUMPING	$5,500.00	$61.70	$2,703.20	$2,796.80	$296.80	$2,500.00	54.55%
2202-225-350-523151	FEES-RENTS/LEASES-TEM	$5,000.00	$0.00	$3,170.50	$1,829.50	$1,829.50	$0.00	100.00%
2202-225-350-524020	ACTIVITIES-ADVERTISING	$2,500.00	$922.10	$1,889.78	$610.22	$610.22	$0.00	100.00%
2202-225-350-524030	ACTIVITIES-PRINTING	$750.00	$0.00	$0.00	$750.00	$200.00	$550.00	26.67%
2202-225-350-524081	ACTIVITIES-WELLNESS-PH	$500.00	$46.00	$46.00	$454.00	$79.00	$375.00	25.00%
2202-225-350-524172	ACTIVITIES-INSPECTIONS-	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-524200	ACTIVITIES-PROP DAMAGE	$35,000.00	$0.00	$75.00	$34,925.00	$4,925.00	$30,000.00	14.29%
2202-225-350-524201	ACTIVITIES-PROP DAMAGE	$50,000.00	$0.00	$0.00	$50,000.00	$14,182.00	$35,818.00	28.36%
2202-225-350-531010	UTILITIES-ELECTRIC	$4,500.00	$67.98	$1,650.17	$2,849.83	$1,200.00	$1,649.83	63.34%
2202-225-350-531013	UTILITIES-ELECTRIC-SIGNA	$10,500.00	$505.88	$4,688.15	$5,811.85	$1,959.42	$3,852.43	63.31%
2202-225-350-531020	UTILITIES-GAS	$6,500.00	$61.34	$2,961.04	$3,538.96	$288.96	$3,250.00	50.00%
2202-225-350-531030	UTILITIES-WATER/SEWER	$1,000.00	$0.00	$199.70	$800.30	$50.30	$750.00	25.00%
2202-225-350-531040	UTILITIES-TELECOM	$17,000.00	$1,114.54	$7,756.29	$9,243.71	$743.71	$8,500.00	50.00%
2202-225-350-531050	UTILITIES-MISC	$500.00	$0.00	$121.74	$378.26	$378.26	$0.00	100.00%
2202-225-350-533000	ACTIVITIES-INTERNAL ENG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-534041	INFRASTRUCTURE-TRAFFI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-537400	ACTIVITIES-ASSET MAINT-	$20,000.00	$313.22	$9,594.65	$10,405.35	$10,405.35	$0.00	100.00%
2202-225-350-537600	ACTIVITIES-ASSET MAINT-F	$12,000.00	$7.56	$1,967.58	$10,032.42	$1,032.42	$9,000.00	25.00%
2202-225-350-537800	ACTIVITIES-ASSET MAINT-F	$5,000.00	$201.12	$2,658.09	$2,341.91	$1,341.91	$1,000.00	80.00%
2202-225-350-540000	CONTRACT SERVICES-GEN	$49,681.00	$6,865.08	$10,736.24	$38,944.76	$2,883.55	$36,061.21	27.41%
2202-225-350-540010	CONTRACT SERVICES-GEN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-543000	CONTRACT SERVICES-ENG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-547400	CONTRACT SERVICES-ASS	$25,000.00	$146.49	$13,368.81	$11,631.19	$6,631.19	$5,000.00	80.00%
2202-225-350-547600	CONTRACT SERVICES-ASS	$50,000.00	$11,752.69	$26,218.93	$23,781.07	$7,376.14	$16,404.93	67.19%
2202-225-350-547800	CONTRACT SERVICES-ASS	$25,000.00	$690.27	$5,529.15	$19,470.85	$19,470.85	$0.00	100.00%
2202-225-350-554000	CONSTRUCTION-GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202-225-350-557810	ASSETS-FLEET-VEHICLES	$12,000.00	$2,226.74	$2,226.74	$9,773.26	$5,814.96	$3,958.30	67.01%
	Public Service Totals:	$1,855,800.00	$146,507.93	$789,899.98	$1,065,900.02	$148,364.77	$917,535.25	50.56%
Public Service								
2202-240-350-557410	ASSETS-EQUIPMENT-TOOL	$8,670.00	$0.00	$8,670.00	$0.00	$0.00	$0.00	100.00%
2202-240-350-557420	ASSETS-EQUIPMENT-HEAV	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$8,670.00	$0.00	$8,670.00	$0.00	$0.00	$0.00	100.00%
Public Service								
2202-245-350-577430	DEBT-LOANS-PROPERTY/F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2202-250-350-573010	DEBT-BONDS-PRINCIPAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2202-255-350-573020	DEBT-BONDS-INTEREST	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2202-355-350-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2202 Total:		$1,864,470.00	$146,507.93	$798,569.98	$1,065,900.02	$148,364.77	$917,535.25	50.79%

Expense Report for Current Year
As Of: 1/1/2023 to 6/30/2023

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2203	POLICE FUND					Target Percent:	50.00%	
Police								
2203-215-450-511011	WAGES-FULL TIME REGUL	$2,560,000.00	$269,989.14	$1,251,794.96	$1,308,205.04	$0.00	$1,308,205.04	48.90%
2203-215-450-511012	WAGES-FULL TIME OVERTI	$88,000.00	$17,679.31	$80,584.49	$7,415.51	$0.00	$7,415.51	91.57%
2203-215-450-511021	WAGES-PART TIME REGUL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2203-215-450-511040	WAGES-COMP TIME PAYO	$30,000.00	$0.00	$0.00	$30,000.00	$0.00	$30,000.00	0.00%
2203-215-450-511050	WAGES-HOLIDAY PAY	$105,200.00	$3,540.92	$19,984.55	$85,215.45	$0.00	$85,215.45	19.00%
2203-215-450-511060	WAGES-RETIREMENT PAY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2203-215-450-512010	FRINGES-EMPLOYER PAID	$576,500.00	$1,039.58	$220,223.51	$356,276.49	$0.00	$356,276.49	38.20%
2203-215-450-512020	FRINGES-WORKERS COMP	$55,800.00	$4,405.35	$27,928.08	$27,871.92	$0.00	$27,871.92	50.05%
2203-215-450-512030	FRINGES-EMPLOYER HEAL	$557,500.00	$36,320.54	$229,023.58	$328,476.42	$38,315.53	$290,160.89	47.95%
2203-215-450-512040	FRINGES-EMPLOYER HEAL	$31,600.00	$0.00	$19,525.00	$12,075.00	$12,075.00	$0.00	100.00%
2203-215-450-512050	FRINGES-LIFE INSURANCE	$3,700.00	$249.48	$1,586.88	$2,113.12	$277.52	$1,835.60	50.39%
2203-215-450-512060	FRINGES-MEDICARE	$40,500.00	$4,090.25	$19,050.28	$21,449.72	$0.00	$21,449.72	47.04%
2203-215-450-512080	FRINGES-UNEMPLOYMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2203-215-450-521000	SUPPLIES-GENERAL	$16,500.00	$3,564.85	$10,412.61	$6,087.39	$5,273.19	$814.20	95.07%
2203-215-450-521010	SUPPLIES-POSTAGE	$500.00	$16.25	$16.25	$483.75	$108.75	$375.00	25.00%
2203-215-450-521030	SUPPLIES-CLOTHING	$15,000.00	$1,758.47	$8,458.86	$6,541.14	$2,791.14	$3,750.00	75.00%
2203-215-450-521050	SUPPLIES-FUEL	$91,000.00	$7,087.43	$31,155.06	$59,844.94	$14,344.94	$45,500.00	50.00%
2203-215-450-521070	SUPPLIES-WEAPONS AND	$7,000.00	$0.00	$0.00	$7,000.00	$6,002.00	$998.00	85.74%
2203-215-450-521120	SUPPLIES-EVIDENCE COLL	$3,500.00	$173.94	$212.31	$3,287.69	$662.69	$2,625.00	25.00%
2203-215-450-521130	SUPPLIES-INVESTIGATION	$1,500.00	$0.00	$198.02	$1,301.98	$176.98	$1,125.00	25.00%
2203-215-450-522020	PROF DEV-EDUCATION/TR	$9,000.00	($240.00)	$2,163.00	$6,837.00	$1,082.00	$5,755.00	36.06%
2203-215-450-522041	PROF DEV-TUITION REIMB-	$2,000.00	$0.00	$960.00	$1,040.00	$0.00	$1,040.00	48.00%
2203-215-450-522042	PROF DEV-TUITION REIMB-	$2,000.00	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	0.00%
2203-215-450-522051	PROF DEV-TRAVEL/TRANS	$2,500.00	$617.40	$1,027.04	$1,472.96	$847.96	$625.00	75.00%
2203-215-450-523010	FEES-AUDITOR/TREASURE	$23,566.00	$0.00	$11,931.21	$11,634.79	$0.00	$11,634.79	50.63%
2203-215-450-523020	FEES-INSURANCE/BONDS	$68,212.00	$0.00	$65,109.55	$3,102.45	$0.00	$3,102.45	95.45%
2203-215-450-523060	FEES-SUBSCRIPTIONS/ME	$1,500.00	$0.00	$473.33	$1,026.67	$51.67	$975.00	35.00%
2203-215-450-523070	FEES-LICENSES/PERMITS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2203-215-450-523080	FEES-DISPATCH/RADIO	$310,000.00	$2,090.53	$3,730.53	$306,269.47	$160,063.72	$146,205.75	52.84%
2203-215-450-523161	FEES-INVESTIGATIONS-FO	$2,400.00	$0.00	$487.00	$1,913.00	$113.00	$1,800.00	25.00%
2203-215-450-523162	FEES-INVESTIGATIONS-DIB	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	0.00%
2203-215-450-523163	FEES-INVESTIGATIONS-CO	$500.00	$0.00	$234.12	$265.88	$140.88	$125.00	75.00%
2203-215-450-523190	FEES-RETURN UNUSED GR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2203-215-450-524030	ACTIVITIES-PRINTING	$500.00	$0.00	$136.00	$364.00	$89.00	$275.00	45.00%
2203-215-450-524081	ACTIVITIES-WELLNESS-PH	$2,430.00	$400.00	$1,590.00	$840.00	$790.00	$50.00	97.94%
2203-215-450-524180	ACTIVITIES-K9	$2,570.00	$0.00	$32.50	$2,537.50	$717.50	$1,820.00	29.18%
2203-215-450-524190	ACTIVITIES-PRISONER CAR	$300.00	$0.00	$0.00	$300.00	$100.00	$200.00	33.33%
2203-215-450-531010	UTILITIES-ELECTRIC	$6,769.54	$0.00	$2,302.79	$4,466.75	$1,000.00	$3,466.75	48.79%
2203-215-450-531020	UTILITIES-GAS	$3,985.13	$37.56	$1,301.01	$2,684.12	$688.99	$1,995.13	49.94%
2203-215-450-531030	UTILITIES-WATER/SEWER	$1,420.74	$0.00	$279.55	$1,141.19	$75.45	$1,065.74	24.99%
2203-215-450-531040	UTILITIES-TELECOM	$40,558.84	$2,221.90	$13,556.00	$27,002.84	$6,844.00	$20,158.84	50.30%
2203-215-450-537400	ACTIVITIES-ASSET MAINT-	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2203-215-450-537800	ACTIVITIES-ASSET MAINT-F	$500.00	$0.00	$19.24	$480.76	$105.76	$375.00	25.00%
2203-215-450-540000	CONTRACT SERVICES-GEN	$167,160.00	$4,059.78	$83,613.46	$83,546.54	$41,088.29	$42,458.25	74.60%

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2203-215-450-547400	CONTRACT SERVICES-ASS	$2,500.00	$0.00	$453.46	$2,046.54	$46.54	$2,000.00	20.00%
2203-215-450-547600	CONTRACT SERVICES-ASS	$500.00	$98.00	$98.00	$402.00	$27.00	$375.00	25.00%
2203-215-450-547800	CONTRACT SERVICES-ASS	$47,000.00	$1,530.15	$13,827.10	$33,172.90	$9,672.90	$23,500.00	50.00%
2203-215-450-557810	ASSETS-FLEET-VEHICLES	$55,000.00	$0.00	$0.00	$55,000.00	$0.00	$55,000.00	0.00%
	Police Totals:	$4,941,672.25	$360,730.83	$2,123,479.33	$2,818,192.92	$303,572.40	$2,514,620.52	49.11%
Police								
2203-240-450-551000	GENERAL-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2203-240-450-557400	ASSETS-EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Police Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2203 Total:		$4,941,672.25	$360,730.83	$2,123,479.33	$2,818,192.92	$303,572.40	$2,514,620.52	49.11%
2205	STATE HIGHWAY FUND					Target Percent:	50.00%	
Public Service								
2205-225-350-521000	SUPPLIES-GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2205-225-350-521060	SUPPLIES-ROAD SALT	$20,000.00	$0.00	$2,101.62	$17,898.38	$1,498.38	$16,400.00	18.00%
2205-225-350-521090	SUPPLIES-INFRASTRUCTU	$15,000.00	$232.00	$1,271.54	$13,728.46	$2,478.46	$11,250.00	25.00%
2205-225-350-531014	UTILITIES-ELECTRIC-SIGNA	$10,000.00	$416.96	$3,113.15	$6,886.85	$2,600.00	$4,286.85	57.13%
2205-225-350-534042	INFRASTRUCTURE-TRAFFI	$7,500.00	$226.00	$898.00	$6,602.00	$977.00	$5,625.00	25.00%
2205-225-350-534110	INFRASTRUCTURE-STATE	$50,000.00	$0.00	$370.11	$49,629.89	$12,129.89	$37,500.00	25.00%
2205-225-350-557000	ASSETS-GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$102,500.00	$874.96	$7,754.42	$94,745.58	$19,683.73	$75,061.85	26.77%
2205 Total:		$102,500.00	$874.96	$7,754.42	$94,745.58	$19,683.73	$75,061.85	26.77%
2209	PERMISSIVE TAX FUND					Target Percent:	50.00%	
Public Service								
2209-225-350-554001	CONSTRUCTION-GENERAL	$150,000.00	$0.00	$0.00	$150,000.00	$92,142.00	$57,858.00	61.43%
2209-225-350-554002	CONSTRUCTION-GENERAL	$190,000.00	$0.00	$0.00	$190,000.00	$43,815.20	$146,184.80	23.06%
2209-225-350-554130	CONSTRUCTION-SPAULDIN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2209-225-350-557420	ASSETS-EQUIPMENT-HEAV	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$340,000.00	$0.00	$0.00	$340,000.00	$135,957.20	$204,042.80	39.99%
Public Service								
2209-345-350-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2209-355-350-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2209 Total:		$340,000.00	$0.00	$0.00	$340,000.00	$135,957.20	$204,042.80	39.99%
2210	OPWC UNION SCHOOLHOUSE RD					Target Percent:	50.00%	
Public Service								
2210-225-350-554010	CONSTRUCTION-OPWC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2210-250-350-577010	DEBT-LOANS-PRINCIPAL	$3,000.00	$1,490.46	$1,490.46	$1,509.54	$1,490.46	$19.08	99.36%
	Public Service Totals:	$3,000.00	$1,490.46	$1,490.46	$1,509.54	$1,490.46	$19.08	99.36%

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
Public Service								
2210-345-350-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2210-355-350-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2210 Total:		$3,000.00	$1,490.46	$1,490.46	$1,509.54	$1,490.46	$19.08	99.36%
2211	FEMA GRANT FUND					Target Percent:	50.00%	
Finance								
2211-355-200-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2211 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2212	GENERAL ASSESSMENTS					Target Percent:	50.00%	
Finance								
2212-210-200-523010	FEES-AUDITOR/TREASURE	$10,000.00	$0.00	$7,925.56	$2,074.44	$0.00	$2,074.44	79.26%
	Finance Totals:	$10,000.00	$0.00	$7,925.56	$2,074.44	$0.00	$2,074.44	79.26%
Finance								
2212-215-200-531011	UTILITIES-ELECTRIC-STRE	$115,000.00	$9,500.00	$57,000.00	$58,000.00	$1.00	$57,999.00	49.57%
	Finance Totals:	$115,000.00	$9,500.00	$57,000.00	$58,000.00	$1.00	$57,999.00	49.57%
Finance								
2212-220-200-541080	CONTRACT SERVICES-TRA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Finance								
2212-230-200-531012	UTILITIES-ELECTRIC-STRE	$75,500.00	$0.00	$37,675.00	$37,825.00	$0.00	$37,825.00	49.90%
	Finance Totals:	$75,500.00	$0.00	$37,675.00	$37,825.00	$0.00	$37,825.00	49.90%
Finance								
2212-345-200-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Finance								
2212-355-200-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2212 Total:		$200,500.00	$9,500.00	$102,600.56	$97,899.44	$1.00	$97,898.44	51.17%
2213	OPWC VALLEY PIKE FUND					Target Percent:	50.00%	
Public Service								
2213-225-350-554010	CONSTRUCTION-OPWC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2213-250-350-577010	DEBT-LOANS-PRINCIPAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2213-250-350-577200	DEBT-LOANS-INFRASTRUC	$8,800.00	$4,329.64	$4,329.64	$4,470.36	$4,329.64	$140.72	98.40%
	Public Service Totals:	$8,800.00	$4,329.64	$4,329.64	$4,470.36	$4,329.64	$140.72	98.40%
Public Service								
2213-345-350-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2213-355-350-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2213 Total:		$8,800.00	$4,329.64	$4,329.64	$4,470.36	$4,329.64	$140.72	98.40%
2214	OPWC NEEDMORE RD FUND					Target Percent:	50.00%	
Public Service								
2214-225-350-554010	CONSTRUCTION-OPWC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2214-250-350-577000	DEBT-LOANS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2214-250-350-577200	DEBT-LOANS-INFRASTRUC	$11,500.00	$5,617.20	$5,617.20	$5,882.80	$5,617.20	$265.60	97.69%
	Public Service Totals:	$11,500.00	$5,617.20	$5,617.20	$5,882.80	$5,617.20	$265.60	97.69%
Finance								
2214-345-200-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2214 Total:		$11,500.00	$5,617.20	$5,617.20	$5,882.80	$5,617.20	$265.60	97.69%
2215	COUNTY GRANT FUND					Target Percent:	50.00%	
Community Development								
2215-225-300-534100	INFRASTRUCTURE-TRANSI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2215-225-300-540000	CONTRACT SERVICES-GEN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2215-230-300-524131	ACTIVITIES-ECON DEV INC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2215-345-300-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2215 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2216	BRANTWOOD II SUBDIVISION FUND					Target Percent:	50.00%	
Community Development								
2216-230-300-523010	FEES-AUDITOR/TREASURE	$840.00	$0.00	$416.81	$423.19	$0.00	$423.19	49.62%
	Community Development Totals:	$840.00	$0.00	$416.81	$423.19	$0.00	$423.19	49.62%
Community Development								
2216-240-300-551000	GENERAL-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2216-255-300-577231	DEBT-LOANS-INFRASTRUC	$53,210.00	$2,751.97	$26,603.28	$26,606.72	$0.01	$26,606.71	50.00%
	Community Development Totals:	$53,210.00	$2,751.97	$26,603.28	$26,606.72	$0.01	$26,606.71	50.00%
Community Development								
2216-355-300-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2216 Total:		$54,050.00	$2,751.97	$27,020.09	$27,029.91	$0.01	$27,029.90	49.99%
2218	BRANTWOOD SUBDIVISION FUND					Target Percent:	50.00%	
Community Development								
2218-210-300-523030	FEES-REAL ESTATE TAXES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2218-230-300-523010	FEES-AUDITOR/TREASURE	$1,780.00	$0.00	$885.72	$894.28	$0.00	$894.28	49.76%
	Community Development Totals:	$1,780.00	$0.00	$885.72	$894.28	$0.00	$894.28	49.76%
Community Development								
2218-240-300-551000	GENERAL-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2218-255-300-577231	DEBT-LOANS-INFRASTRUC	$112,040.00	$5,332.07	$56,016.11	$56,023.89	$0.00	$56,023.89	50.00%
	Community Development Totals:	$112,040.00	$5,332.07	$56,016.11	$56,023.89	$0.00	$56,023.89	50.00%
Community Development								
2218-355-300-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2218 Total:		$113,820.00	$5,332.07	$56,901.83	$56,918.17	$0.00	$56,918.17	49.99%
2219	DRUG LAW FUND					Target Percent:	50.00%	
Police								
2219-215-450-521000	SUPPLIES-GENERAL	$4,000.00	$0.00	$0.00	$4,000.00	$0.00	$4,000.00	0.00%
	Police Totals:	$4,000.00	$0.00	$0.00	$4,000.00	$0.00	$4,000.00	0.00%
2219 Total:		$4,000.00	$0.00	$0.00	$4,000.00	$0.00	$4,000.00	0.00%
2223	CDBG PROJECTS					Target Percent:	50.00%	
Community Development								
2223-230-300-524101	ACTIVITIES-NUISANCE ABA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2223-230-300-524120	ACTIVITIES-PROPERTY AC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2223-230-300-524152	ACTIVITIES-NEIGHBORHOO	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2223-230-300-537200	ACTIVITIES-ASSET MAINT-	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2223-345-300-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2223 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2228	VOCA/SVAA					Target Percent:	50.00%	
Special Operations								
2228-215-454-511011	WAGES-FULL TIME REGUL	$40,200.00	$0.00	$0.00	$40,200.00	$0.00	$40,200.00	0.00%
2228-215-454-512010	FRINGES-EMPLOYER PAID	$5,700.00	$0.00	$0.00	$5,700.00	$0.00	$5,700.00	0.00%
2228-215-454-512020	FRINGES-WORKERS COMP	$850.00	$0.00	$16.08	$833.92	$0.00	$833.92	1.89%
2228-215-454-512030	FRINGES-EMPLOYER HEAL	$25,500.00	$0.00	$0.00	$25,500.00	$0.00	$25,500.00	0.00%
2228-215-454-512040	FRINGES-EMPLOYER HEAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2228-215-454-512050	FRINGES-LIFE INSURANCE	$120.00	$0.00	$0.00	$120.00	$0.00	$120.00	0.00%
2228-215-454-512060	FRINGES-MEDICARE	$600.00	$0.00	$0.00	$600.00	$0.00	$600.00	0.00%
2228-215-454-521000	SUPPLIES-GENERAL	$1,200.00	$0.00	$0.00	$1,200.00	$0.00	$1,200.00	0.00%
2228-215-454-522020	PROF DEV-EDUCATION/TR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2228-215-454-522051	PROF DEV-TRAVEL/TRANS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2228-215-454-523191	FEES-RETURN UNUSED GR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2228-215-454-523192	FEES-RETURN UNUSED GR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2228-215-454-524000	ACTIVITIES-GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2228-215-454-531040	UTILITIES-TELECOM	$660.00	$0.00	$0.00	$660.00	$0.00	$660.00	0.00%
	Special Operations Totals:	$74,830.00	$0.00	$16.08	$74,813.92	$0.00	$74,813.92	0.02%
Special Operations								
2228-240-454-557400	ASSETS-EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Special Operations Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2228 Total:		$74,830.00	$0.00	$16.08	$74,813.92	$0.00	$74,813.92	0.02%
2229	FEDERAL TRANSPORTATION GRANTS					Target Percent:	50.00%	
Public Service								
2229-240-350-554020	CONSTRUCTION-AIRWAY R	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2229-240-350-554030	CONSTRUCTION-E SPRING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2229-240-350-554060	CONSTRUCTION-W SPRIN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2229-240-350-554070	CONSTRUCTION-VALLEY S	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2229 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2231	STATE LAW ENFORCEMENT TRUST					Target Percent:	50.00%	
Police								
2231-215-450-521000	SUPPLIES-GENERAL	$9,900.00	$0.00	$0.00	$9,900.00	$460.81	$9,439.19	4.65%
2231-215-450-557400	ASSETS-EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Police Totals:	$9,900.00	$0.00	$0.00	$9,900.00	$460.81	$9,439.19	4.65%
2231 Total:		$9,900.00	$0.00	$0.00	$9,900.00	$460.81	$9,439.19	4.65%
2232	FEDERAL EQUITABLE SHARING					Target Percent:	50.00%	
Police								
2232-210-450-521000	SUPPLIES-GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2232-210-450-557400	ASSETS-EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Police Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2232 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2236	LOCAL CORONAVIRUS RELIEF FUND					Target Percent:	50.00%	
Finance								
2236-215-200-524000	ACTIVITIES-GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2236 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A

Expense Report for Current Year
As Of: 1/1/2023 to 6/30/2023

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2237	LOCAL FISCAL RECOVERY FUND					Target Percent:	50.00%	
Administration								
2237-210-150-540000	CONTRACT SERVICES-GEN	$22,000.00	$0.00	$0.00	$22,000.00	$22,000.00	$0.00	100.00%
	Administration Totals:	$22,000.00	$0.00	$0.00	$22,000.00	$22,000.00	$0.00	100.00%
Finance								
2237-210-200-523060	FEES-SUBSCRIPTIONS/ME	$31,275.00	$19,800.00	$19,800.00	$11,475.00	$11,475.00	$0.00	100.00%
2237-210-200-524000	ACTIVITIES-GENERAL	$19,500.00	$0.00	$0.00	$19,500.00	$19,500.00	$0.00	100.00%
	Finance Totals:	$50,775.00	$19,800.00	$19,800.00	$30,975.00	$30,975.00	$0.00	100.00%
Community Development								
2237-210-300-541501	EXTERNAL STUDIES-PROP	$6,000.00	$0.00	$6,000.00	$0.00	$0.00	$0.00	100.00%
	Community Development Totals:	$6,000.00	$0.00	$6,000.00	$0.00	$0.00	$0.00	100.00%
Public Service								
2237-210-350-524173	ACTIVITIES-INSPECTIONS-	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2237-210-350-543000	CONTRACT SERVICES-ENG	$34,025.00	$0.00	$25,660.00	$8,365.00	$8,365.00	$0.00	100.00%
2237-210-350-554041	CONSTRUCTION-EASTMAN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2237-210-350-554051	CONSTRUCTION-LYNNHAV	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2237-210-350-554052	CONSTRUCTION-MEYER-S	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2237-210-350-554061	CONSTRUCTION-W SPRIN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$34,025.00	$0.00	$25,660.00	$8,365.00	$8,365.00	$0.00	100.00%
Community Services								
2237-210-403-524244	ACTIVITIES-COMMUNITY P	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Services Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Police								
2237-215-450-557810	ASSETS-FLEET-VEHICLES	$5,200.00	$0.00	$0.00	$5,200.00	$5,200.00	$0.00	100.00%
	Police Totals:	$5,200.00	$0.00	$0.00	$5,200.00	$5,200.00	$0.00	100.00%
Public Service								
2237-225-350-253180	TECH ASSIST GRANT SS4A	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2237-225-350-553030	ENGINEERING-WOODMAN	$28,000.00	$0.00	$0.00	$28,000.00	$28,000.00	$0.00	100.00%
2237-225-350-554062	CONSTRUCTION-W SPRIN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2237-225-350-554080	CONSTRUCTION-OLENTAN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2237-225-350-554140	CONSTRUCTION-RT35/WO	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$28,000.00	$0.00	$0.00	$28,000.00	$28,000.00	$0.00	100.00%
Community Development								
2237-230-300-524100	ACTIVITIES-NUISANCE ABA	$85,000.00	$0.00	$0.00	$85,000.00	$0.00	$85,000.00	0.00%
	Community Development Totals:	$85,000.00	$0.00	$0.00	$85,000.00	$0.00	$85,000.00	0.00%
Public Service								
2237-235-350-557420	ASSETS-EQUIPMENT-HEAV	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2237-235-350-557421	ASSETS-EQUIPMENT-HEAV	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
2237-240-350-554000	CONSTRUCTION-GENERAL	$65,200.00	$0.00	$0.00	$65,200.00	$0.00	$65,200.00	0.00%
2237-240-350-554030	CONSTRUCTION-E SPRING	$85,000.00	$0.00	$0.00	$85,000.00	$85,000.00	$0.00	100.00%
2237-240-350-554060	CONSTRUCTION-W SPRIN	$228,000.00	$0.00	$0.00	$228,000.00	$200,000.00	$28,000.00	87.72%
2237-240-350-554110	CONSTRUCTION-HARSHMA	$216,800.00	$0.00	$0.00	$216,800.00	$0.00	$216,800.00	0.00%
2237-240-350-554120	CONSTRUCTION-SPINNING	$149,000.00	$0.00	$0.00	$149,000.00	$149,000.00	$0.00	100.00%
2237-240-350-557600	ASSETS-FACILITIES	$38,000.00	$0.00	$0.00	$38,000.00	$35,808.39	$2,191.61	94.23%

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
	Public Service Totals:	$782,000.00	$0.00	$0.00	$782,000.00	$469,808.39	$312,191.61	60.08%
2237 Total:		$1,013,000.00	$19,800.00	$51,460.00	$961,540.00	$564,348.39	$397,191.61	60.79%
2402	WRIGHT POINT FUND					Target Percent:	50.00%	
Community Development								
2402-210-300-521010	SUPPLIES-POSTAGE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2402-210-300-523020	FEES-INSURANCE/BONDS	$81,229.00	$0.00	$51,928.37	$29,300.63	$0.00	$29,300.63	63.93%
2402-210-300-523030	FEES-REAL ESTATE TAXES	$154,000.00	$0.00	$71,156.15	$82,843.85	$71,123.00	$11,720.85	92.39%
2402-210-300-523110	FEES-PROPERTY MANAGE	$33,000.00	$0.00	$7,500.00	$25,500.00	$5,500.00	$20,000.00	39.39%
2402-210-300-523120	FEES-COMMISSIONS	$15,000.00	$0.00	$0.00	$15,000.00	$3,750.00	$11,250.00	25.00%
2402-210-300-524020	ACTIVITIES-ADVERTISING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2402-210-300-524050	ACTIVITIES-CLAIMS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2402-210-300-531010	UTILITIES-ELECTRIC	$152,074.49	$0.00	$85,815.19	$66,259.30	$18,800.31	$47,458.99	68.79%
2402-210-300-531020	UTILITIES-GAS	$30,000.00	$0.00	$5,871.33	$24,128.67	$3,717.59	$20,411.08	31.96%
2402-210-300-531030	UTILITIES-WATER/SEWER	$8,000.00	$0.00	$1,641.98	$6,358.02	$358.02	$6,000.00	25.00%
2402-210-300-531040	UTILITIES-TELECOM	$12,000.00	$0.00	$2,895.32	$9,104.68	$1,900.84	$7,203.84	39.97%
2402-210-300-531050	UTILITIES-MISC	$8,700.00	$0.00	$1,878.18	$6,821.82	$1,054.14	$5,767.68	33.70%
2402-210-300-540000	CONTRACT SERVICES-GEN	$10,000.00	$0.00	$314.81	$9,685.19	$0.00	$9,685.19	3.15%
2402-210-300-541000	CONTRACT SERVICES-ARC	$2,500.00	$0.00	$0.00	$2,500.00	$1,000.00	$1,500.00	40.00%
2402-210-300-541060	CONTRACT SERVICES-LEG	$10,000.00	$207.00	$4,367.50	$5,632.50	$2,132.50	$3,500.00	65.00%
2402-210-300-547600	CONTRACT SERVICES-ASS	$290,726.00	$0.00	$86,261.14	$204,464.86	$15,276.90	$189,187.96	34.93%
	Community Development Totals:	$807,229.49	$207.00	$319,629.97	$487,599.52	$124,613.30	$362,986.22	55.03%
Community Development								
2402-240-300-557610	ASSETS-FACILITIES-1791 H	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2402-240-300-557620	ASSETS-FACILITIES-WRIGH	$25,000.00	$0.00	$0.00	$25,000.00	$6,200.00	$18,800.00	24.80%
2402-240-300-557630	ASSETS-FACILITIES-WRIGH	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$25,000.00	$0.00	$0.00	$25,000.00	$6,200.00	$18,800.00	24.80%
Community Development								
2402-250-300-571010	DEBT-GENERAL-PRINCIPAL	$4,900,000.00	$0.00	$4,900,000.00	$0.00	$0.00	$0.00	100.00%
	Community Development Totals:	$4,900,000.00	$0.00	$4,900,000.00	$0.00	$0.00	$0.00	100.00%
Community Development								
2402-255-300-571020	DEBT-GENERAL-INTEREST	$85,750.00	$0.00	$85,511.81	$238.19	$0.00	$238.19	99.72%
	Community Development Totals:	$85,750.00	$0.00	$85,511.81	$238.19	$0.00	$238.19	99.72%
Community Development								
2402-355-300-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2402 Total:		$5,817,979.49	$207.00	$5,305,141.78	$512,837.71	$130,813.30	$382,024.41	93.43%
2404	EINTRACHT FUND					Target Percent:	50.00%	
Community Development								
2404-210-300-524020	ACTIVITIES-ADVERTISING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2404-210-300-540000	CONTRACT SERVICES-GEN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2404-230-300-524140	ACTIVITIES-BUSINESS RET	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2404-240-300-551000	GENERAL-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2404-240-300-551010	GENERAL-PROPERTY ACQ	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2404-345-300-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2404-355-300-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2404 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406	CENTER OF FLIGHT					Target Percent:	50.00%	
Community Development								
2406-230-300-523010	FEES-AUDITOR/TREASURE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-523020	FEES-INSURANCE/BONDS	$408.00	$0.00	$331.00	$77.00	$0.00	$77.00	81.13%
2406-230-300-523030	FEES-REAL ESTATE TAXES	$1,500.00	$0.00	$536.51	$963.49	$520.00	$443.49	70.43%
2406-230-300-523110	FEES-PROPERTY MANAGE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-523170	FEES-RELEASE DEPOSITS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-524020	ACTIVITIES-ADVERTISING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-531010	UTILITIES-ELECTRIC	$900.00	$48.27	$247.10	$652.90	$200.00	$452.90	49.68%
2406-230-300-531030	UTILITIES-WATER/SEWER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-531050	UTILITIES-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-533000	ACTIVITIES-INTERNAL ENG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-540000	CONTRACT SERVICES-GEN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-541060	CONTRACT SERVICES-LEG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-230-300-547600	CONTRACT SERVICES-ASS	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	0.00%
	Community Development Totals:	$3,808.00	$48.27	$1,114.61	$2,693.39	$720.00	$1,973.39	48.18%
Community Development								
2406-240-300-551010	GENERAL-PROPERTY ACQ	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2406-250-300-575411	DEBT-NOTES-PROPERTY/F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406-250-300-577411	DEBT-LOANS-PROPERTY/F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2406-255-300-573412	DEBT-BONDS-PROPERTY/F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
2406-355-300-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2406 Total:		$3,808.00	$48.27	$1,114.61	$2,693.39	$720.00	$1,973.39	48.18%
2407	AIRWAY/WOODMAN IMPROVEMT FUND					Target Percent:	50.00%	

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
Community Development								
2407-210-300-523010	FEES-AUDITOR/TREASURE	$650.00	$0.00	$521.07	$128.93	$0.00	$128.93	80.16%
2407-210-300-524020	ACTIVITIES-ADVERTISING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2407-210-300-540000	CONTRACT SERVICES-GEN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2407-210-300-541000	CONTRACT SERVICES-ARC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2407-210-300-541060	CONTRACT SERVICES-LEG	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$650.00	$0.00	$521.07	$128.93	$0.00	$128.93	80.16%
Community Development								
2407-355-300-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2407 Total:		$650.00	$0.00	$521.07	$128.93	$0.00	$128.93	80.16%
2410	FIRE/EMS & POLICE INCOME TAX					Target Percent:	50.00%	
Finance								
2410-215-200-523040	FEES-INCOME TAX COLLE	$208,000.00	$14,703.00	$108,935.40	$99,064.60	$353.40	$98,711.20	52.54%
	Finance Totals:	$208,000.00	$14,703.00	$108,935.40	$99,064.60	$353.40	$98,711.20	52.54%
Finance								
2410-355-200-592010	TRANSFERS-OUT-TO FIRE	$1,781,000.00	$0.00	$889,657.66	$891,342.34	$0.00	$891,342.34	49.95%
2410-355-200-592030	TRANSFERS-OUT-TO POLI	$3,211,000.00	$0.00	$1,603,018.39	$1,607,981.61	$0.00	$1,607,981.61	49.92%
	Finance Totals:	$4,992,000.00	$0.00	$2,492,676.05	$2,499,323.95	$0.00	$2,499,323.95	49.93%
2410 Total:		$5,200,000.00	$14,703.00	$2,601,611.45	$2,598,388.55	$353.40	$2,598,035.15	50.04%
2600	CEMETERY FUND					Target Percent:	50.00%	
Public Service								
2600-220-350-524000	ACTIVITIES-GENERAL	$7,750.00	$750.00	$4,497.95	$3,252.05	$750.00	$2,502.05	67.72%
2600-220-350-537600	ACTIVITIES-ASSET MAINT-F	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$7,750.00	$750.00	$4,497.95	$3,252.05	$750.00	$2,502.05	67.72%
2600 Total:		$7,750.00	$750.00	$4,497.95	$3,252.05	$750.00	$2,502.05	67.72%
2803	CONTINGENCY RESERVE FUND					Target Percent:	50.00%	
Finance								
2803-210-200-524220	ACTIVITIES-ACCOUNTING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Finance								
2803-355-200-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Finance Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
2803 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
3300	G.O. DEBT RETIREMENT					Target Percent:	50.00%	
Finance								
3300-250-200-573010	DEBT-BONDS-PRINCIPAL	$98,000.00	$4,620.20	$49,819.60	$48,180.40	$21,649.16	$26,531.24	72.93%
3300-250-200-573210	DEBT-BONDS-INFRASTRUC	$73,500.00	$16,687.50	$16,687.50	$56,812.50	$0.00	$56,812.50	22.70%
3300-250-200-573220	DEBT-BONDS-INFRASTRUC	$99,125.00	$24,562.50	$24,562.50	$74,562.50	$0.00	$74,562.50	24.78%
3300-250-200-577210	DEBT-LOANS-INFRASTRUC	$56,250.00	$0.00	$0.00	$56,250.00	$0.00	$56,250.00	0.00%
3300-250-200-577220	DEBT-LOANS-INFRASTRUC	$11,000.00	$0.00	$0.00	$11,000.00	$0.00	$11,000.00	0.00%

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
	Finance Totals:	$337,875.00	$45,870.20	$91,069.60	$246,805.40	$21,649.16	$225,156.24	33.36%
Finance								
3300-255-200-573020	DEBT-BONDS-INTEREST	$17,000.00	$156.61	$7,120.39	$9,879.61	$755.64	$9,123.97	46.33%
	Finance Totals:	$17,000.00	$156.61	$7,120.39	$9,879.61	$755.64	$9,123.97	46.33%
3300 Total:		$354,875.00	$46,026.81	$98,189.99	$256,685.01	$22,404.80	$234,280.21	33.98%
4405	DANIS LAND ACQUISITION					Target Percent:	50.00%	
Community Development								
4405-355-300-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Community Development Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4405 Total:		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702	CAPITAL INFRASTRUCTURE FUND					Target Percent:	50.00%	
Public Service								
4702-225-350-534011	INFRASTRUCTURE-MILL/FI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-225-350-534012	INFRASTRUCTURE-MILL/FI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-225-350-534020	INFRASTRUCTURE-CRACK	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-225-350-534031	INFRASTRUCTURE-PAVING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-225-350-534040	INFRASTRUCTURE-TRAFFI	$127,000.00	$2,832.48	$46,641.51	$80,358.49	$53,520.24	$26,838.25	78.87%
4702-225-350-534050	INFRASTRUCTURE-TRAFFI	$25,000.00	$208.23	$10,737.54	$14,262.46	$4,262.46	$10,000.00	60.00%
4702-225-350-534060	INFRASTRUCTURE-BRIDGE	$15,000.00	$0.00	$0.00	$15,000.00	$0.00	$15,000.00	0.00%
4702-225-350-534070	INFRASTRUCTURE-GUARD	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-225-350-534081	INFRASTRUCTURE-ROW A	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-225-350-534100	INFRASTRUCTURE-TRANSI	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$167,000.00	$3,040.71	$57,379.05	$109,620.95	$57,782.70	$51,838.25	68.96%
Public Service								
4702-240-350-523180	FEES-GRANT APPLICATION	$35,000.00	$0.00	$18,500.00	$16,500.00	$14,700.00	$1,800.00	94.86%
4702-240-350-551030	GENERAL-PROPERTY ACQ	$118,000.00	$0.00	$0.00	$118,000.00	$10,700.00	$107,300.00	9.07%
4702-240-350-553000	ENGINEERING-GENERAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-240-350-553001	ENGINEERING-GENERAL-I	$50,000.00	$4,175.00	$18,370.00	$31,630.00	$21,505.00	$10,125.00	79.75%
4702-240-350-553002	ENGINEERING-GENERAL-E	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	0.00%
4702-240-350-553010	ENGINEERING-EASTMAN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-240-350-553020	ENGINEERING-SPINNING P	$26,000.00	$0.00	$1,000.00	$25,000.00	$17,350.00	$7,650.00	70.58%
4702-240-350-553030	ENGINEERING-WOODMAN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-240-350-553031	ENGINEERING-WOODMAN	$10,050.00	$2,437.50	$8,737.50	$1,312.50	$1,312.50	$0.00	100.00%
4702-240-350-553040	ENGINEERING-LYNNHAVE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-240-350-553050	ENGINEERING-NEEDMORE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-240-350-554040	CONSTRUCTION-EASTMAN	$56,708.87	$0.00	$56,708.87	$0.00	$0.00	$0.00	100.00%
4702-240-350-554050	CONSTRUCTION-LYNNHAV	$197,307.33	$0.00	$197,307.33	$0.00	$0.00	$0.00	100.00%
4702-240-350-554060	CONSTRUCTION-W SPRIN	$461.00	$0.00	$0.00	$461.00	$0.00	$461.00	0.00%
4702-240-350-554080	CONSTRUCTION-OLENTAN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-240-350-554090	CONSTRUCTION-NEEDMO	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-240-350-554100	CONSTRUCTION-BURKHAR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4702-240-350-554110	CONSTRUCTION-HARSHMA	$13,978.85	$0.00	$0.00	$13,978.85	$0.00	$13,978.85	0.00%
4702-240-350-554120	CONSTRUCTION-SPINNING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
4702-240-350-554140	CONSTRUCTION-CULVERT	$32,944.00	$0.00	$32,944.00	$0.00	$0.00	$0.00	100.00%
	Public Service Totals:	$545,450.05	$6,612.50	$333,567.70	$211,882.35	$65,567.50	$146,314.85	73.18%
Public Service								
4702-345-350-582000	ADVANCES-OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
4702-355-350-592040	TRANSFERS-OUT-TO DEBT	$240,750.00	$0.00	$41,250.00	$199,500.00	$0.00	$199,500.00	17.13%
4702-355-350-592090	TRANSFERS-OUT-TO OTHE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$240,750.00	$0.00	$41,250.00	$199,500.00	$0.00	$199,500.00	17.13%
4702 Total:		$953,200.05	$9,653.21	$432,196.75	$521,003.30	$123,350.20	$397,653.10	58.28%
4703	CAPITAL EQUIP IMPROVEMENT FD					Target Percent:	50.00%	
Administration								
4703-240-150-551000	GENERAL-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4703-240-150-557010	ASSETS-GENERAL-INFORM	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Administration Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Public Service								
4703-240-350-551000	GENERAL-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4703-240-350-557200	ASSETS-PARKS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Public Service Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Fire								
4703-240-400-551000	GENERAL-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Fire Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Police								
4703-240-450-551000	GENERAL-MISC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Police Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
Community Development								
4703-245-300-575410	DEBT-NOTES-PROPERTY/F	$56,250.00	$5,625.00	$5,625.00	$50,625.00	$0.00	$50,625.00	10.00%
	Community Development Totals:	$56,250.00	$5,625.00	$5,625.00	$50,625.00	$0.00	$50,625.00	10.00%
Public Service								
4703-245-350-573210	DEBT-BONDS-INFRASTRUC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4703-245-350-573220	DEBT-BONDS-INFRASTRUC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4703-245-350-577210	DEBT-LOANS-INFRASTRUC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4703-245-350-577220	DEBT-LOANS-INFRASTRUC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
4703-245-350-577650	DEBT-LOANS-FLEET-3 DUM	$35,283.52	$0.00	$0.00	$35,283.52	$0.00	$35,283.52	0.00%
4703-245-350-577660	DEBT-LOANS-FLEET-BACK	$19,755.06	$0.00	$19,755.06	$0.00	$0.00	$0.00	100.00%
4703-245-350-577670	DEBT-LOANS-FLEET-DUMP	$36,011.97	$0.00	$36,011.57	$0.40	$0.00	$0.40	100.00%
4703-245-350-577680	DEBT-LOANS-FLEET-ST SW	$47,085.00	$0.00	$23,541.34	$23,543.66	$23,541.40	$2.26	100.00%
4703-245-350-577690	DEBT-LOANS-FLEET-STRE	$38,546.22	$0.00	$19,273.11	$19,273.11	$19,273.11	$0.00	100.00%
	Public Service Totals:	$176,681.77	$0.00	$98,581.08	$78,100.69	$42,814.51	$35,286.18	80.03%
Fire								
4703-245-400-577610	DEBT-LOANS-FLEET-2021 A	$56,498.92	$0.00	$28,249.46	$28,249.46	$0.00	$28,249.46	50.00%
4703-245-400-577620	DEBT-LOANS-FLEET-2022 A	$57,609.11	$0.00	$57,609.11	$0.00	$0.00	$0.00	100.00%
4703-245-400-577630	DEBT-LOANS-FLEET-FIRE E	$111,952.92	$0.00	$55,976.45	$55,976.47	$55,976.45	$0.02	100.00%
4703-245-400-577810	DEBT-LOANS-EQUIPMENT-	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Fire Totals:	$226,060.95	$0.00	$141,835.02	$84,225.93	$55,976.45	$28,249.48	87.50%

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
Police								
4703-245-450-577640	DEBT-LOANS-FLEET-CRUIS	$14,300.00	$7,130.48	$7,130.48	$7,169.52	$7,130.48	$39.04	99.73%
	Police Totals:	$14,300.00	$7,130.48	$7,130.48	$7,169.52	$7,130.48	$39.04	99.73%
4703 Total:		$473,292.72	$12,755.48	$253,171.58	$220,121.14	$105,921.44	$114,199.70	75.87%
7804	INSURANCE DEPOSITS					Target Percent:	50.00%	
Fire								
7804-210-400-523171	FEES-RELEASE DEPOSITS-	$45,000.00	$0.00	$0.00	$45,000.00	$44,999.44	$0.56	100.00%
	Fire Totals:	$45,000.00	$0.00	$0.00	$45,000.00	$44,999.44	$0.56	100.00%
7804 Total:		$45,000.00	$0.00	$0.00	$45,000.00	$44,999.44	$0.56	100.00%
9999	Payroll Clearing Fund					Target Percent:	50.00%	
division: 000								
9999-000-000-950000	Standard	$0.00	$15,552.82	$64,413.75	($64,413.75)	$0.00	($64,413.75)	N/A
9999-000-000-950001	Federal Tax	$0.00	$56,482.03	$241,453.25	($241,453.25)	$0.00	($241,453.25)	N/A
9999-000-000-950002	State Tax	$0.00	$15,006.97	$62,842.95	($62,842.95)	$0.00	($62,842.95)	N/A
9999-000-000-950003	County Tax	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
9999-000-000-950004	City Tax	$0.00	$17,222.57	$69,389.64	($69,389.64)	$0.00	($69,389.64)	N/A
9999-000-000-950005	School Tax	$0.00	$1,947.29	$7,203.09	($7,203.09)	$0.00	($7,203.09)	N/A
9999-000-000-950006	Medicare	$0.00	$9,607.20	$39,621.67	($39,621.67)	$0.00	($39,621.67)	N/A
9999-000-000-950007	Fica	$0.00	$2,607.23	$9,843.29	($9,843.29)	$0.00	($9,843.29)	N/A
9999-000-000-950008	Pension	$0.00	$12,618.12	$217,828.74	($217,828.74)	$0.00	($217,828.74)	N/A
9999-000-000-950009	Pension Buy Back	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
9999-000-000-950011	Deferred Compensation	$0.00	$26,967.66	$107,235.64	($107,235.64)	$0.00	($107,235.64)	N/A
9999-000-000-950012	Section 125	$0.00	$16,922.53	$93,100.78	($93,100.78)	$0.00	($93,100.78)	N/A
9999-000-000-950013	Medical R125	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
9999-000-000-950014	ChildCare 125	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
9999-000-000-950015	HSA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
9999-000-000-950016	Garnishment Of Disposable E	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
9999-000-000-950017	Garnishment Of Gross	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
9999-000-000-950018	Union Dues	$0.00	$4,280.50	$22,363.01	($22,363.01)	$0.00	($22,363.01)	N/A
9999-000-000-950099	Payroll Clearing Fund Default	$0.00	$446,780.56	$1,824,773.66	($1,824,773.66)	$0.00	($1,824,773.66)	N/A
	division: 000 Totals:	$0.00	$625,995.48	$2,760,069.47	($2,760,069.47)	$0.00	($2,760,069.47)	N/A
9999 Total:		$0.00	$625,995.48	$2,760,069.47	($2,760,069.47)	$0.00	($2,760,069.47)	N/A
Grand Total:		$31,754,696.58	$1,799,204.91	$18,836,273.97	$12,918,422.61	$2,400,441.96	$10,517,980.65	66.88%
						Target Percent:	50.00%	

STATEMENT OF CASH FROM REVENUE AND EXPENSE

CITY OF RIVERSIDE
Statement of Cash Position

From: 1/1/2023 to 6/30/2023

Funds: 1100 to 9999

Include Inactive Accounts: No

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expenses YTD	Increases, Other YTD	Decreases, Other YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
1100	GENERAL FUND	$4,164,903.30	$3,210,904.69	$964,736.74	$0.00	$1,755,990.00	$4,655,081.25	$350,426.13	$4,304,655.12
2201	FIRE FUND	$1,088,111.50	$887,705.18	$1,569,332.89	$999,377.66	$0.00	$1,405,861.45	$582,196.56	$823,664.89
2202	STREET FUND	$478,083.30	$256,549.64	$973,485.61	$645,170.00	$0.00	$406,317.33	$176,292.54	$230,024.79
2203	POLICE FUND	$628,341.56	$921,787.01	$2,169,098.64	$1,662,518.39	$0.00	$1,043,548.32	$316,305.27	$727,243.05
2205	STATE HIGHWAY FUND	$368,616.27	$98,241.33	$15,156.68	$0.00	$0.00	$451,700.92	$21,179.23	$430,521.69
2209	PERMISSIVE TAX FUND	$490,646.47	$375,950.03	$147,437.40	$0.00	$0.00	$719,159.10	$273,549.80	$445,609.30
2210	OPWC UNION SCHOOLHO	$33,910.26	$0.00	$2,980.92	$0.00	$0.00	$30,929.34	$1,490.46	$29,438.88
2211	FEMA GRANT FUND	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2212	GENERAL ASSESSMENTS	$208,054.05	$148,494.70	$94,675.00	$50,000.00	$0.00	$311,873.75	$1.00	$311,872.75
2213	OPWC VALLEY PIKE FUND	$8,660.07	$0.00	$4,329.64	$0.00	$0.00	$4,330.43	$4,329.64	$0.79
2214	OPWC NEEDMORE RD FU	$11,529.84	$0.00	$5,617.20	$0.00	$0.00	$5,912.64	$5,617.20	$295.44
2215	COUNTY GRANT FUND	$40,176.70	$0.00	$0.00	$0.00	$0.00	$40,176.70	$0.00	$40,176.70
2216	BRANTWOOD II SUBDIVISI	$0.01	$26,603.28	$26,603.28	$0.00	$0.00	$0.01	$0.01	$0.00
2217	FEDERAL GRANTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2218	BRANTWOOD SUBDIVISIO	$0.00	$56,016.11	$56,016.11	$0.00	$0.00	$0.00	$0.00	$0.00
2219	DRUG LAW FUND	$3,982.37	$140.00	$0.00	$0.00	$0.00	$4,122.37	$0.00	$4,122.37
2220	DUI ENFORCEMENT FUND	$326.00	$0.00	$0.00	$0.00	$0.00	$326.00	$0.00	$326.00
2223	CDBG PROJECTS	$58,079.50	$0.00	$0.00	$0.00	$0.00	$58,079.50	$0.00	$58,079.50
2225	N.E.P. GRANT FUND	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2227	ONEOHIO OPIOID SETTLE	$7,067.77	$22,288.11	$0.00	$0.00	$0.00	$29,355.88	$0.00	$29,355.88
2228	VOCA/SVAA	$13,363.25	$158.43	$16.08	$0.00	$0.00	$13,505.60	$0.00	$13,505.60
2229	FEDERAL TRANSPORTATI	$19,898.88	$0.00	$0.00	$0.00	$0.00	$19,898.88	$0.00	$19,898.88
2231	STATE LAW ENFORCEME	$4,176.83	$5,778.75	$0.00	$0.00	$0.00	$9,955.58	$460.81	$9,494.77
2232	FEDERAL EQUITABLE SHA	$624.60	$0.00	$0.00	$0.00	$0.00	$624.60	$0.00	$624.60
2236	LOCAL CORONAVIRUS RE	$0.03	$0.00	$0.00	$0.00	$0.00	$0.03	$0.00	$0.03
2237	LOCAL FISCAL RECOVERY	$1,201,827.68	$0.00	$123,226.91	$0.00	$0.00	$1,078,600.77	$624,917.51	$453,683.26
2402	WRIGHT POINT FUND	$260,885.24	$4,788,105.03	$5,171,562.16	$231,000.00	$0.00	$108,428.11	$171,304.11	($62,876.00)
2404	EINTRACHT FUND	$5,665.27	$0.00	$0.00	$0.00	$0.00	$5,665.27	$0.00	$5,665.27
2406	CENTER OF FLIGHT	$61,039.63	$3,300.00	$1,163.21	$0.00	$0.00	$63,176.42	$6,700.79	$56,475.63
2407	AIRWAY/WOODMAN IMPR	$245,500.50	$24,618.54	$3,926.00	$0.00	$0.00	$266,193.04	$2,054.76	$264,138.28
2410	FIRE/EMS & POLICE INCO	$1,815.89	$3,169,069.32	$51,245.40	$0.00	$2,492,676.05	$626,963.76	$353.40	$626,610.36
2600	CEMETERY FUND	$3,668.20	$0.00	$4,497.95	$4,000.00	$0.00	$3,170.25	$750.00	$2,420.25
2803	CONTINGENCY RESERVE	$331,284.79	$0.00	$0.00	$0.00	$0.00	$331,284.79	$0.00	$331,284.79
3300	G.O. DEBT RETIREMENT	$683,540.78	$0.00	$102,189.99	$41,250.00	$0.00	$622,600.79	$22,404.80	$600,195.99
4405	DANIS LAND ACQUISITION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4702	CAPITAL INFRASTRUCTUR	$897,829.61	$613,360.99	$854,325.50	$420,000.00	$41,250.00	$1,035,615.10	$471,587.62	$564,027.48
4703	CAPITAL EQUIP IMPROVE	$223,261.62	$0.00	$302,785.96	$236,600.00	$0.00	$157,075.66	$144,194.30	$12,881.36
7804	INSURANCE DEPOSITS	$60,971.19	$20,403.25	$0.00	$0.00	$0.00	$81,374.44	$60,839.44	$20,535.00

Statement of Cash Position
From: 1/1/2023 to 6/30/2023

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expenses YTD	Increases, Other YTD	Decreases, Other YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
9999	Payroll Clearing Fund	$0.00	$2,845,486.17	$2,760,069.47	$0.00	$0.00	$85,416.70	$0.00	$85,416.70
Grand Total:		$11,605,842.96	$17,474,960.56	$15,404,478.74	$4,289,916.05	$4,289,916.05	$13,676,324.78	$3,236,955.38	$10,439,369.40

INCOME TAX CHART



Month	Target	Tax 2022	Tax 2023	LY Cum	TY Cum	TY Budget	Variance
Jan	716.7	783.7	1068.0	783.7	1068.0	716.7	$351.34
Feb	648.4	418.7	648.3	1202.4	1716.3	1365.1	$351.23
Mar	716.7	550.7	636.4	1753.1	2352.7	2081.8	270.9
Apr	750.8	612.9	422.7	2366.0	2775.4	2832.6	($57.17)
May	750.8	1272.0	1536.6	3638.0	4312.0	3583.4	728.6
Jun	682.5	664.1	998.0	4302.1	5310.0	4265.9	1044.1
Jul	750.8	675.6		4977.7		5016.7	
Aug	750.8	1378.4		6356.1		5767.5	
Sep	682.5	583.7		6939.8		6450.0	
Oct	784.9	903.8		7843.6		7234.9	
Nov	648.4	703.6		8547.2		7883.3	
Dec	716.7	600.1		9147.3		8600.0	
YTD	8,600.0	9,147.3	5,310.0				

Values in 1,000s

CITY COUNCIL CALENDAR

2023 COUNCIL CALENDAR

- Land Use Plan Discussion
- Text Amendment – Chapter 1105 Development Procedures
- Assessments (Honeyleaf, etc.)
- Public Service Items for July 20th Meeting
- Executive Session: Personnel

July 20, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Boards and Commissions Appointments (5)
- Ordinance: Property Maintenance Code Update Ordinance (2nd reading)
- Ordinance: Land Use Plan Adoption (1st reading)
- Ordinance: Text Amendment – Chapter 1105 Development Procedures (1st reading)
- Resolution: 2023 Paint Striping Revision
- Resolution: ODOT Spinning Road Final
- Resolution: Appointment of Community Development Director
- Resolution: Guardrail Maintenance Program (Kathy)

August 3, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Presentation: EMS Award
- Ordinance: Text Amendment – Chapter 1105 Development Procedures (2nd reading)
- Ordinance: Land Use Plan Adoption (2nd reading)
- Ordinance: Honeyleaf Assessments (1st reading)
- Ordinance: Eastman/Lynnhaven/Meyer Assessments (1st reading)
- Ordinance: Eastman/Lynnhaven/Meyer Assessments – Hardship Repayment (1st reading)
- Ordinance: Street Lighting (1st Reading)
- Resolution: OPWC Grant Application for Woodman Phase 1 (Kathy)
- Resolution: OBC representative update (Katie)

August 10, 2023 – Work Session

- Stormwater Update
- US 35/Woodman Landscaping
- Charter Review Committee
- Resolution: Mad River Pee Wee Football Agreement
- Resolution: Shellabarger Park Use Agreements

August 18, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Development Procedures Update (2nd reading)
- Ordinance: Street Lighting (2nd Reading)
- Resolution: Road Salt Purchase (Kathy – need to ask if we need this)

2023 COUNCIL CALENDAR

- Resolution: Fee Schedule Update (Nia)

September 7, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Resolution: Grass Assessment (Kim)

September 14, 2023 – Work Session

September 21, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Resolution: Hometown Holiday donation (Katie)

October 5, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Resolution: Accepting Amounts and Rates as determined by the Mont. Cty. Budget Commission

October 12, 2023 – Work Session

October 19, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Resolution: Mad River Lions Club 'Project Share' donation (Katie)

November 2, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Resolution: Advance Payment of Taxes (Finance)

November 9, 2023 – Work Session

November 16, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Supplemental Appropriations (1st reading)
- Ordinance: Permanent Appropriations – Budget (1st reading)
- Resolution: Annual Public Defender Contract (Katie)

2023 COUNCIL CALENDAR

December 7, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report

December 14, 2023 – Work Session

December 21, 2023

- Swearing in of Mayor and two council members
- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Annual Codification (Katie)(1st reading)

Going into 2024:

- Remembrance of Corporal Dixon & PFC Ullmer
- Resolution for 2024 Charter Commission Appointments

LEGISLATION

City of Riverside
Pride • Progress • Possibilities

MEETING DATE: July 20, 2023
AGENDA ITEM: Old Business

TO: Riverside City Council

FROM: Joshua Rauch, City Manager and Nia Holt, Zoning Administrator

SUBJECT: Ordinance No. 23-O-831 – An ordinance to repeal and replace Chapter 1331, 1341, and 1343 of the Building Code of the City of Riverside, Ohio.

EXPLANATION:
The City of Riverside, Ohio, engaged Raftelis to conduct a comprehensive review of the City's Property Maintenance Code. The project team conducted interviews with City staff, toured the city to witness property maintenance code issues/violations, and reviewed data and code from peers cities. The peer cities include Dublin, Franklin, Kettering, Troy, Springfield, and Vandalia. The project team reviewed City data regarding the number of code violations in 2021 and 2022 (thru October 19, 2022). The table below shows the number of violations per year for the most often cited code violations:

Table 1: Code Violations 2021- October 19th, 2022

Category of Violation	2021	% of Total	2022	% of Total
Animal Related Violation	9	0.7%	10	0.9%
High Grass and/or noxious weeds	376	28.8%	391	35.6%
Illegal Habitation	21	1.6%	12	1.1%
Illegal Signage	48	3.7%	20	1.8%
Improperly Maintained Property	104	8.0%	63	5.7%
Inoperable motor vehicles	61	4.7%	49	4.5%
Lacking Certificate of Zoning Clearance	43	3.3%	34	3.1%
Parking on Unimproved Surface	68	5.2%	46	4.2%
Prohibited items stored in a yard area/ROW	38	2.9%	18	1.6%
Trailer Related Violation	18	1.4%	10	0.9%
Trash, Rubbish, Garbage, etc.	268	20.5%	281	25.6%
Trees, yard debris, yard waste	71	5.4%	19	1.7%
Unpermitted Construction/Structure/Driveway	180	13.8%	144	13.1%
Grand Total	**1,305**	**100.0%**	**1,097**	**100.0%**

The proposed text amendment represents a comprehensive redrafting of the existing code to support the identification of important property maintenance situations, effective communication of requirements, and conditions representing compliance and non-compliance with the Code, as well as enforcement mechanisms to bring properties into compliance with community standards. City Staff also reviewed sidewalk language from peer cities such as Huber Heights and Vandalia. Changes were made to the sidewalk and curb section to align with current standards in the UDO and clearly state ODOT requirements for sidewalk construction.

RECOMMENDATION
It is respectfully recommended that the Mayor and City Council approve the attached ordinance.

FISCAL IMPACT
None

SOURCE OF FUNDS
N/A

23-O-831

AN ORDINANCE TO REPEAL AND REPLACE CHAPTERS 1331, 1341, AND 1343 OF THE BUILDING CODE OF THE CITY OF RIVERSIDE, OHIO.

WHEREAS, Article VI, Section 3 of the City of Riverside Charter grants the City Manager the power to exercise control over all City departments and to recommend to the City Council for adoption such measure as he may deem necessary and expedient; and

WHEREAS, the City Manager has recommended a revision of Chapter 1331 Exterior Property Maintenance Code, Chapter 1341 Sidewalks and Curbs, and Chapter 1343 Nuisance Abatement; and

WHEREAS, the City of Riverside Building Code must be amended in the attached "Exhibit A" to accurately reflect these changes; and

WHEREAS, the Council of the City of Riverside, Ohio, has held a public hearing thereon after notice of the time and place thereof had been given as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:

Section 1: That Chapter 1331 Property Maintenance Code, Chapter 1341 Sidewalks and Curbs, and Chapter 1343 Nuisance Abatement be amended as set forth in "Exhibit A" attached hereto and incorporated herein as is fully set forth is hereby enacted.

Section 2: This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in those actions were in meetings open to the public in compliance with the law.

Section 3: That this Ordinance shall take effect and be in force from and after the earliest date allowed by law.

PASSED THIS DAY OF _____.

APPROVED:

_____
MAYOR

23-O-831

ATTEST:

_____
CLERK

CERTIFICATE OF THE CLERK

I, _____, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 23-O-831 passed by the Riverside City Council on _____.

IN TESTIMONY WHEREOF, witness my hand and official seal this day _____.

_____
CLERK

PART THIRTEEN – BUILDING CODE
CHAPTER 1331 – Building and Property Maintenance Code

1331.01: Title

The following regulations shall be known as the "City of Riverside Building and Property Maintenance Code" and may also be referred to as the "Building and Property Maintenance Code" or "The Code."

1331.02: Purpose

The purpose of the City of Riverside Building and Property Maintenance Code is to protect public health, safety, morals, and general welfare as it pertains to items considered public nuisances and the maintenance of the premises and buildings used for residential, commercial, institutional, and industrial purposes. This is done by:

(a) Identifying the responsibilities of owners, operators, occupants, and property managers through the establishment of a set of maintenance standards for properties.

(b) Preserving/achieving the presentable appearance of existing structures and premises.

(c) Reducing the negative impact of dilapidated, blighted, or otherwise unmaintained properties on their immediate neighbors and the community.

(d) Eliminating hazardous conditions.

(e) Establishing the requirements for securing, mitigating, abating, and lessening the impact of structures and premises declared a public nuisance.

(f) Establishing the responsibility for securing, mitigating, abating, and lessening the impact of structures and premises declared a public nuisance on owners and other responsible persons.

(g) Providing for the administration, enforcement, and penalties of the Building and Property Maintenance Code.

1331.03: Definitions

(a) The terms defined in this section, for the purposes of this code and unless otherwise expressly stated, have the meanings listed below. Additionally, they should be interpreted in the following manner:
   (1) Words stated in the present tense include all other tenses of the word.
   (2) All singular numbers include the plural, and the plural includes the singular.
   (3) The word "shall" is mandatory and not discretionary.
   (4) The word "may" is permissive.
   (5) The phrase "used for" shall include the phrases "arranged for," "designed for," "intended for," "maintained for," and "occupied for."
   (6) The word "person" includes a firm, association, organization, partnership, trust, company, or corporation, as well as an individual.
   (7) The word "dwelling" includes the word "residence."

(b) Any term in this code not specifically defined shall have ordinary and generally accepted meanings based on the context in which it is used and in context with the codified ordinances of the City.

(c) The following terms are defined to support the use, understanding, and compliance with the code:

Abatement – the elimination of a nuisance.

Approved – acceptable to the Enforcement Officer or their designee.

Building Code – the most current edition of the State of Ohio Building Code, or any other code that is officially designated by the City of Riverside for the regulation of construction, alteration, addition, repair, removal, demolition, use, location, occupancy, and maintenance of all buildings and structures.

Building Official – the person or, their designee, licensed by the State of Ohio and designated by the City Manager to administer the Ohio Building Code for the City of Riverside.

Criminal Activity – A criminal citation, arrest, or court-issued search warrant for crimes involving:

(a) Prostitution or Solicitation
(b) Controlled substances
(c) Alcohol intoxication
(d) Drug Possession or Use
(e) Menacing
(f) Assault
(g) Discharging Weapons within City Limits
(h) Terroristic threats or Making false alarms
(i) Resisting arrest
(j) Disorderly conduct
(k) Illegal gambling
(l) Any other felony violation as defined by the State of Ohio

Drainage swale – an open channel that collects water from hard impervious surfaces and allows it to percolate into the ground, reducing the amount of runoff leaving the road or property.

Enforcement Officer – the Zoning Administrator or their designee who is charged with the implementation, administration, and enforcement of this Code. In the absence of a Zoning Administrator, the City Manager shall designate the Enforcement Officer.

Exterior property areas – the open space on the premises, including curtilage, and on adjoining property under the control of owners or operators of such premises.

Infestation – the presence of insects, rodents, vermin, or other pests either on the interior or exterior of a structure on a property.

Junk, inoperable machinery, or inoperable motor vehicle – a vehicle, including but not limited to, cars, trucks, buses, trailers, motorcycles, all-terrain vehicles, snowmobiles, farm equipment, construction machinery, and boats that are not able to be operated for a variety of reasons, including:

(a) The vehicle or piece of machinery does not have a valid and current registration or valid license plates are not visible.

(b) The vehicle or piece of machinery has been dismantled, is in disrepair, lacks fully inflated tires, and/or cannot be moved under its own power.

(c) The vehicle or piece of machinery has been substantially damaged, has missing window(s), windshield, doors, motors, transmissions, or another similar major component.

(d) The vehicle or piece of machinery is incapable of being operated as it was originally intended.

(e) Any vehicle not capable of legal operation on public streets in accordance with applicable ordinances and laws.

Noxious weeds and vegetation – any plant designated by a federal, state, or county government as injurious to public health, agriculture, recreation, wildlife, or property, as well as any other

objectionable, unsightly, or unsanitary vegetation.

Occupancy – the purpose for which a building or portion of a building is utilized or occupied.

Occupant – any person living or sleeping in a building or having possession of a space within a building.

Operator – any person who oversees, cares for, or has control of property or premises that is let or offered for occupancy.

Owner – any person, agent, operator, business, firm, or corporation that has a legal or equitable interest in a property or any building or structure on the premises, including any mobile or manufactured home; or is recorded in the official records of the state, county, or municipality as holding title to the property; or any other person, firm or corporation in control of a building or premises, or their duly authorized agents including being the guardian of the estate of any such person and the executor/administrator of the estate of such person if ordered to take possession of real property by a court.

Other reasonable person - any person or persons, other than an owner, who use, occupy, establish, or conduct a public nuisance, as defined in this code, or aid or abet therein.

Person – an individual, corporation, partnership, or any other group acting as a unit.

Pest elimination – the control and elimination of insects, rodents, or other pests by the following: eliminating their harborage places; removing or making inaccessible materials that serve as their food or water; or other approved pest elimination methods.

Premises – a lot, plot, or parcel of land, including the buildings or structures thereon.

Public nuisance – includes any of the following:

(a) The physical condition or occupancy of any premises or structure regarded as a public nuisance by common law, declared a nuisance under this Code, or as defined under the laws of the State of Ohio.

(b) Any physical condition or occupancy of any premises or its accessory structures considered an attractive nuisance to children or others, including, but not limited to, abandoned wells, shafts, basements, excavations, and unsafe fences or structures.

(c) Any premises that have unsanitary sewerage or plumbing facilities.

(d) Any premises designated as unsafe for human habitation.

(e) Any premises that are manifestly capable of being a fire hazard or are manifestly unsafe or not secured so as to endanger life, limb, or property.

(f) Any premises from which utilities have been disconnected, destroyed, removed, or rendered ineffective; or the required precautions against trespassers have not been provided.

(g) Any premises upon which violations of this Chapter occur, including but not limited to premises which are unsanitary, have disabled vehicles, are littered with garbage and rubbish, junk, or have an uncontrolled growth of grasses or weeds.

(h) Any structure that is in a state of dilapidation, deterioration, or decay; faulty construction; overcrowded; open, vacant, or abandoned; damaged by fire or by natural elements to the extent so as not to provide shelter; in danger of collapse or failure; and/or dangerous to anyone on or near the premises.

(i) Any premises or structure a in a state of deterioration and blight which has an influence on nearby properties by reason of continued vacancy and a lack of reasonable or adequate maintenance.

(j) Any premise or structure used for or involved in multiple criminal activities within a one-year period.

(k) Any premise with household property typically associated with indoor use, such as furniture, and appliances, are stored outside and whenever there is a residential stockpiling of household property, goods or merchandise in storage bins or boxes when such items are stored outside and remain outside on the property for longer than 30 consecutive days. Stockpiling as used in this section shall mean 10 or more storage bins or boxes

Public right of way – the strip of land on which a city street is located, including the strips on either side of the street that typically include any sidewalks, drainage swales, and/or grassy areas between streets and sidewalks.

Garbage, Rubbish and Litter –

(a) The animal and vegetable waste resulting from the handling, preparation, cooking, and serving of foods.

(b) Combustible and non-combustible waste materials, including car parts, motors, tires, and abandoned appliances. The term shall also include rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery, dust, and other similar materials, as well as the residue from the burning of wood, coal, and other combustible materials.

(c) Litter means garbage, trash, waste, rubbish, ashes, cans, bottles, wire, paper, cartons, boxes, automobile parts, furniture, glass, auxiliary containers, or anything else of an unsightly or unsanitary nature.

Shrub – any woody vegetation or woody plant having multiple stems and bearing foliage from the ground up.

Structure – anything constructed or erected which requires location on the ground or attachment to something having a location on the ground.

Tenant – person, corporation, partnership, or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

Unenclosed – areas not enclosed by a building with walls through which one cannot see.

Unsanitary conditions – a condition constituting a danger or hazard to the health of a person or persons occupying or frequenting a building, structure, dwelling, or premises or to the general public.

Vacant property – any property or improved parcel of property within the City of Riverside that is without an occupant or tenant as determined through the following methods:

(a) Upon a visual inspection as may be performed by the City where photographic evidence provides a reasonable basis for the belief that the property is uninhabited at the time of the inspection.

(b) As may be listed in the most recent and updated United States Postal Service Bi-Annual Vacancy Report.

(c) As listed in the City's official registry of vacant properties

Vehicle – as defined in Section 4501.01 of the Ohio Revised Code.

Wholly enclosed garages and *wholly enclosed structures* – accessory buildings or portions of the main building used primarily for storage, and which are equipped with a roof and capable of being completely

enclosed by solid exterior walls and one or more door(s).

Workmanlike manner – construction, repair, or maintenance done skillfully, adequately, and following community standards.

Yard – an open space on the same lot with a structure.

1331.04: Enforcement Officer

(a) The Enforcement Officer is responsible for administering and enforcing this code and can delegate these powers to another City official as deemed appropriate.
(b) The Enforcement Officer can call upon any department, division, or contractor of the City of Riverside for any assistance that may be necessary to investigate, enforce, or abate a violation of this code.

1331.05: Administration

(a) *Application of Building and Property Maintenance Code* – The Building and Property Maintenance Code applies to all properties and structures within the City of Riverside used for human habitation or commercial/industrial purposes. The existence of conditions or characteristics that violate this code on any property constitutes a public nuisance and, therefore, establishes the need to enforce the code's standards to protect the public's health, safety, and general welfare.
(b) *Intent* - The Building and Property Maintenance Code shall be construed liberally and justly in favor of ensuring the public health, safety, and general welfare.
(c) *Compliance Required* – Every portion of every building and premise in the City of Riverside must comply with the provisions of this Building and Property Maintenance Code, no matter when a building or structure was constructed, or a premise was altered, repaired, or occupied except as otherwise provided by the Code.
(d) *Conflict with other Laws* – If any part of this Building and Property Maintenance Code is found to conflict with any zoning, building, fire, safety, health, or other regulation, the regulation that established the higher standard for the promotion and protection of public health and safety shall be the standard enforced.
(e) *Existing Remedies* – No portion of this Building and Property Maintenance Code abolishes, impairs, or prevents the execution of any existing remedies of the City of Riverside, its officers, or agents in relation to the abatement of a public nuisance.
(f) *Severability* – The provisions of this Building and Property Maintenance Code are severable; therefore, if any portion of it is found by a court of law to be invalid for any reason, it does not affect the remaining portions of the code, which will remain in full force and effect.
(g) *Savings Clause* – The Building and Property Maintenance Code does not affect violations of any other resolution, ordinance, code, or regulation existing before its effective date. Such violations will continue to be governed and punishable to the full extent of the law under the provisions of the resolution, ordinance, code, or regulation that was in effect at the time the violation was committed.
(h) *Inspections* – The Enforcement Officer, as defined in Section 1331.03 of this Code, will inspect buildings and properties located within the City of Riverside to enforce the provisions of this Building and Property Maintenance Code.
(i) *Liability* –
    (1) The Enforcement Officer or any other officer, agent, or employee of the City of Riverside is

not personally liable for any property damage that may occur because of any action required by or permitted by this Code.

(2) The Enforcement Officer or any other officer, agent, or employee of the City of Riverside, upon showing appropriate identification, is authorized to examine and survey, at any reasonable hour, all properties within the City of Riverside and shall not be liable for trespassing when entering private properties for the purposes of administering and enforcing this code.

(3) Nothing within this chapter shall be construed to waive or limit the privileges and immunities granted to officers, agents, and employees of the City of Riverside pursuant to all applicable state and local laws and regulations.

1331.06: Property Maintenance Standards

Application of Maintenance Standards – The following standards are applicable to all properties within the City of Riverside.

(a) *Structural soundness and maintenance of buildings and structures* – Every structure in the City of Riverside shall be constructed, maintained, and repaired to a safe condition that ensures all occupied rooms and interior areas are weather-tight, water-tight, pest-proof, fit for human habitation, and the structure does not adversely affect the neighborhood in which it is located.

(1) *Foundations* – Foundations shall support the building at all points and be free of any holes and cracks which admit rodents, water, or dampness to the interior of the building or lessen the capability of the foundation to support the building.

(2) *Exterior walls and surfaces* – Exterior walls and other exterior surface materials shall be free of holes, cracks, loose or rotting boards/timbers, or any other condition that might admit rodents, rain, or dampness to the interior of the building or structure.

(3) *Windows* – Windows shall be fully supplied with window glass or an approved substitute that is glazed and without open cracks or holes. Additionally, windows shall have sashes in good condition which fit within frames, be capable of being easily opened and held in position by hardware and be maintained to exclude adverse weather elements from entering the structure.

(4) *Exterior doors* – Doors shall be structurally sound, fit within frames to be weatherproof, windproof, and waterproof, and be provided with door hinges and door latches that are in good working condition.

(5) *Roofs* – Roof members, coverings, and flashing shall be structurally sound and tight to prevent the entrance of moisture and be maintained by renewal, repair, waterproofing, or other suitable means.

(6) *Roof drainage* – Roof drainage shall be adequate to prevent rainwater from causing dampness in the interior portion of the building.

(7) *Gutters* – Rain gutters, downspouts, leaders, or other means of water diversion shall be provided to collect/conduct and discharge all water from the roof and maintained so as not to leak or cause dampness in the walls, ceiling, or basements or adversely affect adjacent properties.

(8) *Chimneys* – Chimneys shall be free of cracks, holes, or missing portions and maintained in sound condition.

(9) *Decks/balconies/porches/arcades* – Every structure shall be so constructed and maintained to be free of missing, defective, rotting, or deteriorated foundations, supports, floors, other

members, and steps thereto, to be safe to use and kept in sound condition and in good repair.

(10) *Structural member* – Any structural member of a structure that has become deteriorated or damaged to the extent that it does not serve the purpose as originally intended shall be renewed, restored, repaired, or replaced as is necessary to serve the purpose as originally intended.

(11) *Exterior surfaces* – Except for materials that have been designed or manufactured to remain untreated, all exterior wood, composition, or metal surfaces shall be protected from the elements by paint or other protective covering. Surfaces shall be maintained to be kept clean and free of flaking, loose, or peeling paint or covering.

(12) *Basement* – Basement or cellar hatchways shall be constructed and maintained to prevent the entrance of rodents, rain, and surface drainage into the building or structure

(13) *Decorative features* – All cornices, entablatures, bell courses, corbels, terracotta trim, wall facings, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

(b) *Paint and coating materials* – All paint and other coating materials shall be free of lead and any other dangerous substances banned from general use by authorized federal, state, county, or local regulatory agencies for health and safety reasons.

(c) *Exterior property and structure exteriors* – The exterior of all buildings, curtilage and premises shall be properly maintained to achieve a presentable appearance and to avoid blighting effects and hazardous conditions.

(1) *Exterior space* – The exterior open space around each building or structure shall be maintained or so improved to provide for:

i. The immediate diversion of water away from buildings and proper drainage of the lot.

ii. Grass, plantings, or other suitable ground covers to prevent soil erosion which is or may become detrimental to the structures, lot use, or adjacent lots and structures.

iii. Walkways, parking areas, and driveways of concrete, asphalt, pavers, or similar surface which are of sound construction and properly maintained.

iv. Exterior steps are of sound construction and properly maintained, free of hazardous conditions.

(2) *Maintenance* – The exterior of all premises and every structure thereon, including but not limited to walls, roofs, cornices, chimneys, drains, towers, porches, landings, fire escapes, stairs, signs, windows, doors, awnings, and all surfaces thereof, shall be maintained to avoid any blighting effects on neighboring properties and shall be painted or protected where necessary for the purpose of preservation.

(3) *Overhanging extensions* – All canopies, signs, awnings, exterior stairways, fire escapes, standpipes, exhaust ducts, porches, balconies, and similar overhanging extensions, where exposed to public view shall be maintained in good condition and shall not show evidence of ripping, tearing, or deterioration.

(4) *Fences and walls* –

i. All fences, retaining walls, or similar structures shall be anchored firmly in the ground, constructed in a workmanlike manner, and maintained so that such approved fences, retaining walls, or similar structures are always in the state of good structural repair.

ii. If any fence, retaining wall, or similar structure is found not to be in the state of good structural repair, it shall be removed, replaced, or repaired as required.

iii. Except when constructed of materials that have been designed or manufactured to remain untreated, all fences shall be treated periodically with paint or chemicals to slow deterioration.

iv. Fencing shall be of standard fencing materials such as: chain link, wrought iron, solid wood, wood rail or picket, vinyl, or plastic fence material.

v. Walls shall be constructed of brick, stone, or block.

vi. Corrugated metal, solid metal, chicken wire, snow fencing, or any other material not commonly recognized as a standard residential fencing material is prohibited.

vii. Reference Section 1115.01 of the Zoning Code for height requirements.

(5) *Hazards* – Hazards and unsanitary conditions are not permitted and shall be eliminated.

(6) *Occupancy* – No temporary buildings, trailers, recreational vehicles, tents, or garages of any type or size shall be used temporarily or permanently as a residence.

(7) *Firewood* – All firewood shall be stacked in a compact and orderly fashion within the side or rear yard, meet all fire regulations, and be limited to amounts intended for use by the property occupant in the current or upcoming heating season.

(8) *Outdoor storage* – All outdoor storage of any kind shall be prohibited unless otherwise provided for in this Code.

(9) *Drainage* – All portions of a premise shall be graded so that there is no pooling of water or recurrent entrance of water into any part of any building except when such pooling or retention of water is part of a plan approved by the City Engineer. All condensate and waste cooling water shall be appropriately discharged into an approved drainage system.

(10) *Drainage swales* – Swales are to be maintained by the owners of the parcels on which they are located, and at no time will anyone plant shrubs and/or trees, or discharge, empty, or place any material, fill, or waste into any swale to divert or impede drainage flow. Small swales can be mowed as part of the yard. Larger swales in meadow situations should be mowed less frequently to allow grasses to grow taller to slow runoff and prevent erosion. Swales in woodland areas should be left in their natural condition, leaving sufficient growth to slow runoff and prevent erosion.

(11) *Waste* – No garbage and rubbish container shall be placed at a curb earlier than 24 hours preceding a pickup, and all containers shall be removed within 24 hours after the pickup. All garbage and rubbish receptacles shall be in an enclosed building or placed behind the front building line (the front wall of a house). Bulk items shall not be placed at the curb earlier than 48 hours preceding the scheduled pickup. Dumpsters used in multi-family housing shall be properly screened by solid fencing or a wall to obscure them from view.

(12) *Traffic markings* – All traffic markings, such as directional arrows, lane division lines, parking space lines, stop signs, etc., shall be maintained to be clearly visible and easily recognized.

(13) *Conduct of business* –

i. All business activity, except as permitted by applicable provisions of the City of Riverside Zoning Ordinance, shall be conducted within completely enclosed buildings.

ii. All garbage and rubbish receptacles and/or dumpsters shall be in the rear of the property and properly screened by solid fencing or a wall to obscure them from view.

iii. All storage of materials, goods, or products, including inoperable vehicles, shall be within a completely enclosed building except as permitted by applicable provisions of the City of Riverside Zoning Ordinance.

(14) *Exterior light fixtures* – Exterior lighting fixtures shall be properly aimed so as not to shine on adjacent properties, neatly maintained in operable condition, and lighted for sufficient periods of time before and after business hours to provide for pedestrian and employee safety.

(15) *Off-Street parking* – Parking and/or the storage of any vehicle in a yard is prohibited. All vehicles must be wholly parked on approved driveways and paved hard surfaces only.

(d) *Stairways*

i. *Exterior stairways* – All exterior stairways on all premises shall:

a. Be maintained free of holes, grooves, and cracks which constitute a safety hazard.

b. Be maintained free of rotted or deteriorated supports.

c. Have treads of uniform width and risers of uniform height.

d. Have stairway handrails and/or railings firmly fastened and maintained in good condition. (In cases where the absence of handrails and/or railings creates a hazardous condition, the City may require their installation in accordance with the provisions of the Building Code.)

(e) *Accessory structures* – All structures accessory to the principal building, including detached garages, shall be structurally sound, neatly maintained, and in good repair or shall be razed to grade level with debris removed from the premises.

(f) *Portable toilet usage* – Portable toilet usage shall be limited to temporary events and construction sites, shall be located to the rear of the lot, and shall be removed within 24 hours after the close of the event or termination of construction.

(g) *Rodent harborage* – Structures and exterior property areas shall be kept free from rodent harborages and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborages and prevent re-infestation.

1331.07: High Grass, Noxious Weeds, and Vegetation

(a) Premises and exterior property areas shall be maintained free from weeds, grasses, or plant growth more than eight (8) inches in height, with an exception made for cultivated flowers, gardens, and drainage swales as described in section 1331.19 of this code.

(b) All noxious weeds and vegetation growing, lying, or located on any land within the City are hereby declared to be a public nuisance per se.

(c) The City Manager shall cause an annual notice to be posted the last full week of March on the City's website informing the property owners of the City of Riverside about this Section. Said notice shall substantially state the following:

(1) "All properties within the City of Riverside shall keep their property free of noxious weeds and high grass in accordance with Section 1331.07 of the Codified Ordinances. Should the owner of the property fail to comply with Section 1331.07, the City will cut the high grasses or abate the noxious vegetation at the owner's expense."

(2) Contact information of the City agency.

(d) Unless otherwise provided by the City Manager, said notice posted on the city website shall be the only notice of any violation given to a property owner. Failure to read the notice shall not constitute a defense to, nor waive liability imposed by the tax lien.

(e) The Code Enforcement Officer or their designee may cause a written notice of violation to be served upon any of the owners, lessees, tenants or other persons or entities having charge or care of land in the City, notifying them that grass of excessive length or noxious weeds are growing on land in their care and ordering that such grass or noxious weeds be cut within five (5) days after the service of the notice of violation. Only one written notice of violation per calendar year is required to be served by the Code Enforcement Officer or their designee in order to cause abatement of a grass or noxious weed offense by the City. If, after one notice of violation has been served, the Code Enforcement Officer or designee determines that one or more subsequent violations have occurred on the subject lot or parcel of land during the calendar year, the City may proceed to immediately abate such violations as provided in this chapter. Written notice may be served in accordance with Section 1331.12.

(f) The owner, agent, or occupant shall have the right to file an appeal with the City Manager within five days (5) of service of the Notice of Violation and Order of Compliance and Correction.

(g) If no appeal is filed, the owner, agent, or occupant shall, within five (5) days of service of the notice, prune, spray, remove or cause to be pruned, sprayed, or removed the noxious weeds and vegetation located on the premises.

(h) In case the owner, agent, or occupant refuses or fails to carry out the order within the time frame specified herein, the City shall carry out the pruning, spraying, or removal of the noxious weeds and vegetation located on the premises and shall recover the cost of such action pursuant to the provision included in this Code.

1331.08: Junk, Inoperable Vehicles, Machinery, and Equipment

(a) The accumulation and storage of any operable or inoperable trailers, dismantled vehicles, partially dismantled vehicles, inoperable vehicles, machinery, or similar equipment, or any part thereof, which remains uncovered or outside of a wholly enclosed building or structure for a period greater than 48 consecutive hours is declared to be a public nuisance per se.

(b) The term " vehicle" shall apply to all types defined by Ohio R.C. 4501.01 except for "collector's vehicles" or "historical motor vehicles."

(c) All dismantled operable or inoperable trailers, dismantled vehicles, partially dismantled vehicles, inoperable vehicles, machinery, or similar equipment, or any part thereof shall be stored or shall remain in a wholly enclosed garage or structure. Any person who is repairing or who is about to have repaired any inoperable vehicles, machinery, or similar equipment, may obtain an authorization from the City's Zoning Administrator to permit the inoperable vehicles, machinery, or similar equipment to remain on the premises for an additional period of ten (10) days.

(d) All unlicensed or inoperable "collector's vehicles" and "historical motor vehicles" shall be stored within a wholly enclosed building or structure.

(e) The City may serve upon an owner, lessee, agent, or tenant in control of those properties not in compliance with Section 1331.12, a Notice of Violation and Order of Compliance and Correction.
   (1) Said notice shall order the owner, agent, or occupant to take measures that may be reasonably necessary to remove the dismantled vehicle, partially dismantled vehicle, inoperable vehicle, machinery, trailer, or similar equipment in accordance with this Section.
   (2) The owner, agent, or occupant shall have the right to file an appeal with the City Manager within ten (10) days of service of notice.
   (3) If no appeal is filed, the owner, agent, or occupant shall, within ten (10) days of service of the notice, remove or cause to be removed the dismantled vehicle, partially dismantled vehicle, inoperable vehicle, machinery, trailer, or similar equipment in accordance with this section.
   (4) In case the owner, agent, or occupant refuses or fails to carry out the order within the time frame specified herein, the City shall carry out the removal of the dismantled vehicle, partially dismantled vehicle, inoperable vehicle, machinery, trailer, or similar equipment and shall recover the cost of such action pursuant to the provisions included in this Code.

(f) All vehicles, machinery, trailers, or equipment removed pursuant to this section shall be impounded and disposed of pursuant to Section 303.08 of the City of Riverside Code of Ordinances and Ohio R.C. 4513.62.

1331.09: Garbage and Rubbish

Accumulation of garbage and rubbish – Exterior property areas and premises shall be free from any accumulation of garbage and rubbish.

(a) *Disposal of Garbage and Rubbish* – Every occupant of a structure shall dispose of garbage and rubbish in a clean and sanitary manner by placing such garbage and rubbish in an approved garbage and rubbish disposal facility or approved garbage and rubbish container.
   (1) *Garbage and Rubbish Facilities* – The owner of every dwelling shall supply one or more of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered, outside garbage and rubbish container.

(2) *Containers* – The operator of every establishment producing garbage and rubbish shall provide, and at all times cause to be utilized, approved leakproof containers provided with close-fitting covers for the storage of such materials until removed from the premises for disposal.

1331.10: Pest Elimination

(a) *Infestation* – Structures shall be kept free from insect and rodent infestation. Structures in which insects and rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent re-infestation.
(b) *Owner* – The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.
(c) *Single Occupant* – the occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for pest elimination on the premises.
(d) *Multiple occupancies* – the owner of a structure containing two or more dwelling units, multiple occupancies, a rooming house, or a nonresidential structure shall be responsible for pest elimination in public or shared areas of the structure and exterior property. If infestation is caused by the failure of an occupant to prevent such infestation in the area occupied, the occupant and owner shall be responsible for pest elimination.
(e) *Occupant* – The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.
(f) *Exception* – Where the infestations are caused by structural defects, the owner shall be responsible for pest elimination.

1331.11: Construction Projects

(a) *Construction* – All construction work on a property must adhere to the City of Riverside Zoning Ordinance and the Ohio Building Code as adopted by the City of Riverside in Chapter 1301 of the codified ordinances.
(b) *Abandonment of construction projects* – All construction work shall be diligently pursued to completion for any building or structure that has been issued a building permit except for circumstances beyond the property owner's control, such as labor strikes, inclement weather, natural disasters, or other such unforeseen circumstances that could not be reasonably predicted. Where a certificate of occupancy has not been issued, and there has been a cessation of substantial construction work for a period longer than three (3) months, the Code Enforcement Officer shall order the owner of the property to resume construction immediately. If construction does not resume immediately, the City shall pursue legal remedies or other applicable actions to remove all structures not completed according to the building plans submitted in support of a building permit.

1331.12: Enforcement and Abatement

Whenever the Enforcement Officer suspects the existence of a public nuisance in the City as defined in this Chapter based upon the condition of any structures or buildings on the premises, conditions found upon a premises, or use of or activity on a premises, the Enforcement Officer shall promptly inspect the premises on which the public nuisance is suspected to exist. To perform the inspection, the Enforcement Officer may call upon any City department, including the Riverside Police Department, for assistance if necessary. Should the Enforcement Officer find that a public nuisance does exist, it shall be

the duty of the Enforcement Officer to file with the City a written report of the Enforcement Officer's findings along with any additional supporting documentation, such as photographs of the nuisance or accounts of previous activity that may be on file with the Riverside Police Department. The Enforcement Officer shall use the following procedures for public nuisance or property maintenance cases:

(a) *Notice of Violation and Order of Compliance and Correction*

(1) Any notices required to be served under this Code shall contain the findings and orders specified thereunder.

(2) *Content* – When the City of Riverside determines a violation of this Code has occurred, it shall give notice of the violation to the property owner and order compliance. The Notice of Violation and Order of Compliance and Correction (also known as "Notice of Violation") shall:

i. Be in writing.

ii. Include a description of the real estate for identification If the violation involves real estate.

iii. State the reason why the Notice of Violation is being issued.

iv. Include an Order of Compliance and Correction describing the items required to be undertaken to abate the nuisance and allowing ten (10) days for the repairs and improvements required to bring the property into compliance with the Code. The order should notify the property owner of their right to contact the Enforcement Officer to request an extension to complete the necessary repairs or improvements to bring the property into compliance. No extension shall be granted without written approval of the Enforcement Officer.

v. Notify the property owner of their right to file an appeal within ten (10) days of receipt of the Notice of Violation.

vi. *Public Nuisance Cases*. A statement informing the owner or other responsible person that if the notice and findings of the Enforcement Officer are not appealed or abate the public nuisance, the Enforcement Officer's determination will be final, and the City may also issue an order requiring the premises to be vacated and kept vacant for a period of 365 days in accordance with Section 1331.15. If an owner or other responsible person served with a written notice of under Section 1331.12(a) does not appeal to the Property Maintenance Appeal Board or abate the public nuisance within 10 days after receipt of the notice, the determination of the Enforcement Officer is final.

(3) *Service* – The Notice of Violation and Order of Compliance and Correction will be considered served or received by the property owner when one or more of the following occurs:

i. The Enforcement Officer personally delivers the Notice of Violation to the owner or an occupant of the property of suitable age and discretion.

ii. The Enforcement Officer leaves the Notice of Violation with a person of suitable age and discretion at the usual residence of the person served.

iii. The Enforcement Officer posts a copy of the Notice of Violation in a visible location on the property, including, but not limited to, a doorway or a vehicle found to be in violation.

iv. The Enforcement Officer sends the Notice of Violation via the United States Postal Service to the owner or other responsible person at the last known address as appearing in the records of the Montgomery County Auditor, the

owner at the owner's tax mailing address as indicated on the county tax duplicate, or the owner or other responsible person at his or her address as determined by an examination of the public records of Montgomery County, Ohio or the State of Ohio.

(b) *Abatement Procedures*

(1) If a violation is not abated within the timeframe stated in the Notice of Violation and Order of Compliance and Correction, or after any extension granted by the City, the City is authorized to take any actions required to abate the nuisance. This includes the ability to abate the nuisance by demolition, removal of the structure, or such other actions appropriate to abate or lessen the severity of the public nuisance. The Enforcement Officer may call on any City department, division, or contractor for assistance and the ability to hire a private contractor. Any costs incurred by the City to bring a property back in compliance with this code, including any attorney fees and court costs, shall be recovered in one of the following ways:

i. The property owner will be billed directly by the City through the United States Postal Service or any other method of providing notice authorized by this code.

ii. If the costs are not so recovered within 30 days of billing the property owner directly, the City may collect the cost in accordance with the Ohio Revised Code or by taking appropriate legal action against the property owner, including, but not limited to:

- Levying as an assessment and recovering in accordance with Ohio R.C. 715.261 the cost of abating or lessening the violation of this code; or
- Bringing a civil action to recover the cost from the owner, as provided in Ohio R.C. 715.261, and/or against another responsible person; or
- Pursuing any other available legal or administrative remedy pursuant to existing law.

(2) Should the nuisance structure or premises catch fire between the time it is declared a nuisance and is fully abated, the cost of abating or lessening the severity of the public nuisance shall include the reasonable City expenses incurred by the Fire Department. The City shall recover the cost of abating or lessening the severity of such public nuisance as described in this section.

(c) *Repeat Violators.*

(1) For the second violation of the same general character occurring not sooner than twenty (20) days and not later than two (2) years after the first violation, a Notice of Violation specifying that the violation shall be corrected within 24 hours of receipt of said violation notice may be sent. If the violation is not corrected by the specified compliance date, appropriate action or proceeding shall be instituted in a court of proper jurisdiction or by the abatement procedures described in this Chapter.

(2) For the third violation of the same general character occurring not sooner than twenty (20) days after the second violation and not later than two (2) years after the first violation, appropriate action or proceeding may be instituted immediately in a court of proper jurisdiction or by the abatement procedures described in this Chapter.

1331.13: Prosecution

If any Notice of Violation and Order of Compliance and Correction is not complied with in the timeframe detailed within the Notice, the City may request the Law Director to pursue an appropriate legal action to exact the penalty provided in Section 1331.99. The City may also ask the Law Director to pursue legal action against the person responsible for the violation to abate the nuisance property.

1331.14: Procedure for Securing an Open Structure or other Open Hazards

Upon finding a vacant structure open to entry at doors, windows, or other points accessible to the general public, or upon finding an open hazard that poses a threat to public safety, the Enforcement Officer shall make a recommendation to the City Manager to immediately secure such structure or hazard. The City Manager may call on any department, division, or bureau of the City, or may arrange by private contract for whatever assistance may be necessary to secure such structure or hazard as recommended by the Enforcement Officer, and the following provisions shall apply:

(a) If directed to secure such structure or hazard by the City Manager, the Enforcement Officer, and any other department, division, or bureau of the City, or any private contractor retained by the City and accompanied by the Enforcement Officer, shall have probable cause to enter on the premises for the purposes of securing said vacant structure or hazard. Photographs of the structure or hazard shall be taken before securing it, and those photographs shall be filed appropriately with the City.

(b) Twenty-four (24) hours before securing a vacant structure or hazard, the Enforcement Officer shall serve a written notice on the owner and/or other responsible person in the manner provided in Section 1331.05 however, such prior notice shall not be required if the City Manager determines that such structure or hazard poses an imminent threat to the public safety requiring emergency measures to secure same, in which case notice shall be served within twenty-four (24) hours after securing same.

Notice issued under this subsection shall state:

(1) The name of the owner and/or other responsible person, the address of the structure or hazard and the date the notice was issued;

(2) The date on which such structure was found open to entry, or such open hazard was found, and the date and estimated time when the securing of the structure will occur, or did occur in the case of an imminent threat;

(3) The estimated cost to be incurred in securing the structure or hazard, or estimated costs already incurred in the case of securing an imminent threat, and that the City will recover such costs in the manner prescribed by Section 1331.11; and

(4) The right to appeal the notice and decision to secure the structure or premises to the City Manager by making a written demand to the Enforcement Officer within ten (10) days after receipt of service of the notice.

(c) As soon as practicable after the securing of a vacant structure or hazard, the Enforcement Officer shall serve additional written notice on the owner and/or other responsible person in the manner provided in this code. The notice shall state:

(1) The name of the owner and/or responsible person, the address of the structure or hazard, and the date the notice was issued;

(2) The date on which such structure was found open to entry, or such open hazard was found and of the date when such structure or hazard was secured;

(3) The actual cost incurred in securing the structure or hazard and that the City will recover such costs in the manner prescribed by this code; and

(4) The right to appeal the notice and decision to secure the structure or premises to the City

Manager by making a written demand to the Enforcement Officer within ten (10) days after receipt of service of the notice.

(d) If an owner or other responsible person served with a written notice does not make a written demand for an appeal to the Enforcement Officer within ten (10) days after receipt of service of the notice, the notice and determination of the Enforcement Officer is final.

(e) If the City Manager does not sustain the recommendation of the Enforcement Officer, the costs incurred in securing the structure or hazard shall be paid from City funds specifically authorized by the City for such purpose.

1331.15: Duty to Vacate Premises in the Event of a Public Nuisance

After the City determines that a public nuisance as defined by this Code exists, the Enforcement Officer, with the approval of the City Manager, shall have the authority to order any of the following:

(a) That all persons responsible shall vacate the premises within ten (10) days;

(b) That within ten (10) days the owner shall initiate such legal action as is necessary to vacate all persons responsible therefore from the premises, and shall diligently prosecute such legal action to conclusion; and

(c) After the last person responsible for the nuisance vacates the premises, the owner shall keep such premises vacant for a period of 365 days, unless the owner and every person responsible who wishes to occupy the premises, each file a bond naming the City of Riverside, Ohio as obligee, with sureties to be approved by the Enforcement Officer. The bond shall be in the amount of the property's value, as determined by the Enforcement Officer. The Enforcement Officer may base such determination on the total market value of the land and improvements, as shown on the Montgomery County Auditor's current valuation record or based on any other reliable evidence. The bond shall be conditioned that such owner and other persons responsible for the nuisance will immediately abate the nuisance and prevent the same from being established or kept during the 365-day period. The bond shall be posted for a full 365 days.

1331.16: Illegal Occupancy of a Public Nuisance

(a) No owner or other person shall occupy, let, permit to be occupied, or let by another for occupancy any structure declared by the city as a public nuisance without first applying for and obtaining the written consent of the Enforcement Officer. The Enforcement Officer shall consent when:
   (1) All violations of all applicable housing, building, and other health and safety codes of the City of Riverside and the State of Ohio have been corrected,
   (2) When any injunctions obtained against use or occupancy have been dissolved; and
   (3) When all parties have complied with all applicable requirements of Section 1331.11 (duty to vacate premises).

(b) In the event of a violation of this section by the owner, the City shall include the cost of relocating the tenants by the city as a cost of abating or lessening the severity of a public nuisance. The City shall recover such costs in the manner provided by Section 1331.10.

1331.17: Unauthorized Entry Upon Nuisance Premises

(a) Unless the owner(s) or other person(s) has upon their person a written authorization granted by the Enforcement Officer, they shall not enter in or be present upon any building or premises posted with a notice identifying the building or premises as a public nuisance.

(b) It shall be an affirmative defense to a violation of this Section that the person was the owner, or was authorized by the owner to be present on the said premises, and that one of the persons present had the required written authorization on his/her person at the time.

(c) The officers, agents, and employees of the City, State, or Federal government, or any political subdivision or of any public utility are exempt from the requirement of this section while in the course of their employment.

(d) Written authorization, as provided in this section, shall be issued by the Enforcement Officer to any person who provides documentation, on its face, that such a person is either an owner of the premises or is authorized by the owner to be present, or to any person who applies and pays for any permit to do work on the premises.

(e) Written authorization, as provided in this section, shall not be issued in connection with any property which has been declared a public nuisance as provided in this chapter, unless all parties have complied with the vacate provisions of Section 1331.11

1331.18: Appeals

(a) There is hereby created a Property Maintenance Appeals Board hereinafter referred to as the "Board", which shall consist of the following members:

(1) The Chair of the Board of Zoning Appeals,

(2) The Chair of the Planning Commission,

(3) The Community Development Department Director,

(4) The Public Service Department Director, and

(5) The Chief of Police.

(b) *Authority to Hear and Determine Appeal.* The Board is hereby vested with the following jurisdiction and responsibilities.

(1) To hold hearings and determine appeals requested by property owners for appeals of Property Maintenance Code (“Code”) violations or Public Nuisance Determinations.

(2) The decision of the Board on an appeal shall be limited to the application of this Code. The Board may not disregard, vary,/ or modify the Code language.

(3)A majority of the members shall constitute a quorum for hearing and determining appeals.

(4) Any such decision of the Board shall be deemed to be a final administrative order appealable to the courts. The City shall be deemed to be adversely affected and aggrieved by a Board decision which modifies or reverses an order or decision of the Enforcement Officer, and the City shall have the right to appeal such a decision to the court.

(5) Within 30 days of the close of the public hearing, or as soon thereafter as is practicable, the Board shall render a written decision sustaining, modifying, or withdrawing any item appearing on the notice and order. The Board or their designee shall mail a copy of the decision to the last known address of the owner, or person representing the owner, and/or person who demanded the hearing. It shall be the responsibility of the owner, or person representing the owner, to keep the City of Riverside apprised of their current mailing address. For the purpose of appeal pursuant to Ohio R.C. Ch. 2506, any decision and/or order of the Board shall be deemed to have been entered on the date on which the copy of the decision was mailed.

(c) *Application for Appeal*. Any person has the right to appeal a decision of the Enforcement Officer or a notice order issued under this code to the Property Maintenance Appeals Board ("The Board"). The appeal is to be filed in writing with the City of Riverside within ten (10) days from the date of the Notice of Violation and Order of Compliance and Correction was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted. The appeal application shall include a fee in the amount established in the City of Riverside City Council and the written basis for the appeal.

(d) Appeal Process. Any person affected by any Notice of Violation and Order of Compliance and Correction which has been issued in connection with the enforcement of any provision of this Exterior Property Maintenance Code, may request and shall be granted a public hearing on the matter before the Board provided that such person shall file a written request for such an appeal in the City of Riverside Administrative Office.

(1) *Hearing Procedure*. Upon receipt of such an application, the Enforcement Officer, shall set a time and place for the public hearing before the Board and shall give the applicant written notice thereof by first class mail postmarked at least ten (10) days prior to such hearing. The hearing shall be held no less than ten (10) days and no more than 30 days from the date the application was filed, unless it is not possible to obtain a quorum or unless the applicant and the City agree to extend the time for the hearing, which agreement shall be in writing. In the event a quorum is unavailable to hear the appeal within 30 days of the date the application for appeal was filed, then the Enforcement Officer shall notify the applicant, that the hearing will be delayed until the City Manager or City Council has had the opportunity to make new appointments to the Board or the requisite number of members become available to hear it.

    The Board may adopt rules of procedure not inconsistent with this Code. At such hearing, the applicant shall be given an opportunity to be heard and to show cause why any item appearing on such notice and order should be modified or withdrawn. The failure of the applicant or their representative to appear and state their case at such hearing shall have the same effect as if no application were filed.

(2) *Recusal of Members*. No member of the Board shall take part in any hearing or determination in which they have a personal or financial interest. In the event that the recusal of members of the Board causes there to be no quorum such that less than a majority of members are able to hear the appeal, then a unanimous vote of all remaining voting members will be required in order to reverse or modify the finding of violation and order of correction and compliance.

(e) Findings. Prior to upholding any Notice of Violation and Order of Compliance and Correction, the Board shall make the following findings:

(1) The City properly served a Notice of Violation and Order of Correction and Compliance as provided for in this Code; or

(2) The Notice of Violation and Order of Correction and Compliance that was served stated the specific nature of the violation, corrective action needed to be taken to abate the violation, and a specific time for abatement of the violation; or

(3) Within the time stipulated in the Notice of Violation and Order of Correction and Compliance, the property owner failed to comply with the Notice of Violation and Order of Correction and Compliance by not abating the violation and/or by not bringing the property into compliance with the City of Riverside Building and Property Maintenance Code; or

(4) The property was being maintained in violation of specific provisions and/or conditions imposed by the City as a prerequisite to the modification of a previous compliance order; or

(5) Sustain the finding that a public nuisance exists on the property and order the abatement thereof; or

(6) Continue the matter for a period not to exceed 45 days for further investigation and disposition; or

(7) Reverse the finding that a public nuisance exists on the property and dismiss the case.

1331.19: Rule-Making Authority

The Enforcement Officer shall have power as may be necessary for the interest of public safety, health, and general welfare, to adopt and promulgate rules and regulations to implement the provisions of this Code, to secure the intent thereof, and to designate requirements applicable because of local climatic or other conditions; but such rules shall not have the effect of waiving any requirements specifically provided in this Code or violating approved practice involving public safety.

1331.20: Transfer of Ownership

It is unlawful for any property owner who has received a Notice of Violation and Order of Compliance and Correction to sell, transfer, mortgage, lease, or otherwise dispose of the nuisance property to another entity until the violations have been abated and the property complies with this Code unless the grantee, transferee, mortgagee, or lessee acknowledges the Notice of Violation and Order of Compliance and Correction and fully accepts the responsibility of abating the violations without conditions. The grantee, transferee, mortgagee, or lessee shall provide a signed and notarized statement to document this acknowledgment of the receipt of the notice of violation and acceptance of responsibility without condition to make required corrections or repairs.

1331.21: Adoption of Procedures in Ohio R.C. 3929.86(C) and (D)

This section incorporates, adopts by reference, and makes part of this chapter with the same force and effect as though set out in full herein, the provisions of Chapter 1503, Codified Ordinances of the City of Riverside, Ohio, with respect to the procedures contained in Ohio R.C. 3929.86(C) and (D) relating to recovery of costs incurred by the city in repairing, removing, or securing fire damaged buildings or other structures.

1331.99: Penalty

(a) Whoever violates any section of this Code shall be subject to fines as follows:

(1) One hundred dollars ($150.00) for the first offense:

(2) Two hundred fifty dollars ($250.00) for the second offense; and

(3) Five hundred dollars ($500.00) for each subsequent violation, whether of the same particular subsection or not.

(b) Each day during which any condition in violation this Code shall constitute a separate violation and subject to the fines described in Section 1331.99.a.

1341.01 Authority to require sidewalks.-

(a) Whenever lot improvements, including building additions totaling 25 percent or more of the existing square footage of the principal structure, in any zoning district, sidewalks and/or curb shall be constructed along the frontage of the site except as waived by Planning Commission. The sidewalk shall be constructed accordance to all City of Riverside and ODOT standards.

(b) The Director of Public Service or their designee may allow a reduced sidewalk and curb to be constructed where less than 50% of the street frontage is being developed. The reduction of the sidewalk and curb requirement shall be based on the proportional cost of all infrastructure improvement for the proposed development. This reduction shall not exempt future development on the parcel from the construction of the remainder of the sidewalk and curb;

(c) If one of the methods of compliance cannot be met in lieu of the completion of the sidewalks and/or curb, furnish surety equal to the cost of construction of such improvements as shown on plans, and based on an estimate approved by the Director of Public Service or their designee. Before final approval, the developer shall have executed a contract and surety with the City covering the estimated cost of required improvements.

The surety shall run to the City and shall provide that the developer, his heirs, successors and assigns, their agent or servants, shall comply with all applicable terms, conditions, provisions and requirements of these regulations, and shall faithfully perform and complete the work of constructing and installing such facilities or improvements in accordance with such laws and regulations, and that the work shall be completed within two (2) years from the date of execution, but the surety shall run indefinitely until released by the City.

If the construction or installation of the sidewalk and/or curb, for which assurance has been made by the developer in the form of surety, is not completed within two (2) years from the date of final approval, the developer may request the City to grant an extension of time, provided he can show reasonable cause for inability to complete such improvements within the required two (2) years. The extension shall not exceed one year. At the expiration of the extension, the City shall use as much of the surety as necessary to complete the construction of the sidewalk and/or curbs.

MEETING DATE: July 20, 2023
AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Joshua Rauch, City Manager and Nia Holt, Zoning Administrator

SUBJECT: Ordinance No. 23-O-832 – An ordinance adopting the 2023 update of the Comprehensive Plan for the City of Riverside, Ohio, and repealing and replacing the 1996 and 2005 Comprehensive Land Use plans.

EXPLANATION:
A comprehensive plan is a long-range plan that provides a unified vision and overarching policies for a community. The comprehensive planning process is a community-based initiative used to guide future actions in order to ensure orderly development and improve quality of life. The City of Riverside has undergone the comprehensive planning process three (3) times its incorporation in 1995; the latest begun in the spring of 2022.

The 2023 Comprehensive Lans Use Plan Update – ONE Riverside – was over a year-long process of research, planning, and engagement. This process was led by City Staff but guided by a multi-disciplinary Steering Committee made up of residents, business owners, and community partners. The Riverside community was directly involved through three (3) community engagement events. The planning firm MKSK led residents and other participants during these sessions using interactive conversations and activities. Residents were also able to engage online through a series of web based tools and surveys.

The ONE Riverside Land Use Plan distills a central vision for the City and is divided into three (3) key sections: Background, Goals (Place, Prosperity, and Foundation), and Implementation. The Plan's chapters cover a wide breadth of different opportunities and challenges for the City of Riverside to explore and take action on. The document also includes recommended land uses and character types to guide future development in the City. There are four (4) subarea locations highlighted in the Land Use Plan as key development sites: Rohrer Boulevard Corridor, Springfield Street Corridor, Airway/Woodman Corridor, and Spinning/Burkhardt Corridor.

RECOMMENDATION
Both City Staff and Planning Commission recommend **approval and adoption** of this ordinance.

FISCAL IMPACT
None

SOURCE OF FUNDS
A Montgomery County Land Bank Planning Grant will cover a portion Comprehensive Plan update cost.

23-O-832

AN ORDINANCE ADOPTING THE 2023 UPDATE OF THE COMPREHENSIVE PLAN FOR THE CITY OF RIVERSIDE, OHIO, AND REPEALING AND REPLACING THE 1996 AND 2005 COMPREHENSIVE LAND USE PLANS.

WHEREAS, the Riverside City Council by Ordinance No. 96-O-65 did adopt the Comprehensive Land Use Plan of the City of Riverside, Ohio and later adopted an updated to said Plan under Ordinance No. 05-O-326; and

WHEREAS, using the Comprehensive Land Use Plan 2005 Update, City policy documents, and input from over 750 participants as its foundation to ensure the comprehensive plan appropriately reflects the community's vision for the future growth and development; and

WHEREAS, the Comprehensive Land Use Plan is based on research and analysis of the community's existing conditions and trends including but not limited to (1) the general distribution of past and present population and a forecast of the extent and character of future population; (2) a market analysis of the existing public and private business activities; and (3) the nature, extent, adequacy and the needs of the community for the existing land and building use, transportation, and community facilities in terms of their general location, character and extent; and

WHEREAS, the Planning Commission on May 15, 2023, has recommended approval of the 2023 update to said Plan entitled One Riverside: Comprehensive Plan.

THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:

Section 1: That 2023 Comprehensive General Plan update entitled One Riverside: Comprehensive Plan, as set form in "Exhibit A" which is attached hereto and incorporated by reference herein be and the same is hereby adopted and enacted.

Section 2: That the adoption of One Riverside: Comprehensive Plan herein shall repeal and replace the 1996 Comprehensive Land Use Plan and the Comprehensive Land Use Plan 2005 Update.

Section 3: That this Ordinance shall take effect and be in full force from and after the earliest date allowed by law.

PASSED THIS DAY OF _____.

APPROVED:

_____

MAYOR

23-O-832

ATTEST:

_____
CLERK

CERTIFICATE OF THE CLERK

I, _____, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 23-O-832 passed by the Riverside City Council on _____.

IN TESTIMONY WHEREOF, witness my hand and official seal this day _____.

_____
CLERK

EXHIBIT A



ONE RIVERSIDE

COMPREHENSIVE PLAN

Our Pride • Our Progress • Our Possibilities



City of Riverside, Ohio | Spring 2023













Acknowledgments

Thank you to all those community members and stakeholders who participated in the ONE Riverside Comprehensive Planning process. We would also like to specifically thank the following individuals for their guidance and direction throughout the planning process.

City Council

Peter J. Williams, Mayor
April Franklin
Mike Denning
Jesse Maxfield
Sara Lommatzsch
Brenda Fry
Zachary Joseph

Planning Commission

Julie Denning, Chairperson
Jonathan Hairston
David Owens
Anthony Rodgers
Harold Vazquez

City Staff

Joshua Rauch, City Manager
Lori Minnich M.Ed., CBA, Economic Development Specialist
Nia Holt, AICP, Zoning Administrator
Lane Frost, MPA, Community Development Technician
Katie Lewallen, Clerk of Council
Kathy Bartlett, Service Director

ONE Riverside Steering Committee

Chad Wyen, Superintendent, Mad River School District
April Franklin, City Council
David Owens, Planning Commission
Tim Schneider, Board of Zoning Appeals
Brett Domescik, Chamber of Commerce
Roy Owens, Resident
Pat Matheney, Resident
Diana Wood, Resident
Mark Carpenter, Resident
Marci Purcey, Business Owner
Terrence Williams, Business Owner
Tanya Atkinson, Business Owner
Martin Kim, MVRPC
Kathryn Youra Polk, MVRPC

Special thank you to Mad River School District for hosting each round of in-person community engagement.

Contents

We are ONE Riverside! 7

Background 8
The Process 10
Challenges and Opportunities 16
Vision 20

Place 22

Future Land Use 37
Focused Subarea Plans 51
Action Agenda 64

Prosperity 68

Action Agenda 78

Foundations 82

Action Agenda 92

Implementation Strategy 96



A letter from the Manager...



Every year, close to a million people visit the United States Air Force Museum right in the center of our city of Riverside, Ohio. Visitors from around the world spend time marveling at the progress and inventiveness that have put our region on the map. Located in the heart of the Dayton Metropolitan Area, Riverside is at the nexus of this ever-broadening innovation. Our central location, strong neighborhoods, stable workforce, and high quality of life make Riverside a logical choice for investment, and with this Comprehensive Plan in place, we're ready to answer the call.

We also understand that we're facing challenges as a community. In 2023, our fiscal outlook can be improved; we can and will continue to invest in our neighborhoods. We must improve the diversity and wage scale of our local jobs. But perhaps most important, we need to build a sense of "one-ness" across our unique city of islands. We're a young community that is still finding its identity, and we must do all we can to accelerate this process and build a strong sense of pride in place. This is our opportunity!

In the fall of 2021, we began a process to develop a new Comprehensive Plan. This document, ONE Riverside, is about more than the data, or maps, or recommendations. It's a chance for Riverside to write its next chapter, together. There are many challenges within our community we've inherited, but there are many more opportunities. ONE Riverside is a movement toward our potential. We are central to the region, we are ready with infrastructure, and we're in a position to take advantage of the next era of jobs growth in Ohio. The future in Riverside is bright.

This plan establishes a broad vision for our community that is supported by goals, objectives, and actions. These priorities were the product of a long conversation with the community and stakeholders. Through our process more than 750 people contributed their time, energy, and ideas. The ONE Riverside Comprehensive Plan is an outgrowth of that conversation.

So, what's next? This plan marks a moment-in-time for Riverside. From here, we plan to address our most urgent challenges first, setting a strong and stable foundation on which to take bold action. As we take these first steps together – solidifying our revenue stream, updating our regulatory tools, crafting the marketing package, and so on – we intend to keep the conversation going. With ONE Riverside, we're building a culture of community-led planning. We're open, we're listening, and we're excited by what the future holds for Riverside. Join us!

Joshua C Rauch

Joshua Rauch
City Manager, City of Riverside, Ohio

City of Riverside
Pride • Progress • Possibilities


CONNECTING US AS *ONE*
COMMUNITY...







We are ONE, Riverside!

Riverside is ready to write its next, bright chapter. Since its incorporation in 1995, the city and surrounding region have remained in constant motion. Some of these trends have benefited Riverside. Expansions of Wright Patterson Air Force Base, investments in enabling infrastructure, and the growing regional employment base have allowed residents of Riverside to find opportunities close to home. But the region's population has plateaued, and while there may be pockets of growth, the inner ring communities surrounding Dayton have struggled to attract families and investment. But Riverside maintains its unique potential. As an independent and well-positioned community located in the heart of the region, the city can act quickly and deliberately to take advantage of the inherent regional economic advantages. Now is the time.

Starting in 2022, the Riverside community embarked on a once-in-a-generation process to develop a plan that will guide future decision making in Riverside for decades to come. This plan is based on the priorities and ideas of the community. Throughout the process, this community contributed directly through large and small engagement events and through the representative Steering Committee. Their over-arching priority was clear: it's time for ONE Riverside. For too long, the city's physical and perceived divisions have gotten in the way of alignment and collective progress. This is the opportunity to overcome those barriers and craft a collective set of policies that help move the community of Riverside forward.

The plan is comprehensive in nature and addresses numerous topics. Land use, economics, transportation, housing, and infrastructure are all critical considerations for a complete and prosperous community. Each has its relevant section within the plan. The overarching goal of the ONE Riverside Comprehensive Plan is to deliver a stronger community to the next generation. A city that is prepared to take advantage of emergent opportunities and continually address its challenges. This collective effort delivers a Riverside that not just "sufficient," but greater, better, and more beautiful.

BACKGROUND

A Comprehensive Plan is both an end and a beginning to a broader community conversation. This plan was built alongside the public and leaders who will be charged with implementing its recommendations. The process is iterative and ongoing. This section provides a background on this document, its use, focus, and context.

What is a Comprehensive Plan?

This plan will act as a guide for future decision making. It is led by a unifying vision for Riverside's future. This direction will help lay the foundation for policy, infrastructure, and planning decisions for years to come and across the City. The plan documents the community's goals, strategies and actions regarding a "comprehensive" range of topics. These include land use, development, economic performance, fiscal conditions and trends, parks and trails, conservation, transportation, utilities, services, and more. The plan serves several purposes:

- ***Consolidate findings and recommendations from past plans.*** The ONE Riverside plan leverages the work of previous plans and studies and elevates the most pertinent information and the priority recommendations.
- ***Conduct research and provide recommendations on pertinent topics.*** The region has changed since the previous plan, and this process included robust new analysis and mapping to better understand emergent trends.
- ***Create a user-friendly document.*** It's critical to communicate our intentions clearly.
- ***Provide an accessible tool for elected leaders, the public, and potential developers of Riverside.***

Why does Riverside need a plan?

The plan is the broadest policy document a community can develop. The vision and recommendations serve as a basis for decision making and define a desired future condition for the community. In communities like Riverside, where competition and regional positioning are critical to growth potential, deliberate and strategic action is necessary. The process to develop a plan is open and inclusive. The ONE Riverside process was open to any and all Riverside stakeholders. With the plan as a guide, leaders in Riverside can take the necessary next steps that will enable the city to flourish.



Image Caption

Why plan now?

Incorporated in 1995, the City of Riverside is fast approaching it's 30 year birthday. The city's first Comprehensive Plan was developed in 1996, followed by a update in 2005. In that time, a lot has changed. Most notably, Riverside—like the rest of the world—is emerging from the global COVID-19 pandemic and the ensuing economic fallout. The Dayton region is also moving, and Riverside needs to adapt to these changes to stay competitive with its neighboring communities. Several state and federal programs are being rolled out and Riverside needs to be ready to apply and act on those programs. It will be important to regularly check in on the progress that's being made on the recommendations, and it's considered best practice to update a Comprehensive Plan every 5 to 10 years.

Are we starting from scratch?

Far from it! The ONE Riverside plan leverages several preceding plans and studies completed by the city over the past decade. This includes the community's previous Comprehensive Plan (completed in 1996 and updated in 2005). It also considers several other relevant documents that cover a wide range of topics including parks, infrastructure, transportation, and so on. A brief list of these documents includes the following:

- City of Riverside, OH Zoning Code
- 2005 City of Riverside Comprehensive Plan Update
- Riverside Master Plan/Economic Development Analysis
- Riverside, Capital Improvements Program 2020-2029
- Riverside, Community Appearance Plan
- MetroParks Comprehensive Master Plan
- Dayton Riverfront Plan
- Going Places, Miami Valley Regional Planning Commission
- Long Range Transportation Plan 2050, MVRPC



Background

A CITY OF ISLANDS?

Riverside is one of the latest incorporated cities in the State of Ohio. Before its consolidation in 1995, the area operated as two separate entities: Mad River Township and the Village of Riverside. Mad River Township was established in the 1800's from the remnants of Dayton Township after the City of Dayton and Township of Dayton merged. Established in May of 1841, the Township consisted of a small part of the now defunct Dayton Township east of the Great Miami River. The Village of Riverside was established in 1920. Seventy-five years later, on January 1st, 1995, the Village of Riverside and Mad River Township merged to form the City of Riverside.

The implicit goal of the merger was to prevent further annexation by the City of Dayton into the Mad River Township, and to establish an independent city between Dayton and the fast-growing Wright Patterson Air Force Base. Following the merger, the City of Riverside encompassed 9.7 square miles, and included non-contiguous islands to the north. Under conventional incorporation and annexation laws, territory must be contiguous with an exception for cities that own an international airport. Despite the new City of Riverside being noncontiguous, the merger was made possible because of a 1981 law that allows residents of abutting townships and municipalities to combine despite non-contiguity. To date, there are no other cities in the State of Ohio with non-contiguous exclaves like in Riverside.

THE COMMUNITY PROCESS

ONE Riverside was an open and inclusive process where Riverside residents and stakeholders were invited and encouraged to participate. Through nine-months of planning and engagement, hundreds of residents and stakeholders were able to share their ideas for the future of Riverside.

This process was led by City Staff but guided by a multi-disciplinary Steering Committee made-up of residents, business owners, and community partners representing a diverse array of community backgrounds. The public was directly involved through three iterative rounds of community conversations. During these sessions, participants were led through interactive conversations and activities by the Columbus-based planning firm MKSK. This group led the planning and facilitation along with Greenstreet, Inc. and IBI Engineering.



Connecting with the community; identifying the vision

As a community-led effort, the One Riverside Comprehensive Planning process engaged around 780 unique participants and garnered more than 1500 comments and ideas. A Steering Committee of 15 community representatives aided the effort. City Officials and Staff provided guidance and will facilitate the adoption process. This section highlights the key moments and conclusions from this engagement process.

The community engagement process took place in three iterative engagement rounds and utilized multiple tools and techniques. The three rounds were 1) Think Big Riverside! A Community Kickoff Meeting, 2) a survey dubbed "What's our vision for the future of Riverside?", and 3) an Action Priority Workshop and Survey. During each round, the participants built from the previous round's conclusions, working from broad idea sharing to priorities on future investments.

Each round of engagement was open, transparent, and inclusive. Rounds were publicized by the City through various channels and multiple modes of engagement allowed participants to engage in-person, in small groups, or through a virtual platform. This approach encouraged all community members to participate if they were inclined and available.

To make the engagement process as accessible as possible, the planning team created promotional materials in English and Spanish and offered translation services for attendees. Additionally, the planning team asked all registrants if they would require accommodation to attend the meetings and adapted the materials and activities accordingly. Any survey that was posted online was also made available in a printed format in the City's offices.

Results and Integration

Through these three rounds of engagement, the planning team collected more than 1,500 comments from just over 750 unique participants. This feedback was integral to the broad direction of the plan (as can be seen in the community vision and topical goals) and the priorities of the action investments.

Figure 1

Community Engagement By-the-Numbers

750+
People engaged in the ONE Riverside community engagement process

1,500+
Unique comments and ideas collected

66
Community stakeholder interviews

4
Steering Committee meetings

150+
Collected virtual and printed surveys

1
Community vision

ONE RIVERSIDE
COMPREHENSIVE PLAN



CONNECTING WITH THE COMMUNITY

The community engagement process for ONE Riverside took place during several waves of the COVID-19 Worldwide Pandemic. To ensure the safety of all participants, the Steering Committee opted for a multi-platform engagement approach, utilizing in-person and virtual meetings, online surveys, small group meetings, and individual interviews. Through the group's commitment and creativity, more than 700 unique participants had the chance to add their ideas to the plan. Below are several platforms and unique audiences utilized through the process.

- Virtual stakeholder and community engagement sessions
- Individual interviews
- Online surveys following each major round of engagement (more than 150 total submissions)
- Virtual and in-person meetings with the Steering Committee
- Video reports for major findings from the existing conditions analysis

Community Engagement Round 1: Think BIG Riverside!

During the initial round of community conversations, the Steering Committee arranged a large, in-person meeting and several follow-up virtual meetings and community surveys. This round attracted the largest participation with more than 400 unique responses, and close to 1,000 comments and ideas. The following summarizes the input received through this first series of sessions.

WHAT ARE YOUR HOPES & CONCERNS?

The focus prompts for the initial round of engagement focused on the future of Riverside. Participants were asked to consider what characteristics or systems in the city made them optimistic or concerned. The following are major themes from this discussion.



The Think BIG Riverside Kickoff was hosted on March 8, 2022 in the Mad River Schools, Administrative Offices Gymnasium. More than 50 residents attended the in-person meeting with several hundred more participating online.

Figure 2

When you think about the future of Riverside, what makes you optimistic?

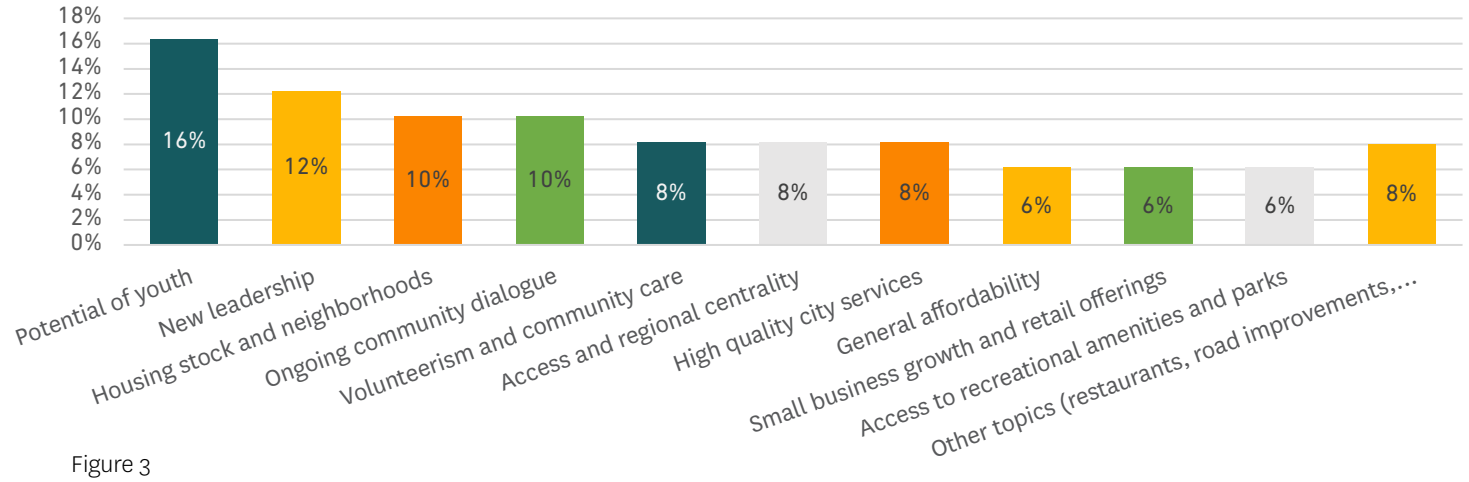
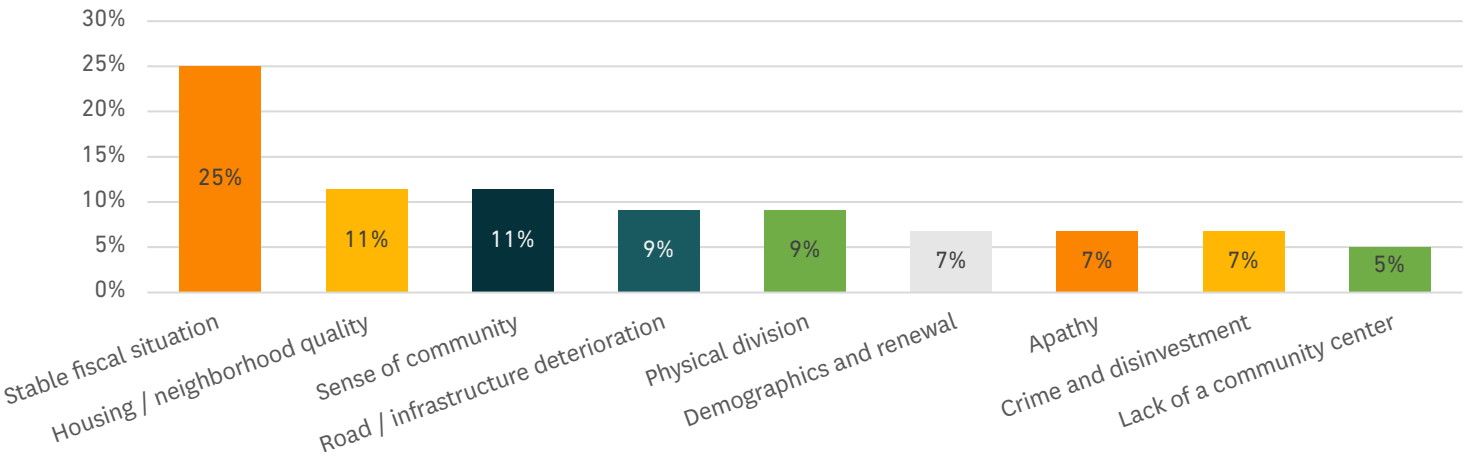


Figure 3

When you think about the future of Riverside, what are your greatest concerns?



Community Engagement Round 2: Setting the Vision

The second round of community engagement was conducted via a virtual survey and built off of the results of the first round. Through the questionnaire, participants were asked to evaluate the draft community vision and topical goals, and begin to think of major projects or initiatives that ought be considered by the Steering Committee and planning team. The team received dozens of survey responses through this round. These are summarized below.

WHAT ARE YOUR STRONGEST REACTIONS TO THE DRAFT VISION AND GOALS?

The primary questions in the public survey focused on the draft community vision statement and topical goals. Participants were asked to rate the draft statements based on their level of support for the direction, wording, and overall feel. A summary of this feedback is presented in Figure 4.

Vision and goal statements tested "support" and above across all four statements with noted modifications or points of emphasis. Participants were additionally asked to share initial thoughts on project priorities. Below is a list of recurrent ideas from the prompt.

- » Improve the city's grant writing capacity
- » Incentive neighborhood scale investments
- » Explore all options for city-owned properties
- A » Develop incentives to attract and retain small businesses
- » Address long-term problem properties and negligent property owners
- B » Leverage expanding activity around the Wright Patterson Air Force Base
- » Expand all segments of housing, especially higher-end market rate and workforce
- C » Improve access to regional trails system and proximate MetroParks

Figure 4

Ratings for draft vision and goals



“Leverage expanding activity around the Wright Patterson Air Force Base”

Concluding themes from the Community Conversation

Throughout the rounds of community conversations, a series of resonant themes emerged. Highlighted below, these topics represent the most frequent issues raised by participants. The following themes are not exhaustive, but present the commonly mentioned issues.



Work toward ONE Riverside. Invest in projects and initiatives that bring the community together and help us overcome the physical and psychological barriers that keep us disunited. Riverside was born out of an atypical and unique set of circumstances that have created our city of "islands". We have to work hard to make sure all parts of the community feel like part of the whole.



Take a next step as a community of communities. 30 years is short time compared to other communities around the region. While we've come a long way since incorporation, there are critical steps we must make to unlock the next set of opportunities, such as establishing a true city center or improving roads and pedestrian connectivity.



Leverage the regional energy and opportunity. Whether it's Wright Patterson Air Force Base, proximity to higher education institutions, access to downtown Dayton, regional connections through Route 4 and State Route 35, or the broader economic growth in the Dayton region, we can—and must—do more to leverage the energy at and around our borders. We can do more than wait, we can prepare and pull the opportunities from the outside, in, and make certain Riverside gets its fair share.



Find room for the next round of families. Families are the lifeblood of our community and the solution to our demographic stagnation. We have distinct advantages—affordable housing, competitive schools, access to careers, etc.—and we can win the argument for "why Riverside?" when it comes to attracting families with opportunities to live, work, and play within the community.



The qualities of place matter. We don't need to take what we're given. Great communities are discerning about who builds what, and why. We need to graduate our answers to these questions and go on the offense. With a strong identity and bold plan, there's no reason why we can't attract high-quality investment that is additive in all the ways we value – financially, aesthetically, and with respect to our qualities of life.



Making real connections. We're surrounded by a burgeoning trails network that, each year, connects more and more of our region. We can make these same connections internally and draw our community closet together.



Define our unique brand and identity. We can develop a better answer to the "why Riverside?" question by investing in communication and PR services to build Riverside's brand. We have a lot to offer with even more potential. There's no reason to be shy or modest when we describe who we are and where we're headed.



Get creative with our land and resources. We're landlocked and the next chapter of our development decisions are about re-use, re-rehabilitation, and even redevelopment. But there's a lot of potential with the right partners and the right vision.



Stabilize our fiscal situation so we can dream past the immediate needs. We can't take our second and third steps until we take our first. We must continue to enable a system that ensures strong, annual revenues that meet reasonable expenditures.

CHALLENGES AND OPPORTUNITIES

Through a process of research and discovery, the ONE Riverside process uncovered a series of critical issues and trends. These opportunities and challenges are the primary targets of the Comprehensive Plan's Action Agenda. This is an important moment-in-time for Riverside. The following provides highlights on the key issues and trends affecting the community in 2022.

Addressing community challenges

Community engagement and research revealed a set of central challenges facing the city in 2022.

Combating population decline and demographic stagnation. Riverside's population is shrinking and between 2000 and 2021 the total number of residents decreased nine percent, or by 2,000. This is a faster decline than the city of Dayton (with a five percent decrease) and opposes the regional growth trend of one percent. This decline – while not catastrophic – impacts the community and its ability to provide services. How do we attract more families to live and invest?

Borders, boundaries, and barriers. Physical and psychological boundaries bisect Riverside into multiple districts and communities. The city's incorporation came long after the physical development of the community's infrastructure, retail centers, housing, and factories. Corridors connecting these uses to the broader region run mostly east to west and present major obstacles to north-south movement. Last, non-physical boundaries are perhaps more important. The city is served by five independent school districts, more than any city its size in Ohio.



Who'll own these homes next? The housing market in Riverside – while much more affordable than other communities in the region – experiences less churn and is dominated by smaller, older units. The impacts are mixed. Many homes are owned by investors, who may or may not live in Riverside, and seek to rent the property long-term. Despite a general rise in value (twenty percent increase over the last two years) current homeowners only see this value when or if they sell and then may not be able to "re-buy" when they do sell because of these prices. These factors create a market that is slow to change and harder to enter for prospective home buyers.

Brownfields, vacancy, and the next chapter for retail. Riverside, like the rest of the Dayton Metropolitan Area, has gone through numerous economic cycles and these have left their imprint on the built environment. Brownfields are areas where a former manufacturing process or industrial user left behind an environmentally compromised parcel. Without remediation – a process to clean the site – the land has limited redevelopment potential. Riverside has several sites in this category, leading to long-term vacancy and slower re-investment. Additionally, retail corridors present both an opportunity and challenge. While Riverside benefits from the low vacancy of its retail centers because of the strong regional and pass-through market, it also prevents these areas from graduating to a higher performing use through redevelopment.

Overcoming environmental vulnerabilities. Flooding is a recurring issue in several of the city's neighborhoods. More than 10 areas were identified with significant stormwater management/flooding issues caused by "inherited" inadequate infrastructure in areas incorporated from Mad River Township. This includes more than 900 structures or nine percent of the city's total. The city commissioned a 30-Year City-wide Stormwater Master Plan Study in 2015 that estimated capital costs exceeding $15M to correct identified issues.



Taking advantage of opportunities

Riverside has many inherent and emerging advantages. These opportunities are related to physical, economic, and social assets. The following is a collection of those most important opportunities revealed through engagement and analysis.

Building on the strong sense of community and neighborhood pride. Residents and business owners in Riverside are connected to their community and care about the future of their neighborhoods. Despite all the physical and psychological barriers that separate the city from north to south, community members (many of whom are multi-generational families) feel a strong connection to their neighbors.

Tapping into regional growth and opportunities. Riverside is positioned between two major employment centers including Downtown Dayton and Wright Patterson Air Force Base. Recent investments at WPAFB like the National Air & Space Intelligence Center (NASIC) expansion and other improvements cement the base as a major driver of real estate and employment for decades to come. The eastern Dayton office sub-market is very healthy as it is supported by many defense contractors working with WPAFB. But most of this investment has missed Riverside and moved into places like Beavercreek.

Taking advantage of development opportunities. Despite being "land locked" by neighboring jurisdictions, Riverside can still grow and invest internally. The plan analysis identified more than 600 acres of "greenfield" or uninhibited development area within the city's ten square miles. There are an additional 240 acres identified as "ripe for redevelopment," bringing the total to just under 1,000 acres. Riverside is already experiencing redevelopment investment in major projects like the city's new Kroger and the major apartment complex rehabilitation.



Leveraging housing affordability. Three out of every four housing units in Riverside is valued under $150,000. This outperforms the county and the metropolitan area in terms of housing affordability. Affordable entry-level housing is increasingly rare across the state. Additionally, Riverside's housing stock is relatively diverse with different forms of housing like duplexes, garden communities, and apartment complexes. This diversity contributes a healthy and complete system where a family can enter and graduate through housing types along with their lifestyle or life moment.



Connecting through greenways and through green places. There is a real opportunity to put the "river" in Riverside through continued investments in parks and trails. The city is bisected by the Mad River and the Eastwood Metro Park and connected to three major trails systems: The Mad River, Creekside, and Iron Horse Trails. There are five parks in Riverside, totaling 58 acres. Today, half of residents are within a 10-minute walk of a park. This outperforms the region, but also shows an area of opportunity.

Maintaining and investing in enabling infrastructure. Riverside inherits a strong base of enabling infrastructure that continues to serve residents and businesses and support (through ample capacity) future investment.



PLAN CONTEXT

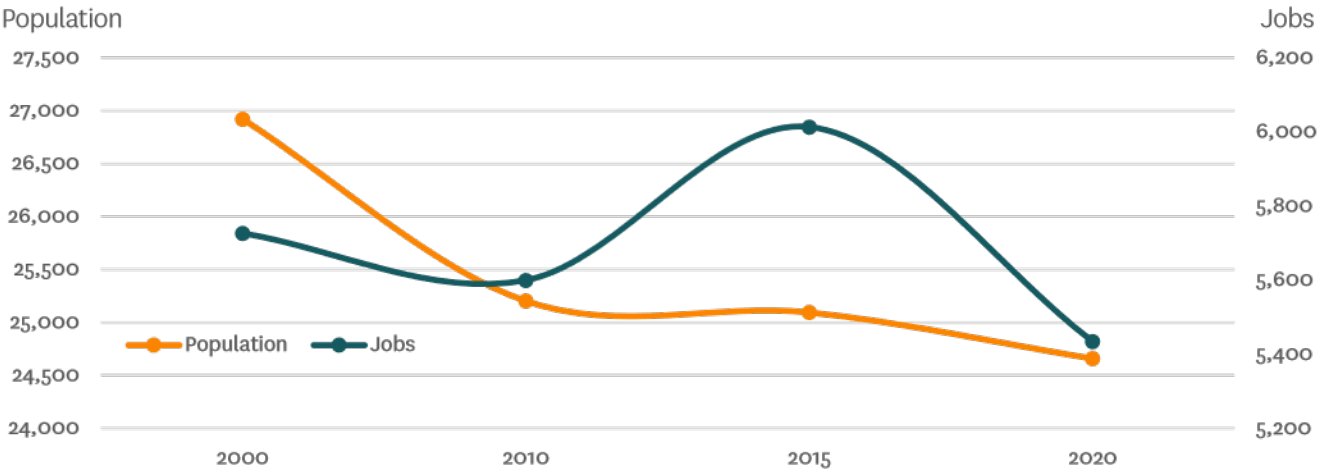
In 2022, the City of Riverside is home to just under 25,000 residents, 6,700 employees, and 500 businesses spread across ten square miles. The city – incorporated in 1995 – was formed through the merger of Mad River Township and the Village of Riverside. The city is non-contiguous and made up of six islands. This is unique in the state of Ohio.

Plateauing population and jobs

Jobs and population have declined in Riverside from a high around the year 2000. Over this period the city lost around 2,000 residents and 500 jobs. Regionally, population has increased very slowly at a rate of one percent, despite strong jobs gains.

Figure 6

Change in Jobs and Population from 2000



Multiple topics

This plan addresses numerous interrelated topics. These are collected into three chapters: Place, Prosperity, and Foundations. The following topics were studied as part of the planning process.

- Land use, management, & regulation
- Mobility
- Fiscal conditions & trends
- Housing
- Community development
- Roadways
- Water & sewer
- Personal prosperity
- Parks & trails
- Streams
- Special focus area
- Sidewalks
- Economic development
- Real Estate
- Conservation
- Regionalism

Figure 7
Planning Area



THE VISION FOR RIVERSIDE

The vision statement sets the broad direction for the future of the city through a simple representation of the community's feedback and ideas. Riverside's vision statement encompasses the breadth of feedback gathered from the community throughout the process and distills the message into a few simple, yet powerful sentences. The vision for Riverside paints a picture of a thriving community made better through the realization of its plan.

The Community Vision

— PLAN CHAPTERS —

Places

Goal: Prepared, beautiful, vibrant.

Topics: land use, development, conservation, parks and trails, focus areas

Prosperity

Goal: Strong, vital, independent.

Topics: economic development, fiscal conditions & trends, housing, real estate, personal prosperity

Foundations

Goal: Invested, connected, service oriented.

Topics: regionalism, mobility, roadway capacity, trails, waterways, sidewalks, potable water, sanitary sewer

The Implementation Strategy

Preparing the plan for adoption and integration into ongoing work planning.

PLAN STRUCTURE

The ONE Riverside planning process was designed to engage community members in a thoughtful discussion about the community's future. Working from broad aspirations to specific outcomes, the planning team and Steering Committee developed a series of statements to better structure and arrange the plan. This was a process of discovery and iteration. The chapters of this plan contain a series of Goals, Objectives, and Actions to help guide Riverside to its vision.

GOALS

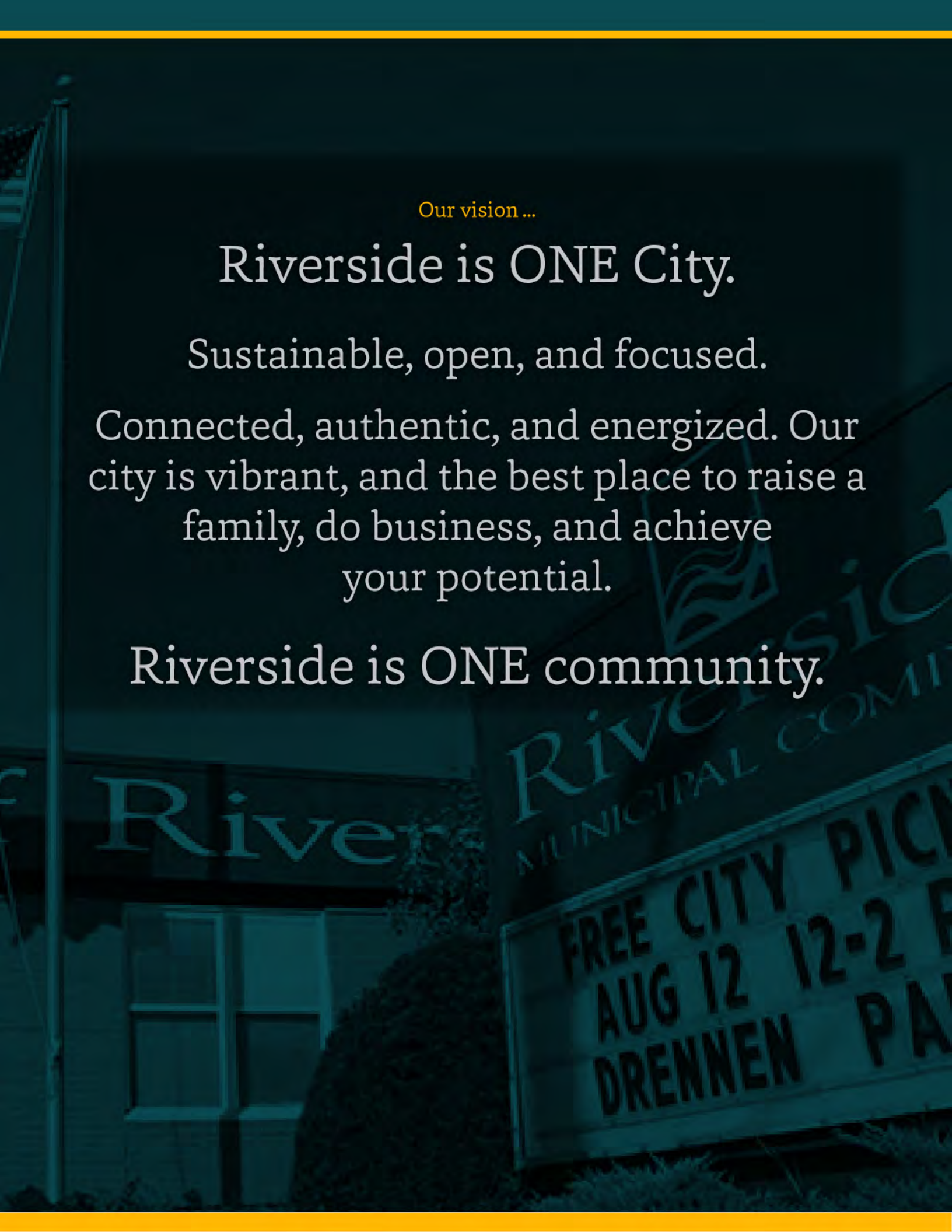
A goal is a desired outcome expressed in simple terms. These statements were produced using the public input received during the plan's engagement process. There are three community goals that support the overall vision statement.

OBJECTIVES

There are several dozen objective statements in the plan. These are quantifiable elaborations on the goal statement that set aspirational targets for the community.

ACTIONS

Actions are the most specific statements in the plan. They are projects, policies, and/or programs selected for their ability to help move Riverside toward achieving its objectives and overall goals.



Our vision ...

Riverside is ONE City.

Sustainable, open, and focused.

Connected, authentic, and energized. Our city is vibrant, and the best place to raise a family, do business, and achieve your potential.

Riverside is ONE community.

CHAPTER GOAL

Prepared, beautiful, vibrant.

Committed to smart growth and proactive planning;

Connected to our natural environment through parks, trails, and the Mad River, and;

Building great places that inspire pride and continued investment.


Stebbins High School


Playground at Drennen Park


Mad River near Eastwood MetroPark

Place

One of the base functions of a city is to plan for and regulate land use to ensure balance, productivity, safety, beauty, and quality of life. In Riverside, the community has significant control over the arrangement, form, and interrelationship between the built environment and natural areas. The Places chapter describes the current conditions and trends in Riverside related to development patterns, land use, community character, and open space. The chapter presents recommendations across three broad categories: development, redevelopment, and conservation.

OBJECTIVES

- Continually improve the efficiency and efficacy of the development review process
- Increase property values through ongoing investments in infrastructure and the public realm
- Increase scrutiny of proposed development based on consistency, community vision, and demonstrable fiscal return
- Expand trail connections
- Expand access to city park system to ensure 10-minute walking access for all residents
- Ensure new development complements the preferred neighborhood and future land use character
- Reevaluate local, regional, and national influences that affect Riverside's vitality
- Address persistent areas of blight

PLACE OVERVIEW

Riverside is a community of neighborhoods. Each of these building blocks of our community has its own story and potential. And these places matter; they inspire pride and provide the framework around which community is built. Building a strong sense of place begins with a commitment to smart growth decision making and proactive planning. Connecting to our natural environment through parks, trails, and the Mad River and building great places will inspire pride and continued investment. This section highlights the key findings from the research and analysis of the comprehensive plan with relevance to the Place topics. These topics include land use, development, conservation, parks and trails, and the special focus areas.

This section is organized around Objectives, Key Findings, and Action items. Objectives are measurable outcomes based around broad concepts that align with the city's larger goals. Key findings are based on analysis of existing conditions within Riverside and identify opportunities for the city to work towards its Objectives. Action items are the specific policies or programs Riverside can implement to achieve the objectives and overall goals of this Comprehensive Plan. Each topic covered by the plan sets out to define the topic, explain how it is relevant to the city's continued success, and assign actions that will help to achieve the overall vision of the city. This section further describes the relationship of the Comprehensive Plan to the tools used to implement the Action Items related to Future Land Use Categories. Also illustrated in this section are a conceptual development diagram, Future Land Use Category character imagery, a Future Land Use Map, and guidance for future Comprehensive Plan updates and amendments.

Future Land Use Character descriptions and a Future Land Use Map (FLUM) present guidance on where and how development should occur within Riverside. This FLUM also provides guidance to Riverside on where and when utilities may need to be upgraded or expanded to support allowable development throughout the community. Several subplan areas have been identified—including two areas selected by the city for the Montgomery County Land Bank's planning grant program—as areas where the city may focus efforts to enhance the character while respecting the unique features and potentials of these areas. Selected subplan areas have been presented as key opportunity sites for the city with additional details on potential development projects in those areas.

Key Findings From the Process

The following items represent the key findings and opportunities related to the Places topics including land use, development, community character, and implementation tools. These findings emerged from the research and analysis of the planning team and the input of stakeholders and the public overall.



Riverside is landlocked—the city cannot expand its physical boundaries, so any growth must occur on the existing 600 acres of undeveloped lands.



Incorporated in 1995, Riverside is made up of six non-contiguous "islands".



Forty-nine percent of Riverside residents live within a 10-minute walk of a park. While this is above the national average, access to parks and greenspace is still not evenly distributed.



Land use patterns differ between the north and south portions of the city. The north side incorporates more mixed uses while the south side is more divided.



The City of Riverside is served by five different school districts.



Riverside has significant economic assets like the Air Force Base and Museum and Wright State University, which can be leveraged to foster growth in the community.

CONDITIONS AND TRENDS

Development History

Most of Riverside's residential neighborhoods, commercial shopping centers, and industrial uses were constructed before 1980 and predate the city's incorporation and its zoning authority. The city is in the unique position of inheriting land and development planning decisions made over decades by the previous village and township. Because of this, the character, arrangement, and configuration of land uses varies significantly across the city's ten miles. Development – especially residential – on the city's north side is generally older than the south, but growth moved slowly away from the Mad River corridor into both directions. Older neighborhoods in Riverside tend to have smaller lot sizes, fewer rooms, and are arranged in a gridded plat. The Avondale neighborhood on the city's north side is one example. Platted or planned development occurring after 1950 takes on more characteristics of modern subdivisions, including larger lot sizes and a curvilinear street pattern that includes cul-de-sacs and fewer points of access.



Merger on paper doesn't create unity

Riverside's geography isolates citizens

'It's strange that we can exist even though we have these little pockets.'

Riverside parade, festival to mark city status

Following the merger in the middle-1990's, the City of Riverside has worked hard to forge it's unique identity and build a sense of place and unity among residents. These articles from the Dayton Daily News mark the challenges and accomplishments by the city over it's three decades.

Permit data tracking new projects in the city dates back to 2003. Over this period Riverside averaged four new single family home permits per year and nine new buildings for various non-residential use. There were 63 total single-family dwelling permits issued of the period, but more than 75 percent of these were issued in 2015, 2016, and 2017. This coincides with the construction of the Brantwood Development in the northern portion of the city.







Community building is an ongoing effort in Riverside. Annual events like those pictured right, provide an opportunity for the neighborhoods of Riverside to come together. Pictured in clockwise order the US Air Force Marathon, First Responder's Day, and Annual High School Volunteer Park Clean-up.

Land Use

Land use describes the parcel-by-parcel utilization of property by a landowner or land-renter. This analysis and related mapping provide a contemporary "snapshot" of the various use types in Riverside at the time of the plan. The city is broken into more than 9,500 individual parcels, combining to ten square miles. The following analysis leverages regional work to classify and map land uses across the region by the Miami Valley Regional Planning Commission (MVRPC). Land use differs from zoning as zoning defines the planned or "legal" use for a property compared with the actual use of the property. Properties can exist as "non-conforming" uses for various reasons but are typically required to meet the zoning requirements if / when major rehabilitation, redevelopment, or reinvestment occurs.

The largest single land use in Riverside is single-family housing. The category covers 2,800 acres, or a third of the city's total land area. Within this category there are variations in size, age, quality, service provision, and styles. The majority of Riverside's single-family housing stock is older with 47 percent built before 1960. When compared to the region, Riverside has a more diverse housing stock with respect to types of units (this includes attached or multi-family housing). There are 53 acres of multi-family housing in the city.

The second largest use category is parks and open spaces. With more than 1,300 acres including Eastwood Metro Park, this category encompasses the city's parks, natural areas, and some limited undeveloped parcels.

The third major category across the city is commercial. Riverside's commerce zones are designed for vehicular access with large parking allocations and setbacks. These districts are mostly retail with some limited office uses clustering around Springfield Street and Harshman Road. Riverside's retail areas enjoy higher occupancy when compared to the region, tapping into the broader market around Wright Patterson Air Force Base and Downtown Dayton.

Much of the development in Riverside predates the city's incorporation in 1995, when the Village of Riverside and Mad River Township were joined together. There are distinct differences in the pattern of development because of this, especially when comparing the areas north of the Mad River with the south. The northern "islands" have more integration of mixed uses including industrial, commercial, residential, and institutional. This is only part of the city with a gridded street pattern and includes some of the oldest housing in Riverside. The northern areas also include more developable, or "greenfield," properties.

The southern neighborhoods have their own unique pattern. These areas are more Euclidean, or separated, and include the city's largest land overall use, the Wright Patterson Air Force Base. The south also has a range of housing options including multi-family to single family detached but organized into distinct subdivisions. There is limited office space and numerous auto-oriented commercial centers.

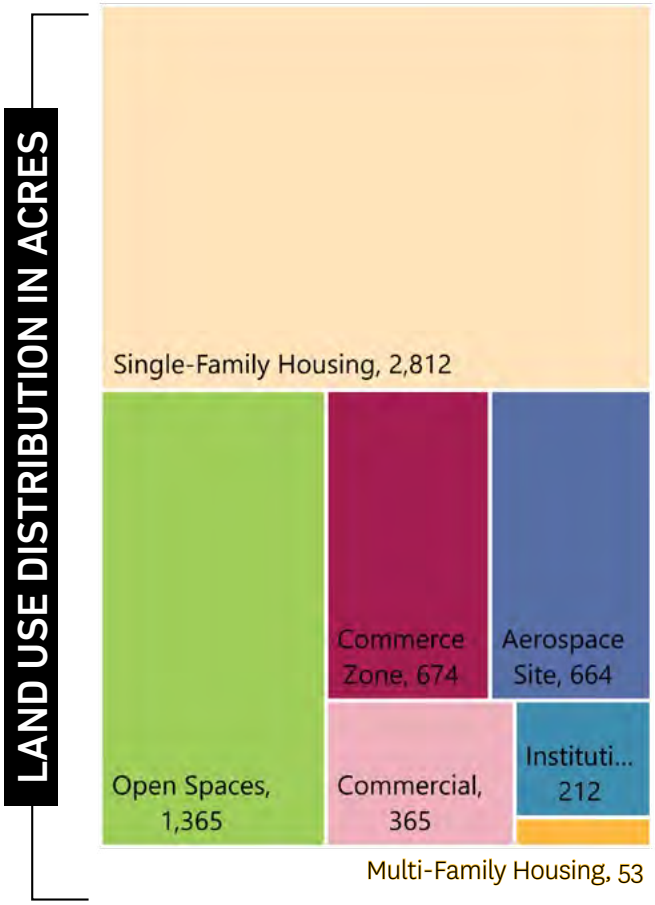
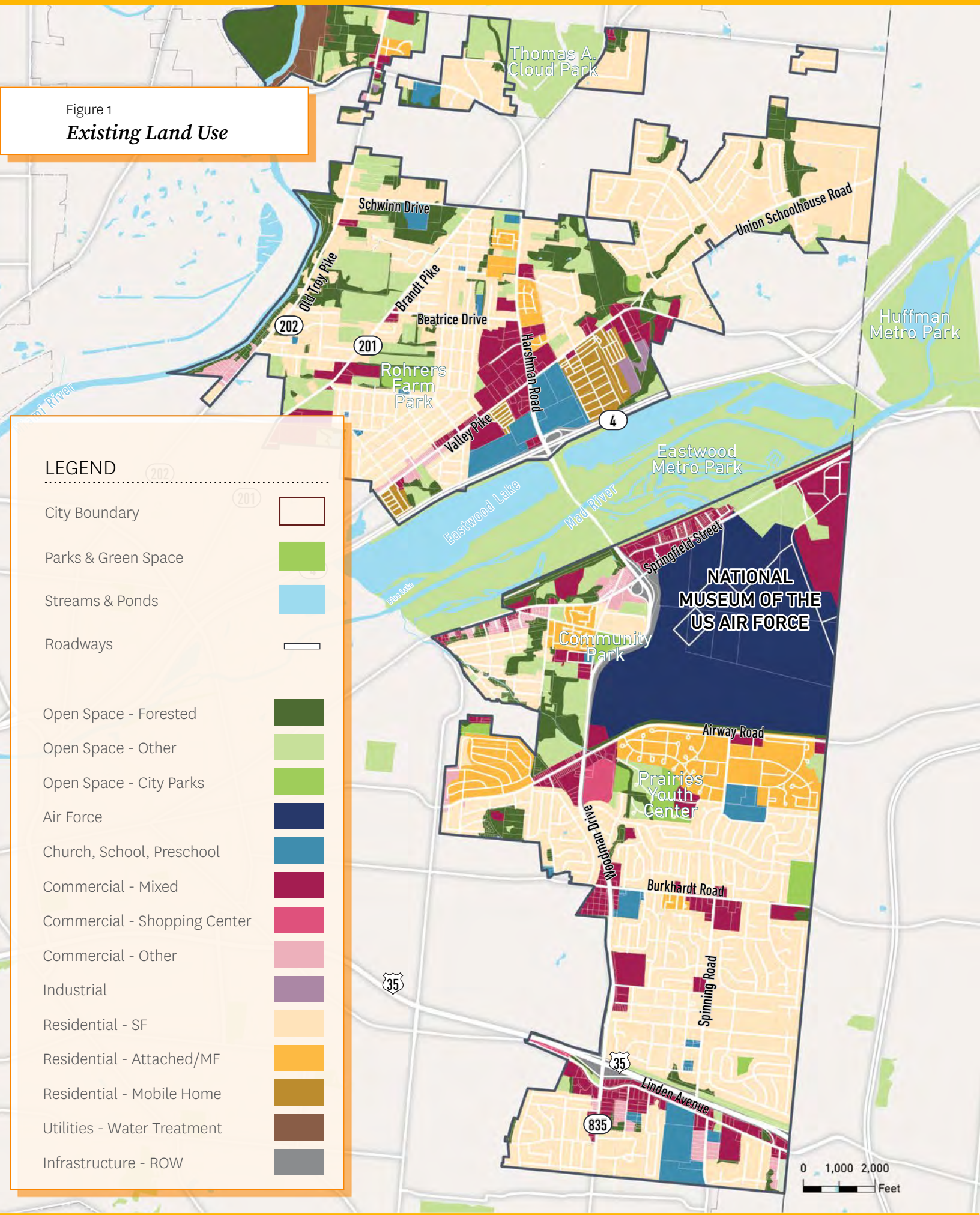


Figure 1

Existing Land Use



Zoning and Community Planning

Zoning is a function of the Community Development Department. The purpose of zoning is to protect the health and welfare of residents and to allow for the orderly growth of the city through the Zoning Code. These responsibilities include issuing zoning permits, performing field inspections for zoning compliance, and abating exterior property maintenance issues.

The city's zoning map has nine districts, according to 1107.05-1107.11 of the city's code. The residential district ordinance was updated in 2017, the Campus/Institutional District was added in 2018, the Business Districts updated in 2019, and the Light Industrial District updated in 2019.

The city also has five overlay districts, according to 1107.13 -1107.19 of the City's code. They are the Floodplain District, Heavy Commerce District (HC), Neighborhood Transitional District (NT), Urban Core District, and Well Field Protection Overlay (WP). All were added in 2013, and the Floodplain District was updated in 2022.

The Department of Community Development provides support to the City Manager on projects related to planning, contract administration, and city operations. They participate in planning projects that involve considerable interaction with citizens, developers, businesses, agencies, and civic groups. This department also oversees code enforcement, property maintenance issues, and zoning permits. The planning function of the department involves administration of the physical development of the City as directed by the Planning Commission and City Council as these two bodies are authorized by the City Charter.

Planning Commission – The Riverside Planning Commission acts as the platting authority for the city reviewing the subdivision or combination of land for new and existing developments. In addition, the Planning Commission reviews development plans and makes recommendations to City Council regarding land uses and design standards.

Board of Zoning Appeals – The Board of Zoning Appeals hears requests for variances (exceptions) from the Zoning Code in accordance with the procedures and standards for those exceptions. The Board also hears appeals of determinations of city staff regarding the Zoning Code.

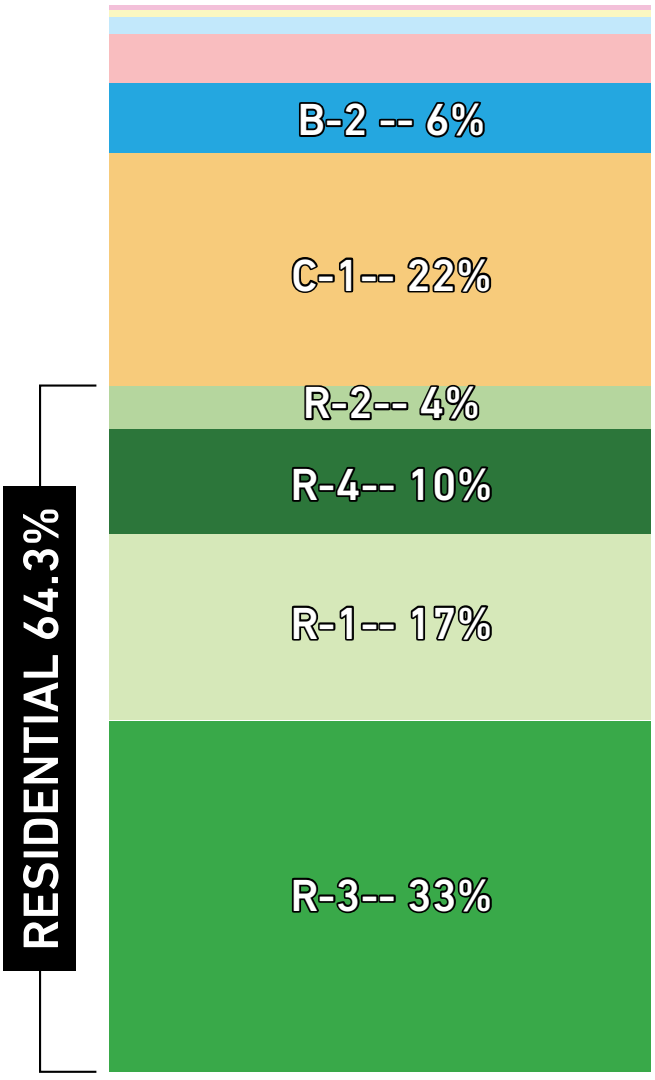
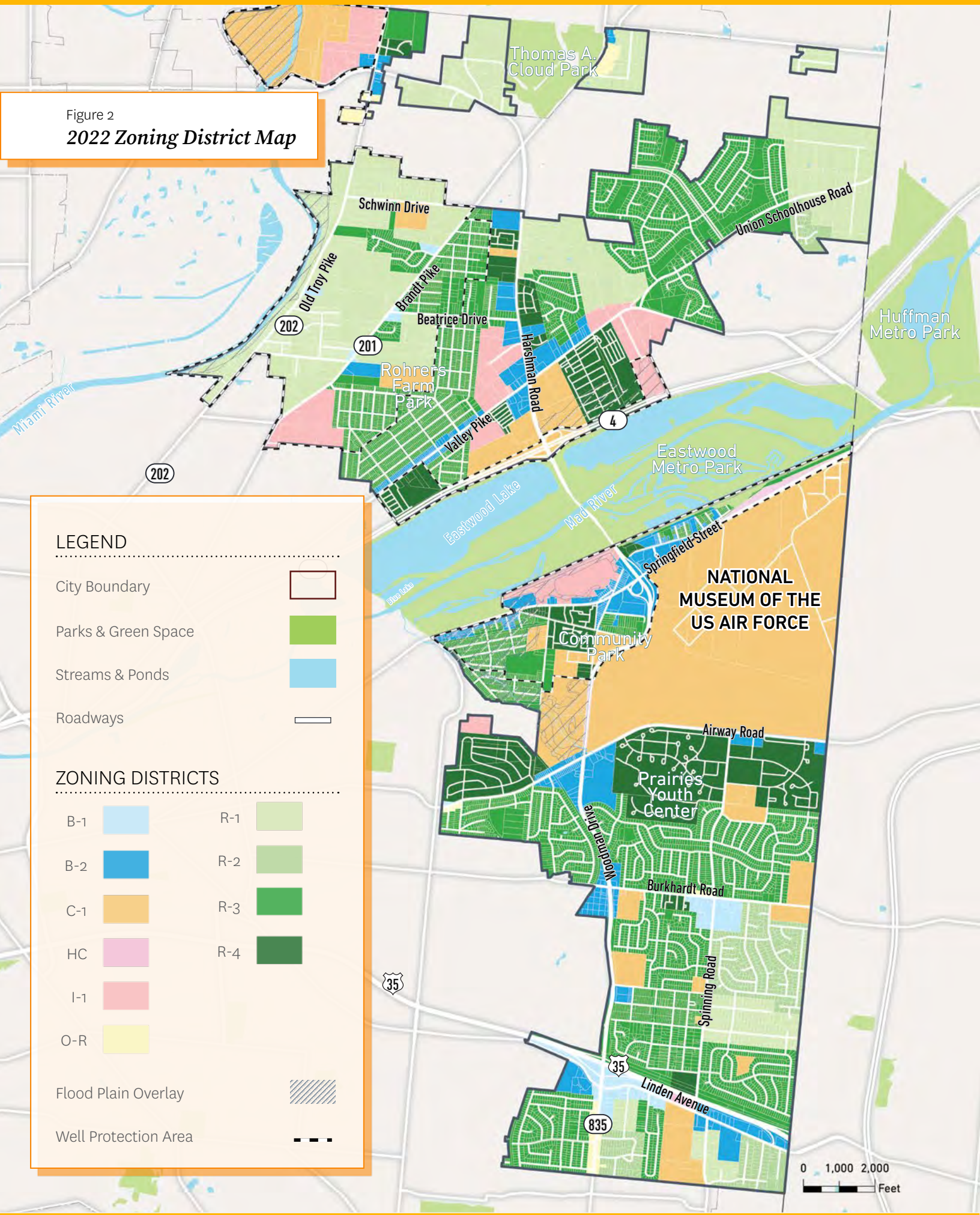


Figure 2

2022 Zoning District Map



LEGEND

- City Boundary
- Parks & Green Space
- Streams & Ponds
- Roadways

ZONING DISTRICTS

- B-1
- B-2
- C-1
- HC
- I-1
- O-R
- R-1
- R-2
- R-3
- R-4

- Flood Plain Overlay
- Well Protection Area

Development Potential

While Riverside does not have the opportunity to annex additional land and grow physically, there are numerous areas where the city can develop or redevelop within its current boundaries. To identify the city's developable land potential, the planning team performed an analysis of all parcels in Riverside to determine if the parcel is constrained by current development, environmental factors, or some other circumstance, and if not, whether the parcel is a potential candidate for new development or redevelopment. This analysis revealed close to 1,000 acres within the city with development potential. The criteria for growth fall into three categories: new development, redevelopment, and environmental mitigation. Two-thirds of these opportunities are located north of the Mad River in the portions of the city that were formerly part of Mad River Township.

BROWNFIELDS

There are some land use constraints that exist in Riverside which can hinder development within the city, including brownfield sites. Brownfields are properties where future development may be complicated or limited by the presence or potential presence of hazardous substance, pollutant, or contaminant. These properties are typically found within industrial zoning areas as they often have the greatest amount of lenience towards usage of land. Brownfields can come about from many different processes including manufacturing of various products, dumping or burying of materials, erosion of land, or even exposed rock or earth.

Within Riverside, the Ohio EPA does not specifically list any properties as brownfields, but this does not mean that brownfields are not present in the city. The Ohio EPA's list is a voluntary database and only identifies parcels that have been submitted to the agency or that have received funding for remediation or identification. The city has completed some Phase I and II remediation projects, and some city-owned land (formerly DAP Manufacturing) has an EPA covenant in place which prohibits residential development due to contamination. Riverside has several industrial sites spread throughout the city, including two adjacent to the Mad River. These sites need to be monitored frequently to ensure that they do not allow potential pollutants to spread beyond their property. The properties adjacent to the Mad River need extra scrutiny in monitoring as pollutants reaching the Mad River have the potential to affect other communities downstream.

WATER MANAGEMENT

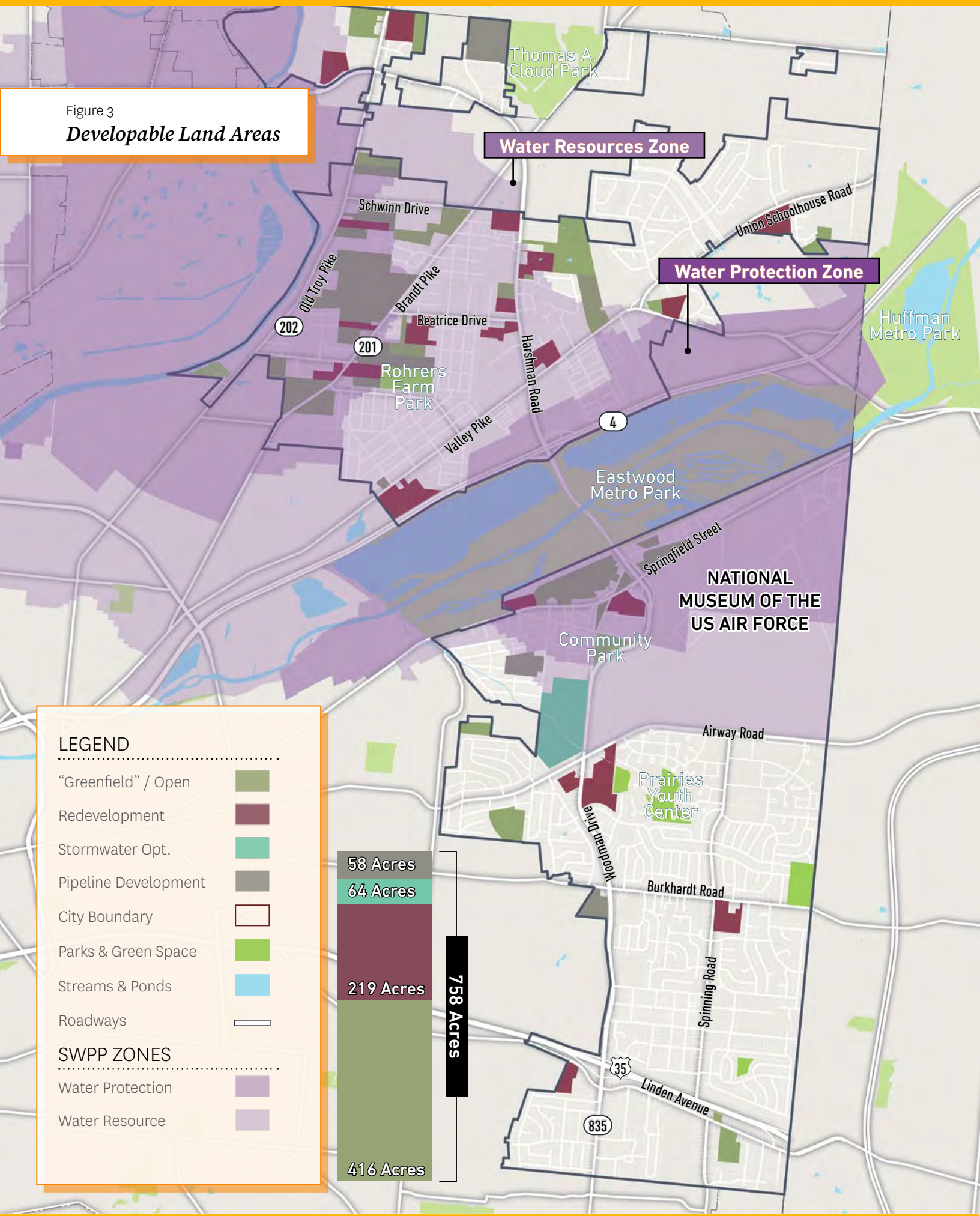
Water plays an important role in the land use considerations for the city of Riverside. Storms, flooding, and aquifer protection have implications on the developable land in the city.

Riverside faces some land use constraints due to inadequate stormwater drainage systems that cause flooding. When there is more water than the soil can support, water pools on the surface and flows towards the nearest waterway. Impervious surfaces—such as roadways, parking lots, and commercial buildings—exacerbate the problem. Many local streets with excess stormwater do not have storm drains or any drainage system, causing flooding in neighborhoods closest to the Mad River. In Riverside, the creeks that accumulate excess stormwater on the south side of the Mad River flow adjacent to areas west of N Smithville Rd. Currently, around 898 properties, or about 9% of land within Riverside is prone to flooding. Resolving these issues would require over $15 million, according to a 2015 study.

To address the public water supply risks, the City of Riverside also includes portions of the Montgomery County Source Water Protection Program (SWPP), shown on the map in purple. This multi-jurisdictional program aims to regulate the quantity and use of chemicals by businesses in any of the Water Protection Zones to mitigate potential threats to the aquifer system, which is the region's sole water source. Significant elements of the program include land use controls, chemical inventory reporting, periodic facility and business inspections, and financial incentives.

Figure 3

Developable Land Areas



Parks, Trails, and Open Spaces

There are five parks in or managed by Riverside, totaling 58 acres of parkland. According to TPL, 49% of residents live within a 10-minute walk to a park. This is mainly due to our having several adjacent parks, including Eastwood, in the northern portion of the city. However, many places are still underserved for parks. Only three parks serve the southern portion of the city, and two serve neighborhoods above Eastwood Lake.

Riverside has access to over 20 miles of regional dedicated bike trails or shared use facilities maintained by the city and Five Rivers MetroParks. These include the Mad River Trail, Creekside Trail, and Iron Horse Trail, which have connectivity to larger regional and state-wide trail systems like the Great Miami River Trail. The Creekside Trail runs north and south through southern neighborhoods and connects these residents to the larger Eastwood and Mad River trails. This makes a great opportunity to link more community members to these large trails by creating more connections points throughout the southern neighborhoods. Another opportunity for increased access is for Eastwood Park. Additional trails in the north and south could help connect community members with the park.

Lastly, the Little Miami River and Mad River are both designated water trails by the Ohio Department of Natural Resources.



Case Study

PARKS ACCESS IMPROVES CITY HEALTH

Parks and trails have several community health benefits. Spending time in nature lowers cortisol and blood pressure and is linked to lowering levels of stress, depression, and anxiety. Having access to parks can increase physical activity, expand community interaction, and reduce injuries by providing safe places to play. It is estimated that maintaining a healthy weight saves $1,500 per person in healthcare costs per year.

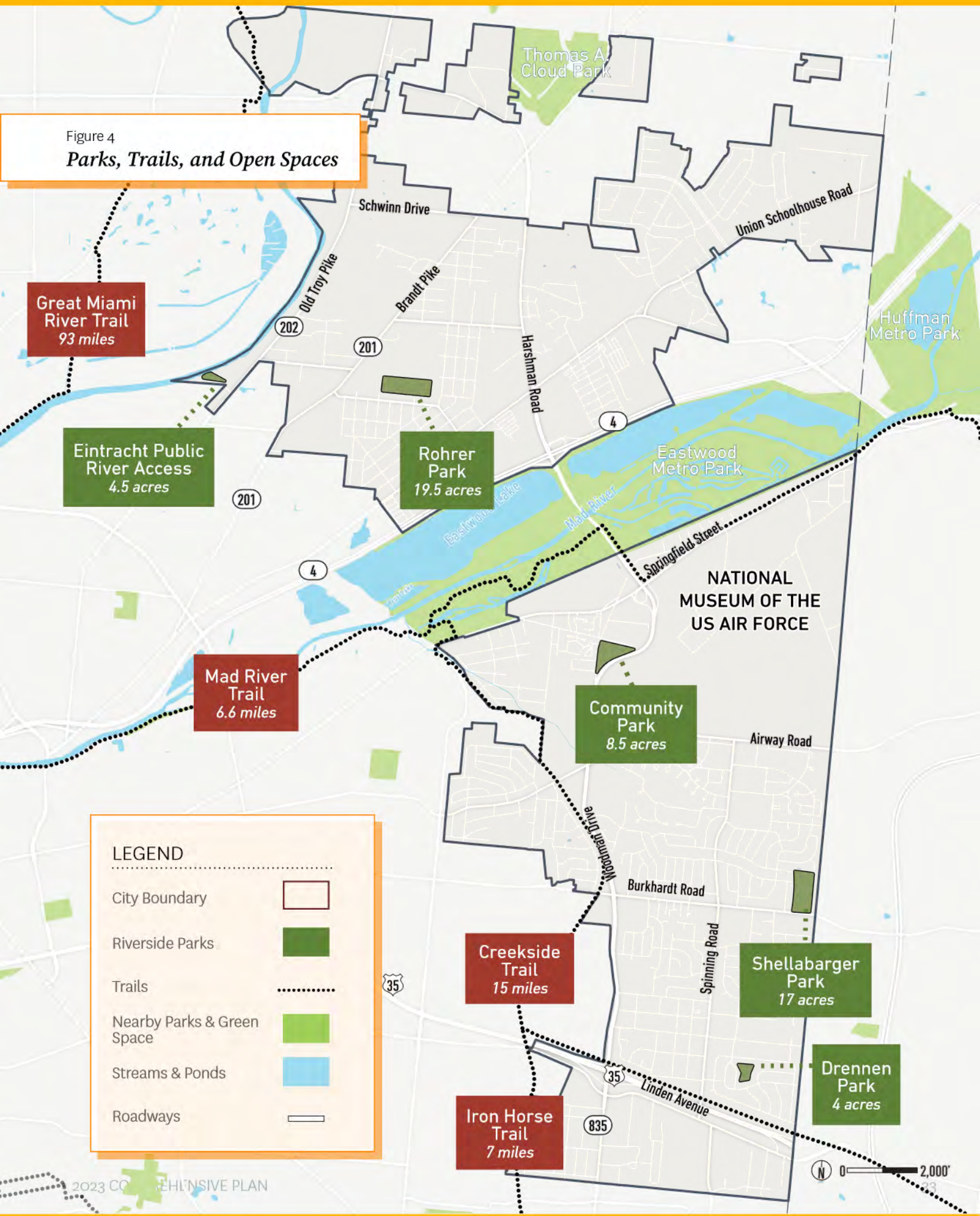
Green space is also important to the environmental health of a community. It can lower air temperatures to reduce urban heat, house trees that filter pollutants out of rainwater, and mitigate flooding by absorbing ground water. Globally, trees in urban parks remove up to 7,111,000 tons of toxins annually.

Finally, parks can enhance the financial health of a city. Residents and businesses are often attracted to areas with parks, which can increase revenue and job opportunities in cities. In southwest Ohio, Hamilton County's Great Parks reported in 2020 that every dollar of tax funding for the parks generated $4.66 in new economic activity for the region.

Locally, the Miami Valley Regional Planning Commission launched their Plan4Health initiative in 2021 as a regional planning effort to promote and advocate for healthier communities. Parks are an important component for the MVRPC to achieve its goals in making healthier built environments.

Figure 4

Parks, Trails, and Open Spaces



FUTURE LAND USE

Future land use describes the community's intent for "how" (development character) and "where" (potential location) Riverside will grow and invest. Growth, in this sense, has several definitions. The community can and will grow in a manner that is fiscally and aesthetically additive. It will grow inward, reinvesting in existing neighborhoods, underutilized properties, and along commercial corridors. And last, it will "grow" its relationship to the Mad River, Eastwood Lake, and other natural assets right at the community's doorstep. Progress in these areas will ensure Riverside is a strong, competitive, and beautiful community for years to come. The development principles presented below help articulate the values of the community as they are related to physical growth, community reinvestment, and evolution. The principles for growth support the future land use framework, conceptual focus area development diagrams, and overall recommendations included in the broader Comprehensive Plan.

As Riverside grows and the community continues to evolve, it is our intent that...



New growth and development help create distinct town centers to unite the community (One Riverside!). The City of Riverside's history and unique boundaries have created a situation where no clear town center or primary activity node exists. Residents desire to create central spaces within the community that bring the people of Riverside together for physical, social, and economic activities.



New development and redevelopment will pay for themselves in the long term.



Locations for new development are determined through a logical process and are made accessible to all users and modes of travel by integrating contemporary design standards and zoning codes. The quality of new development is essential to the residents of Riverside. Modern zoning codes and design guidelines will help reinforce the character of Riverside in any new development's style, texture, and location. These regulations will help streamline the process, sending a clear message on how to deliver the types of places residents wish to see in Riverside.



Redevelopment will reinforce the character of Riverside while providing an opportunity for the community to re-invest, refresh, and revitalize. The City of Riverside will direct growth to key focus areas, while carefully managing reinvestment opportunities to ensure they reinforce the character of existing neighborhoods. Individual land owner rights will be carefully balanced against this vision of how Riverside can revitalize commercial corridors and residential neighborhoods.



New residential projects will offer an array of housing typologies at varying price points and for multiple stages of life consistent with Riverside's current housing stock. Riverside maintains a diverse mixture of housing types, including a healthy amount of naturally occurring affordable housing stock, which creates a multi-generational community. Riverside will continue to offer an array of housing types by adding flexible zoning and development standards that require the construction of high-quality rental, attached, detached, and mixed-use districts that support the various stages of homeownership.

Existing neighborhoods will remain vital, competitive, and affordable with enhanced amenities, bike and pedestrian connections, and well-maintained infrastructure.

Parks and greenways will provide all residents with walkable and bikeable access to their neighborhood's open spaces and recreational amenities. Riverside residents value the community's vital link to the Five Rivers MetroParks, Eastwood Lake, and the Mad River. In the future, the city will continue to explore opportunities to leverage these and other park assets by forging new multi-modal connections that are safe and accessible for all residents regardless of age or ability.

Employment Centers are well-sited concerning regional access and aesthetically additive with distinctive architecture, integrated site, and landscape planning. Riverside and its surrounding communities exist in a symbiotic relationship. The Riverside community will maintain ongoing communication and collaboration to foster strong regional partnerships and leverage its locational advantage in securing workforce and economic development opportunities that help fulfill local and regional goals.

New infrastructure investments in roadways, sidewalks, and trails will forge improved connections to jobs, schools, neighborhoods, and amenities.

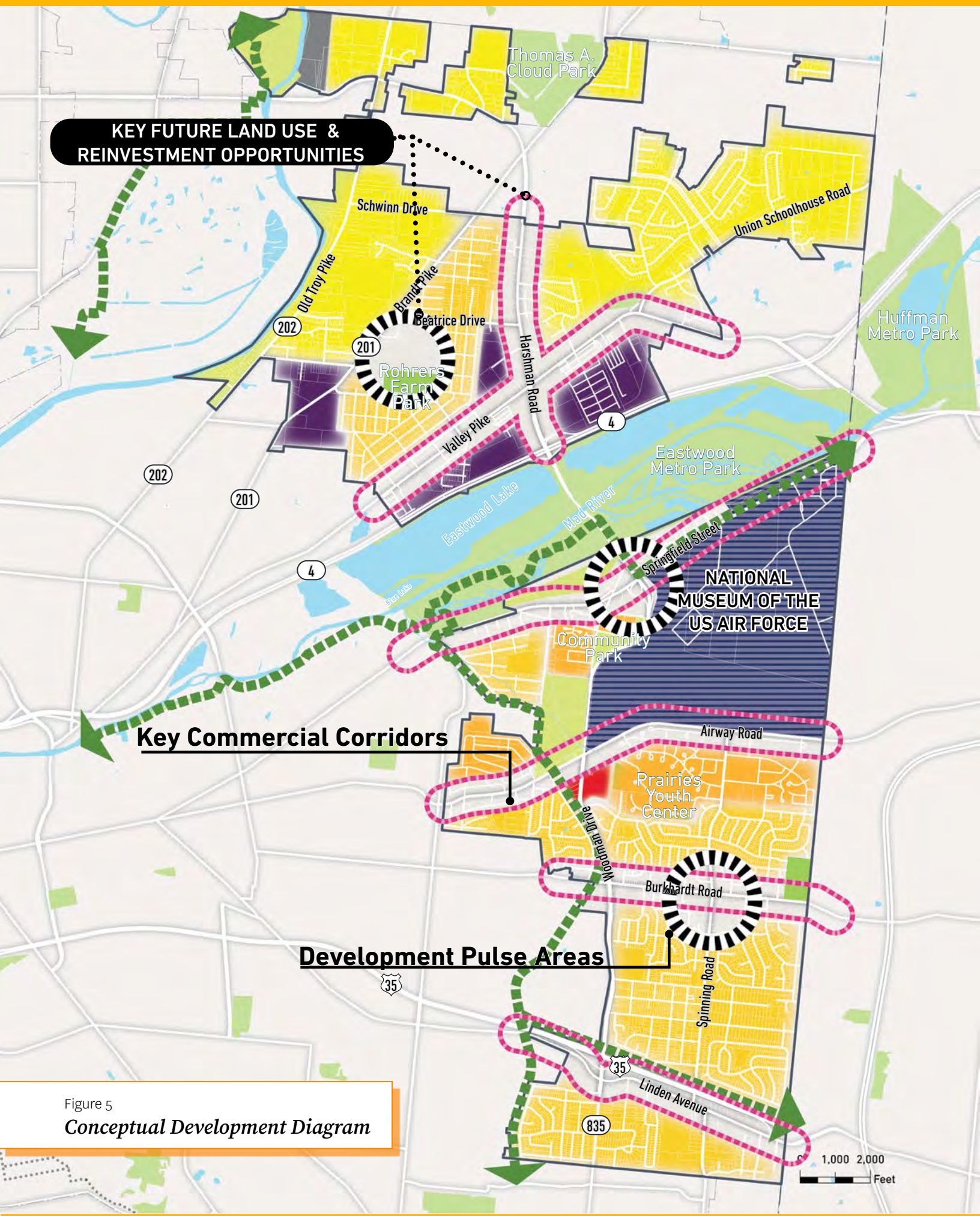


Figure 5

Conceptual Development Diagram



The Future Land Use Plan

Land use planning is essential to any comprehensive plan and represents the foundation upon which the built environment stands. It is critical for all communities to provide an appropriate mix of land uses to help serve a wide variety of residents and businesses and diversify their income tax base by balancing requirements for jobs and housing.

Land use planning and developing a Future Land Use Map should go beyond merely assigning or restricting development types by designating a parcel of land with a given use (e.g., residential, commercial, industrial). Land use planning is the community's opportunity to promote economic development, social interaction, multi-modal transportation, and environmental preservation.

Principles for Growth, Development, & Conservation help illustrate a vision for "how" the community wishes to evolve. Community Character Typologies describe the style, essence, pattern, and organization of development that accurately matches this vision. Character areas are existing and future districts within Riverside that share attributes of urban form and function, including the size and type of buildings and their relationship to the street. The Future Land Use Map is where these two recommendations collide—conceptually illustrating "where" and "how" the city should guide future physical development.

COMMUNITY CHARACTER TYPES

- Neighborhood / City Center
- Technology / Innovation
- Employment Corridors
- Flex Commercial
- Traditional Commercial
- Middle Neighborhoods
- Traditional Neighborhoods
- Suburban Neighborhoods
- Recreation / Conservation
- Air Force Base
- Public Utilities / Services

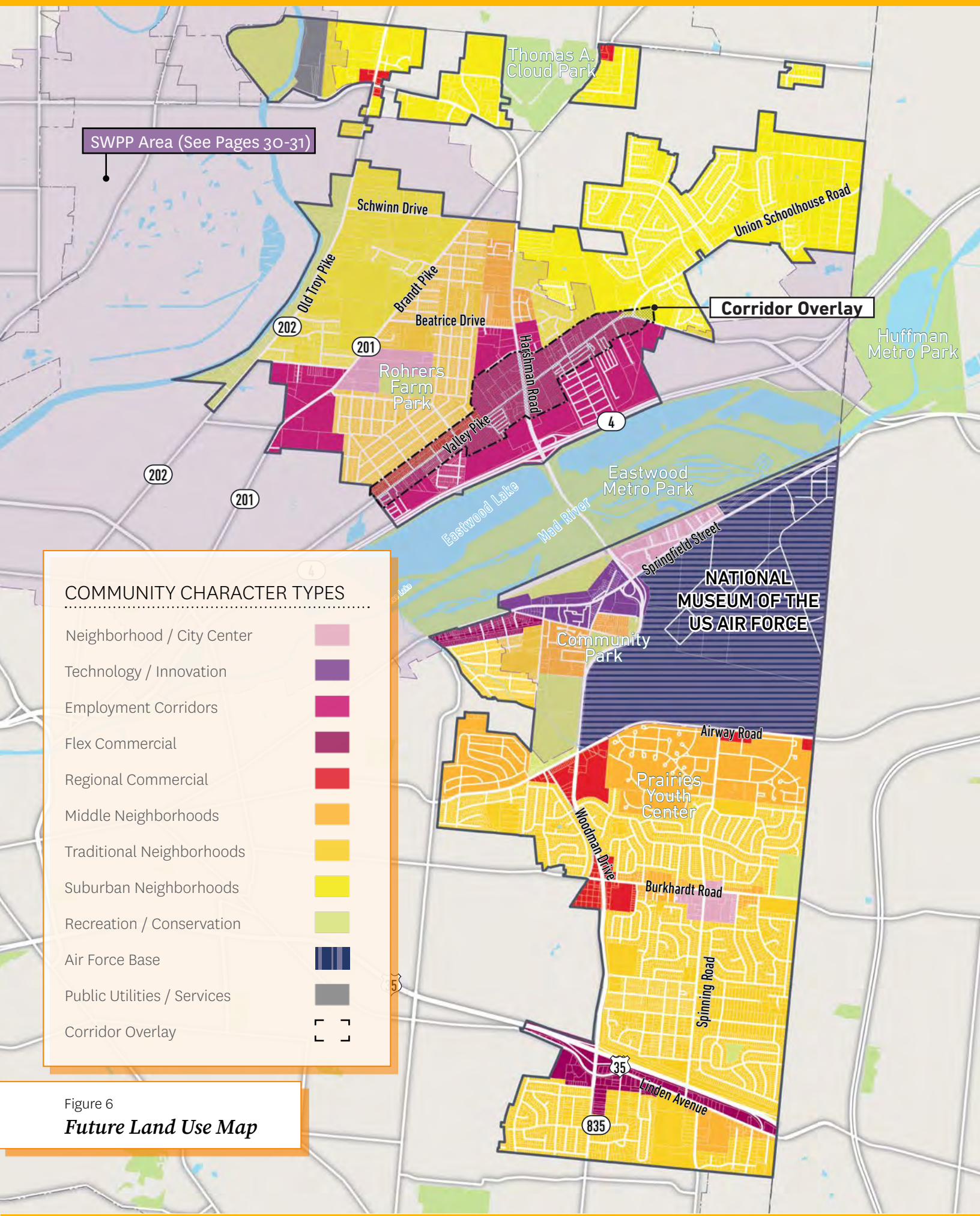


Figure 6

Future Land Use Map

Future Land Use Categories

This plan provides direction on desired, and expected future land uses within Riverside. The following categories are place typologies. They represent the land use and development character the city seeks to enable or preserve. The Community Character Typologies are to be applied generally to the areas outlined in the Future Land Use Map. Each of these typologies is a helpful visualization of an existing or potential future land use district to be located within Riverside. Many of these districts are described in their brightest form today. In contrast, others are aspirational and represent resonant ideas from around the country, community, and stakeholders involved in the ONE Riverside process.









NEIGHBORHOOD / CITY CENTER

The Neighborhood / City Center category works to foster neighborhood-focused mixed-use clusters throughout Riverside. These centers allow new and existing residents to be within walking or biking distance of restaurants, retailers, and medical offices that are pedestrian-scaled and add to the neighborhood's character. Neighborhood / City Center locations allow for a mix of complementary uses either vertically—within a building—or horizontally along a block. Neighborhood / City Center developments should include diverse residential options that may or may not currently exist within Riverside.

INTENT

- Develop key community nodes as focal points for social and economic activity
- Allow the development of mixed-use districts that contain residential, office, and commercial spaces all within one centrally located space
- Provide opportunities for new construction and infill that is compatible in scale and design with existing neighborhoods
- Promote various housing and commercial types, including multiple sizes, price points, and locations
- Improve pedestrian and transit connectivity along with aging-in-place opportunities for residents by creating holistic neighborhoods that provide daily needs within walking distance of surrounding residents

TECHNOLOGY / INNOVATION

The Tech / Innovation category takes advantage of the community's proximity to Dayton, Wright-Patterson Air Force Base, and nearby higher education institutions. This district allows a diverse collection of office and flex space suitable for corporate offices, technology, aerospace, professional services, medical research, and other craft or limited manufacturing businesses. This category supports the expansion or relocation of existing businesses while also focusing on attracting new employers.



INTENT

- Provide opportunities to sustain the growth, expansion, or relocation of businesses and employees that support existing institutions in and around Riverside
- Develop key hubs of commerce that create opportunities for businesses to leverage adjacency to existing institutions and each other
- Create opportunities to expand and diversify Riverside's existing office space to meet the needs of a changing workforce
- Allow for greater flexibility in traditional office users to include research and development or other light industrial activities







EMPLOYMENT CENTERS / CORRIDORS



Employment Centers / Corridors allow the development of aesthetically attractive working environments for research and development institutions and certain specialized manufacturing establishments. These areas support the creation of offices and other related facilities where such uses are appropriate for the surrounding infrastructure and neighborhood. This district intends to achieve economic development that would be practical and compatible with the adjacent neighbors. Employment Centers / Corridors accommodate large tracts of land thoroughly planned, coordinated, and developed into a business park, office park, industrial park, or campus-style setting.



This category is located in direct proximity to State Route 4 and includes part of Riverside's existing construction, automotive, trucking, shipping, and warehousing land uses. The Planned Employment Center District may allow a mixture of individual land uses including low-impact commercial, craft manufacturing, and limited light industrial uses as long as they are part of a larger coordinated development pattern.

INTENT

- Emphasize the strategic location of attractive developments and compatible land uses along key corridors
- Develop key hubs of employment and commerce that leverage the efficiency of being part of a single coordinated development strategy
- Promote distinctive developments that are of the highest quality in building design, landscaping, and circulation
- Improve roadway efficiency, infrastructure quality, and corridor safety to enhance pedestrian and vehicular connectivity between nearby residential neighborhoods and adjacent non-residential land uses
- Require consistent building placement, signage, and streetscape treatments to develop uniform and attractive corridors, including buffering or screening of adjacent land uses
- Focus on creating holistic neighborhoods that provide daily needs within walking distance of residents





FLEX COMMERCIAL

The Flex Commercial category supports a collection of traditional and nontraditional commercial uses. This category provides the necessary flexibility to support the adaptive reuse of vacant buildings and parcels.



INTENT

- Support adaptive reuse of vacant buildings and parcels with new businesses and land uses that can support the space (e.g., Doggie Day Care)
- Provide more flexibility in community revitalization by creating more opportunities to attract nontraditional businesses to Riverside
- Utilize consolidated access points and other infrastructure recommendations to improve access management and compatibility with adjacent land uses
- Streamline the application and approval process for interested tenets and businesses looking to reuse existing buildings and infrastructure
- Incentivize redevelopment opportunities with supporting policies and programs







REGIONAL COMMERCIAL

The Regional Commercial category intends to maintain and foster drive-up and automobile-focused businesses in the proper locations, providing all necessary retail options for residents, employees, and visitors to Riverside. This development pattern consists of roadway-oriented commercial establishments focused on maintaining ease of car access on the community's most high-volume streets (Harshman and Woodman). New building designs and site planning standards will improve the urban form and accessibility for all transportation modes.



INTENT

- Improve pedestrian and vehicular connectivity between nearby residential neighborhoods and adjacent non-residential uses
- Utilize consolidated access points between developments to improve pedestrian and vehicular safety
- Promote design for various modes of transportation (walk, bicycle, automobile) with connectivity to neighboring employment centers and neighborhoods
- Identify and emphasize roadway-oriented development opportunities at key intersections and corridors







MIDDLE NEIGHBORHOOD



The Middle Neighborhoods category includes many of the community's existing multi-family and multi-unit complexes. The term "middle" housing refers to types of housing that fall somewhere between single-family detached homes and high-rise apartment buildings. These housing types include low-rise apartments, townhomes, duplexes, and other critical multi-unit housing typologies. Middle housing provides a wide variety of options in terms of home sizes and prices within the community to support a diverse array of residents.



Having diverse housing styles and typologies is a crucial opportunity for Riverside to continually attract service members and their families while stationed at Wright Patterson Air Force Base. Middle housing also provides functional options for current or future residents to age in place or otherwise downsize from a traditional single-family detached home. Locating these higher-density neighborhoods along Riverside's commercial corridors and existing transit lines give residents better access to jobs, services, and transportation.

INTENT



- Maintain a diverse set of housing types at various sizes, price points, and all life stages
- Provide rental and ownership housing opportunities across the affordability spectrum, including service men and women stationed at Wright Patterson Air Force Base
- Promote higher-density development at key locations that can increase walkability and access to surrounding needs and amenities



TRADITIONAL NEIGHBORHOOD

The Traditional Neighborhoods category includes many existing single-family homes south of the Mad River. Traditional Neighborhoods have many of Riverside's older single-family homes built at higher densities on a more conventional grid block pattern. These walkable neighborhoods represent much of the community's naturally occurring affordable housing. Walkable neighborhood retail and other amenities should be included at key locations within these zones.



INTENT

- Provide opportunities for infill housing and commercial projects that complement existing residential patterns within the area
- Identify areas with naturally occurring affordable housing that needs to be adequately maintained and supported with various programs and policies
- Promote walkable neighborhoods that have enhanced connectivity to surrounding land uses
- Develop neighborhoods with integrated trails, parks, and other features
- Encourage the development of new housing types (duplexes, townhomes, side-by-side) at densities and locations complimenting the existing neighborhood pattern







SUBURBAN NEIGHBORHOOD

The Suburban Neighborhoods category is primarily located north of the Mad River, which includes lower-density single-family detached developments. Much of this category contains larger single-family lots and areas currently zoned R-1 and R-2, with required minimum lot areas of 15,000 and 9,600 square feet, respectively. Community amenities such as interconnected trails, parks, and other features are encouraged within this district.



INTENT

- Provide opportunities for housing in a pattern and style that effectively transitions from historical rural lots to more urbanized areas
- Maintain a diverse set of housing types and various sizes, price points, and all life stages
- Develop neighborhoods with integrated trails, parks, and other features







RECREATION / CONSERVATION

Lands within this category generally include large parks, recreational areas, open spaces, and undeveloped natural areas protected from development by the city, state, county, or other authorities. Other lands that are not currently parks or preserved but should be considered for these uses may also be included in this designation.



INTENT

- Maintain and preserve parks and other natural features within the community
- Provide areas for stormwater infiltration and management to help alleviate flooding
- Provide residents equitable access to parks and open spaces throughout Riverside
- Protect, Preserve, and enhance the Mad River and Miami River stream corridors and the Mad River aquifer



CORRIDOR OVERLAY DISTRICT(S)

The Corridor Overlay District is a potential land use and corresponding zoning designation intended to regulate future land use and development typologies along Valley Pike Road. The overlay district can be replicated and used on additional commercial corridors throughout Riverside. The Overlay Zone does not preclude development but is intended to be a tool that is designed to promote context-sensitive development and site designs compatible with the corridor's existing character and long-term vision. Specific constraints and desired land use types may vary from Valley Pike to Burkhardt and Airway Roads, but some common goals and features of these areas remain.









INTENT

- Create more effective, efficient, consistent streets for all roadway users, including pedestrians and transit riders.
- Reduce curb cuts and improve access management by allowing shared driveways and shared parking to increase traffic flow and safety for all users.
- Require crucial streetscape elements (sidewalks, trees, lighting, transit stops) that help support current and future land uses while encouraging multi-modal transportation options.
- Maintain uniformity in design, aesthetics, and layout while creating opportunities for unique gateways that signal arrival and departure.
- Promote roadway designs that increase safety while supporting improved aesthetics, stormwater management, and economic development.
- Provide adequate routes, space and amenities at transit stops that help promote small scale transit orientated developments and land use patterns.
- Allow variations to the zoning code for building location, parking and setback requirements, or restrictions on land uses.
- Utilize additional tools and incentives such as supplementary funding, increased densities, or streamlined permitting to help promote increased economic redevelopment along critical commercial corridors.

WRIGHT-PATTERSON AIR FORCE BASE

This district includes all parcels bound by Airway, Harshman, and Springfield streets currently owned by the United States of America. These contiguous parcels are part of the Wright-Patterson Air Force Base or National Museum of the US Air Force and remain limited in their availability for public use or other economic development opportunities.



PUBLIC UTILITIES / INFRASTRUCTURE

The Public Utilities / Infrastructure district contains parcels for local or regional utilities, including power, stormwater management, wastewater treatment, or high-volume roadways. Due to their strategic location and, in many cases, service to the larger Dayton region, future land use considerations for these areas would need to be part of a more extensive strategic planning process that determines capacity needs and locations of new plants to replace those currently in use.



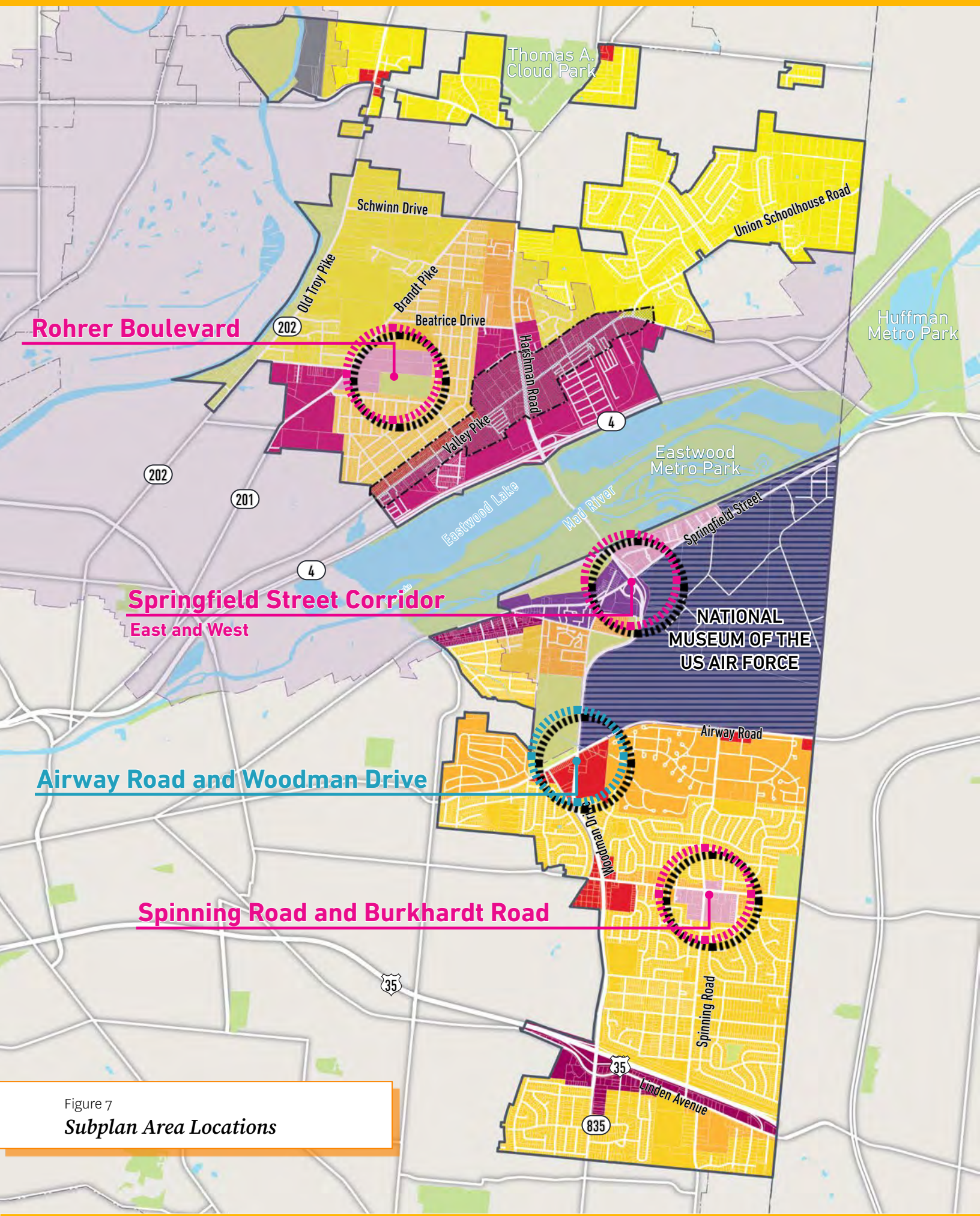


Figure 7

Subplan Area Locations

3
Special focus areas were identified based on their potential for short-term (next five years) development or redevelopment

600+
New dwelling units split between various products



130+
Combined acreage of three focus areas located on the map on the previous page

200
New jobs split across sectors

$350K
Net fiscal benefit based on new (+/- $100k)

4
Acres of new park

220K
Total square footage of new commercial space split across three districts

2
Subplan areas identified for long-term strategic development opportunities

66
Community stakeholder interviews

Focused Subarea Plans

The Future Land Use strategy identifies four development pulse points or focused development/redevelopment subplan areas. These locations represent opportunities for reinvestment and potential changes to match the community's principles for growth and future land use map.

Pulse points indicate unique opportunities for Riverside to overcome the physical challenges created by annexing the village and township into one 'island' community and the Mad River bifurcating the community into 'northern' and 'southern' neighborhoods. These subplan areas represent immediate opportunities to achieve the community's vision and develop vibrant mixed-use activity centers for residents to gather. Three of these subplan areas have been selected to be expanded upon in the following pages. These pulse points have many elements necessary for the city to fast-track improvements, including leadership support, site control, available funding, and active development interest.

Focused subplan areas were selected based on several factors:

- Opportunity for large-site(s) redevelopment with growing vacancy (retail, office, etc.)
- "Greenfield" or undeveloped site
- Proximity or current utility service (water, sewer, electricity, gas, etc.)
- Limited underlying environmental constraints (flooding, site remediation, etc.)
- Proximity to complementary uses
- Opportunity to generate new revenue

SUBPLAN AREA DETAIL:

Rohrer Boulevard

A Re-imagined Rohrer's Farm Park and small Town Square anchor a new walkable neighborhood in Northern Riverside.

Located east of Brandt Pike and north of Rohrer's Farm Park, this area includes several large greenfield parcels and adjacent properties in northern Riverside. Various existing streets and neighborhoods surround Rohrer's Farm Park as the central feature of this focus area.

Subplan Area opportunities start with potential upgrades and improvements to Rohrer's Farm Park, making this a central activity space for the neighborhood and all of Riverside. Adjacent parcels and neighborhood streets provide opportunities to expand park offerings while creating new entrances and community links.

ROHRER BOULEVARD: **OPPORTUNITIES**



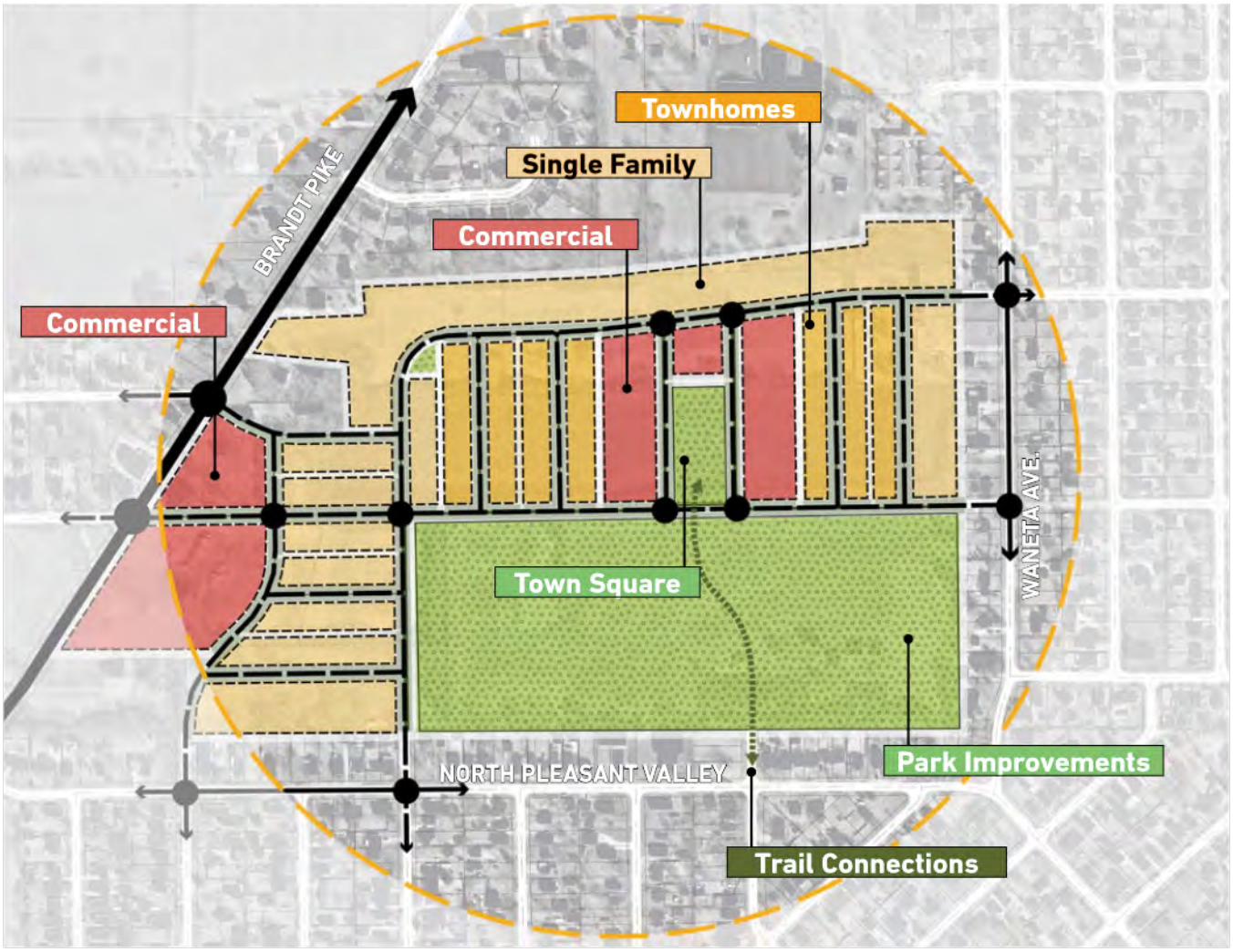




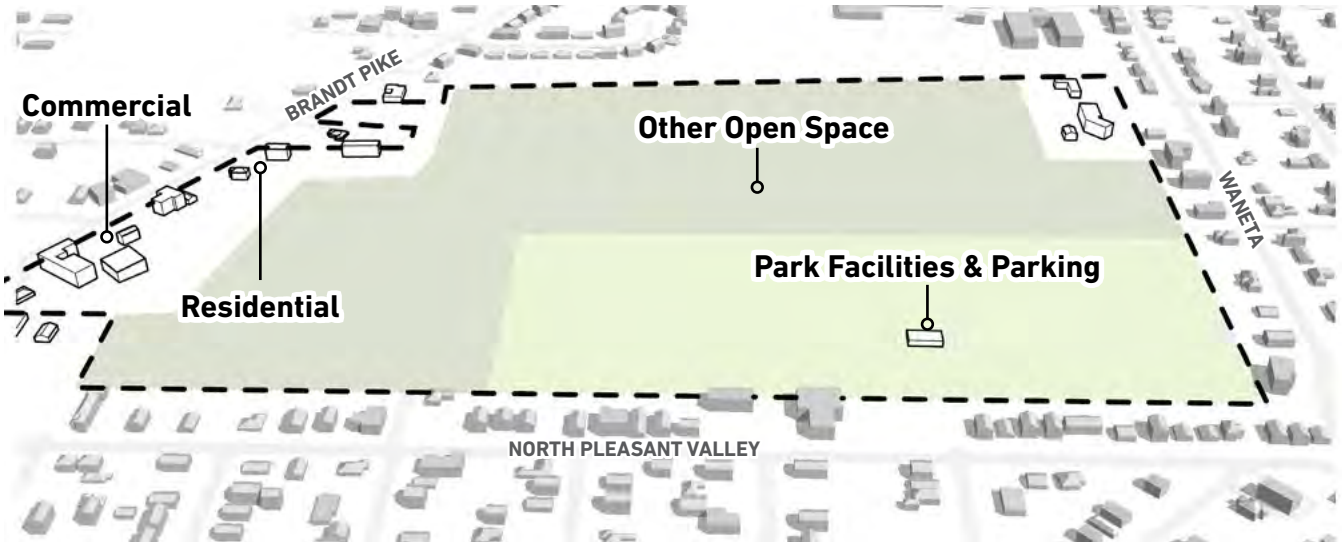


The vision for this area is a new city park that connects directly to adjacent homes and a new walkable neighborhood center. A town square at the heart of this unique neighborhood creates a centrally located open space for community events and activities. Surrounding the upgraded Rohrer's Farm Park and Town Square are residential neighborhoods—all within walking distance—that provide a variety of housing types and price points while blending seamlessly into the surrounding community fabric. An upgraded park with new entrance points and trail connections helps foster the creation of this distinct neighborhood and social gathering space for Riverside.

ROHRER BOULEVARD: **POTENTIAL DEVELOPMENT PROGRAM**



ROHRER BOULEVARD: **EXISTING CONDITIONS**



ROHRER BOULEVARD: **DEVELOPMENT POTENTIAL**



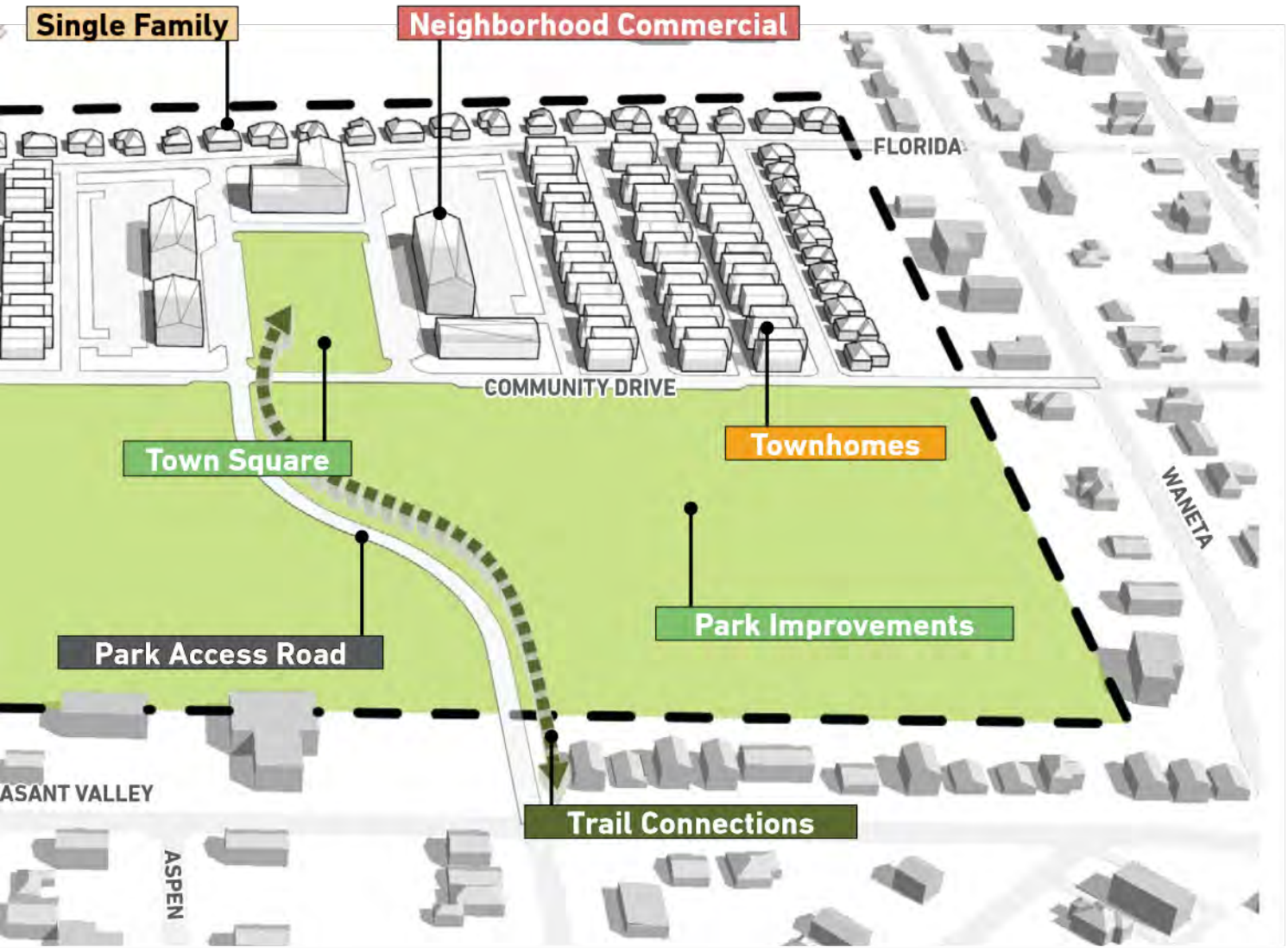
Capacity Study

Rohrers Farm Park: **Today**

- Existing Zoning:
  - R-1 Residential
  - C-1 Commercial
  - B-2 Business
- Site Area: +/-65 Acres
- FAR: .01 (+/- 30,000 SF of Building Area)
- Building Heights
  - Commercial +/- 1 -2 Floors
  - Single Family 1-2 Floors
- Community Amenities
  - Rohrer's Farm Park

Rohrers Farm Park: **Opportunities**

- Future Land Use:
  - Neighborhood / City Center
- Site Area: +/-65 Acres
- FAR: .20
- Residential Units +/- 231 (3.5 DUA)
- 1st Floor Commercial / Office +/- 67,000 SF
- New Park Space (Town Square) +/- 1 Acres
- Improved Rohrer's Park +/- 20 Acres



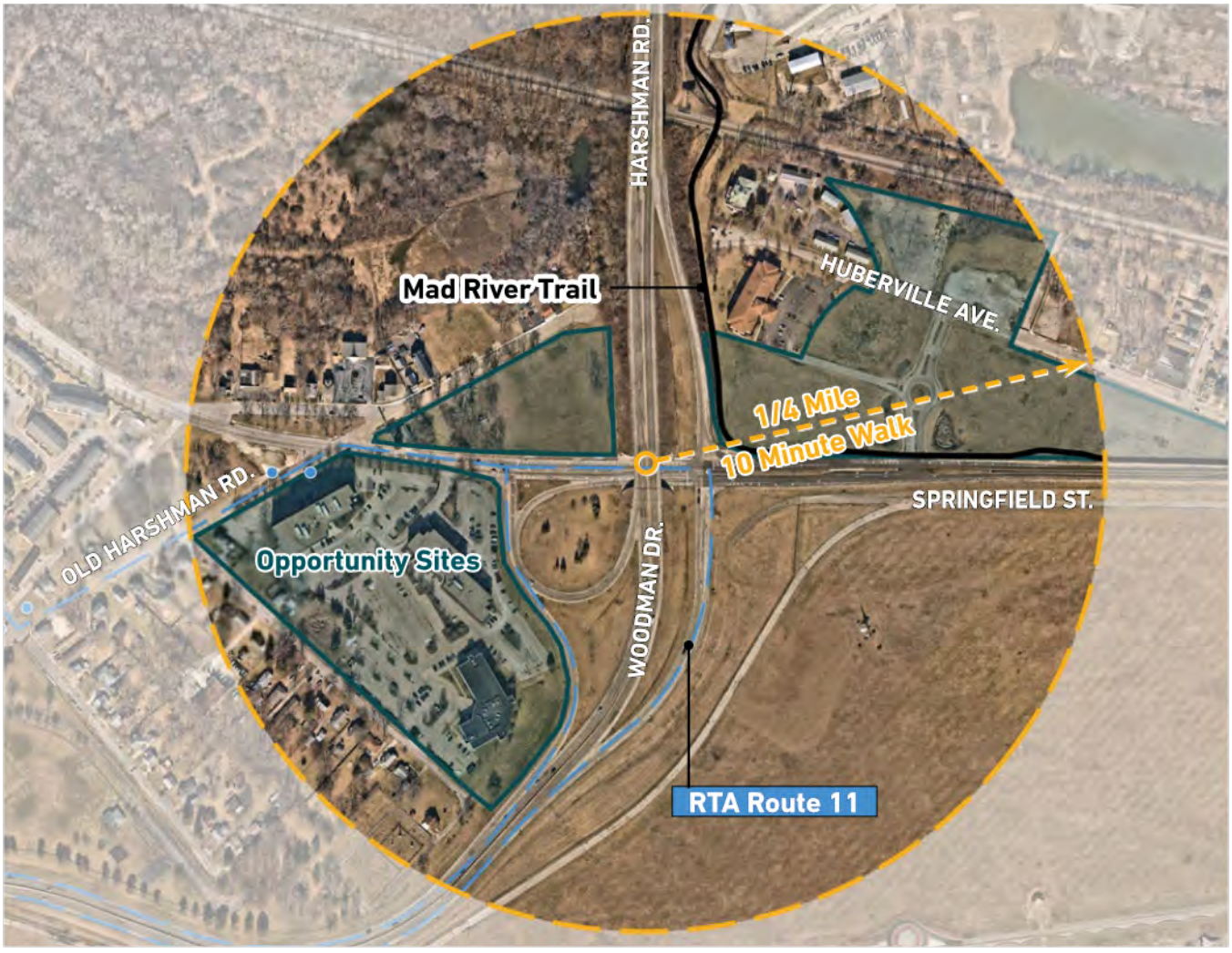
SUBPLAN AREA DETAIL:

Springfield Street Corridor

A Technology Hub and Gateway to the City of Riverside and the Wright Patterson Air Force Base and Museum.

Adjacent to the intersection of Harshman / Woodman Roads and Springfield Street, extending north towards Huberville Avenue. This area has direct proximity to Wright Patterson Air Force Base (WPAFB) and the National Museum of the United States Air Force. Formerly known as the "Center of Flight," Riverside began planning for development in this area in 2003, with multiple plan options that included restaurants, retail, high-density offices, a conference center, a hotel, and light manufacturing for prototype development. Since then, only a hotel has occupied this area due to site contamination and EPA development restrictions implemented in 2005. A few factors constrain the site; one is the existence of a Brownfield in the vicinity of Springfield Street, Huberville Avenue, and Harshman Road. The existing intersection also maintains a partial cloverleaf with several on and off-ramps, including a grade-separated crossing at Springfield Street.

SPRINGFIELD STREET CORRIDOR: **OPPORTUNITIES**





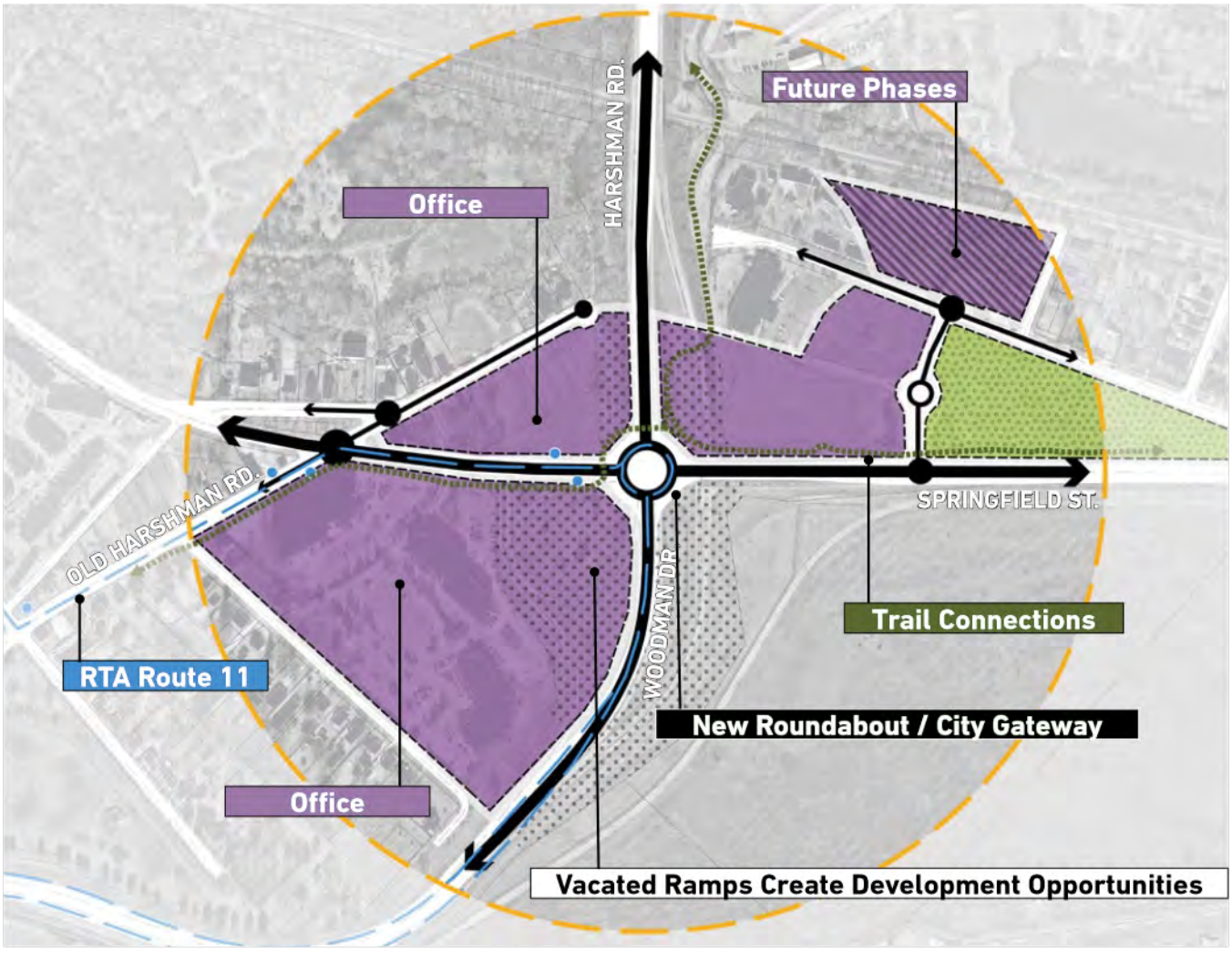




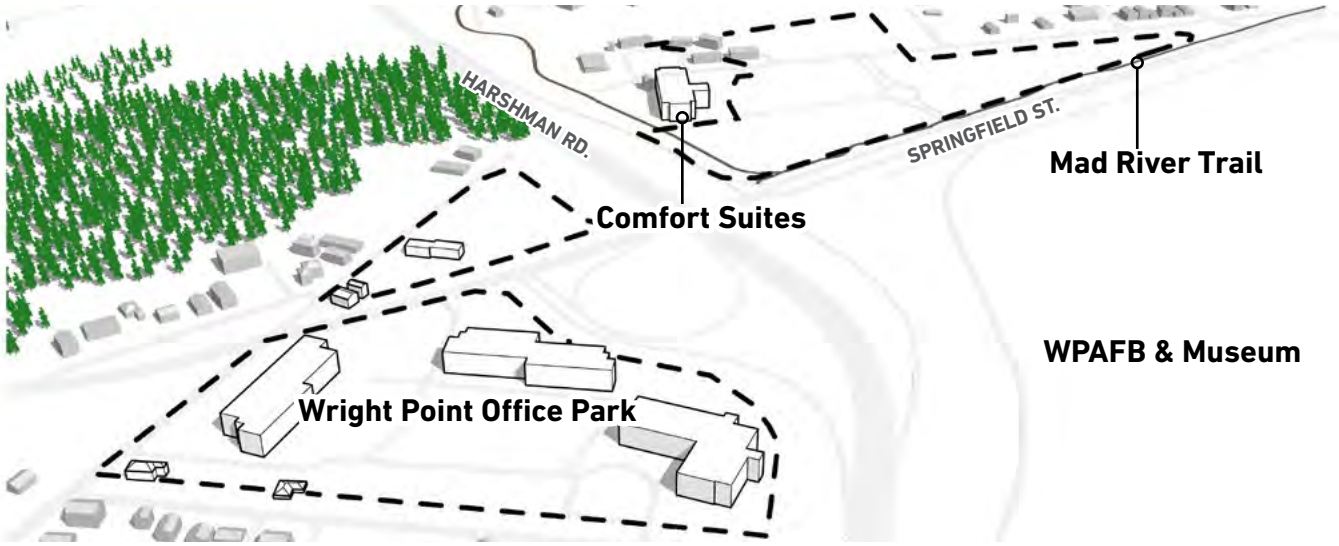
Opportunities include the City of Riverside's ownership of over 13 acres of land adjacent to the intersection, including parcels on the Northeast, Northwest, and Southwest corners. The Mad River Recreation Trail passes through the focus area, providing direct access to Eastwood MetroPark and Downtown Dayton. The former vision for the project is a central office, technology hub, and gateway into Riverside that leverages its adjacency to The Wright Patterson Air Force Base District.

The past vision for the area remains an option as part of a proposed City Center project along the Springfield Street Corridor. Reconfiguring the current intersection into a new roundabout creates new development opportunities for this site, linking surrounding neighborhoods and assets. This area has been a prominent feature of Riverside's plans for economic growth due to its location and land ownership opportunities.

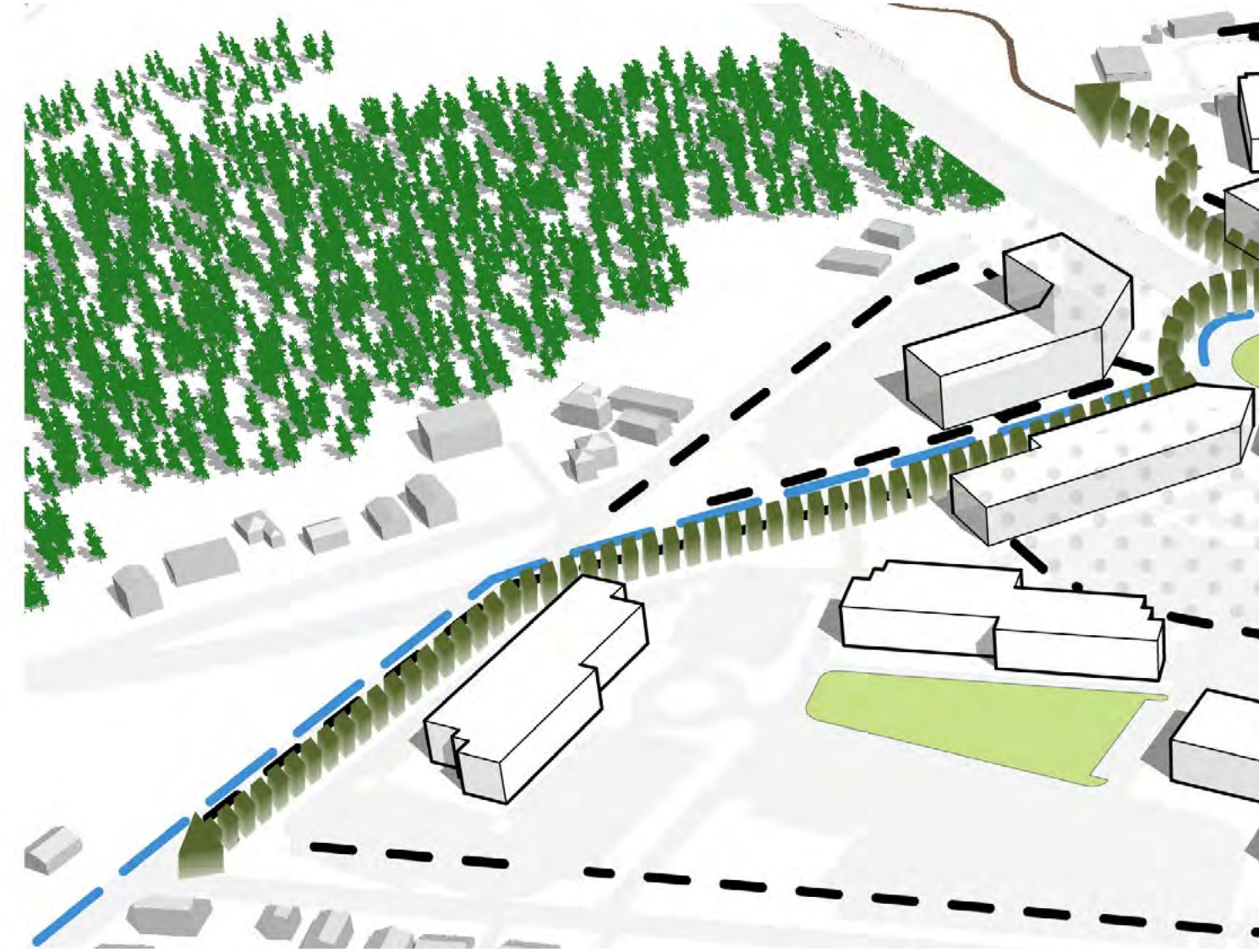
CORRIDOR: **POTENTIAL DEVELOPMENT PROGRAM**



SPRINGFIELD STREET CORRIDOR: **EXISTING CONDITIONS**



SPRINGFIELD STREET CORRIDOR: **DEVELOPMENT POTENTIAL**



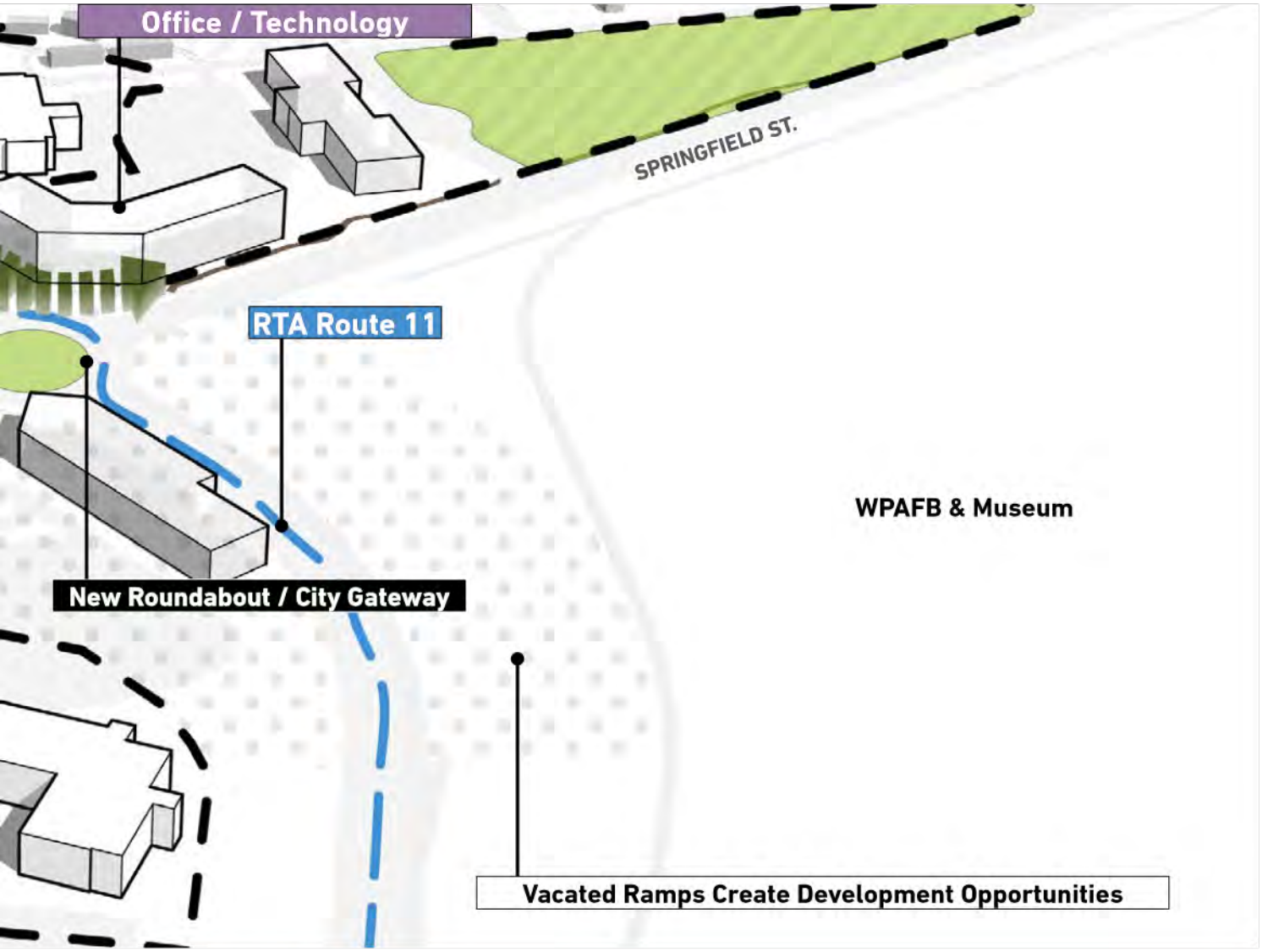
Capacity Study

Springfield Street Corridor: **Today**

- Existing Zoning:
  - B-2 Business
  - HC Heavy Commercial
- Site Area: +/-29 Acres
- FAR: .20 (+/- 225,000 SF of Building Area)
- Building Heights
  - Office +/- 3 Floors
  - Hotel 3 Floors
  - Single Family 1-2 Floors
- Community Amenities
  - Dayton RTA Route #11
  - Mad River Trail & Eastwood MetroParks
  - WPAFB & Air Force Museum

Springfield Street Corridor: **Opportunities**

- Future Land Use:
  - Technology & innovation
- Site Area: +/-29 Acres
  - Potentially 40 Acres with vacated ROW
- FAR: .40
- Residential Units +/- 0
- Commercial +/- 20,000 SF
- Office / Technology +/- 600,000



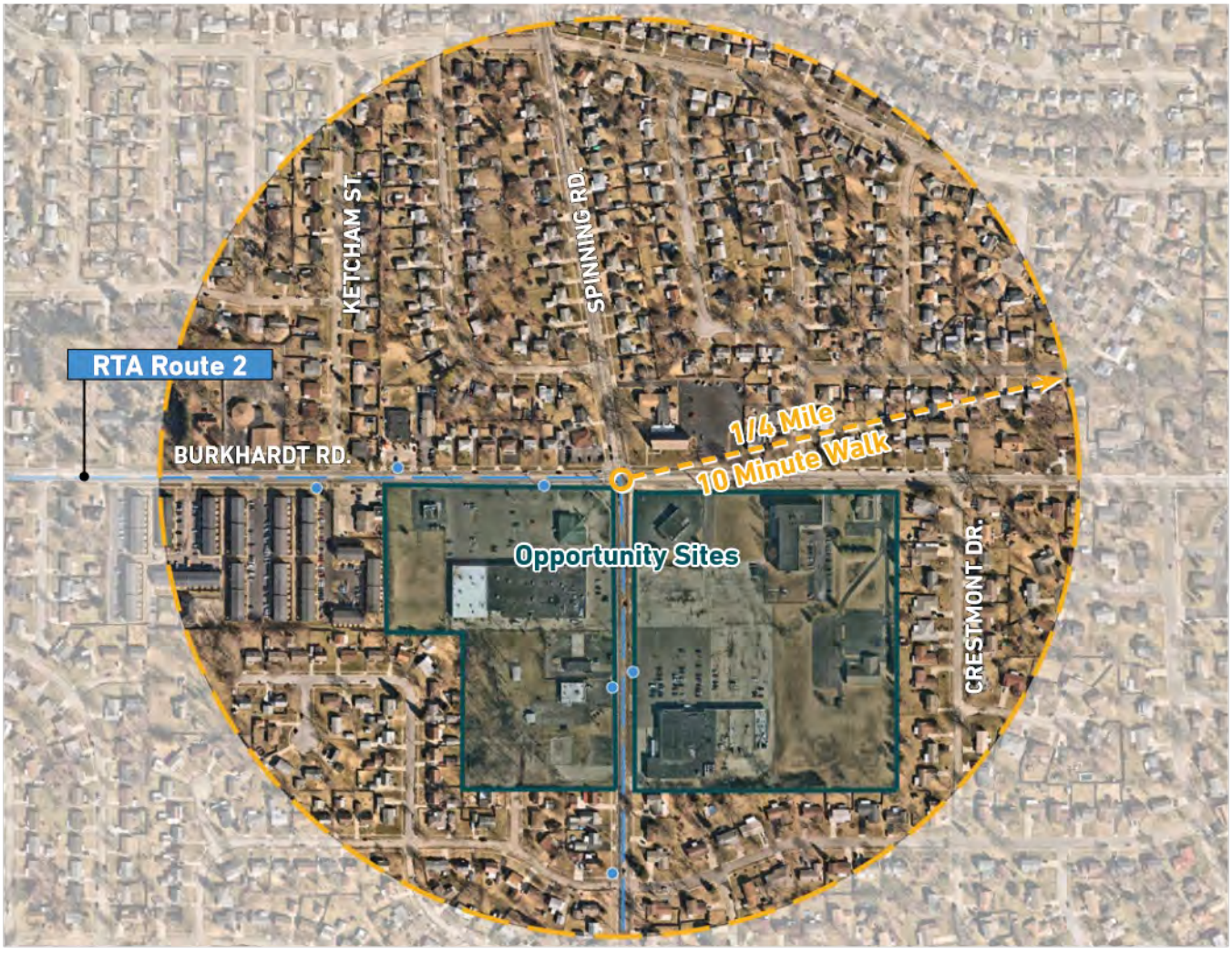
SUBPLAN AREA DETAIL:

Spinning Road and Burkhardt Road

A Walkable Mixed-Use Town Center that weaves into the existing neighborhood, providing accessible housing, food, and entertainment options for residents.

Located at the intersection of Burkhardt and Spinning Roads, this area includes the Spinning Road Plaza Shopping Center and adjacent properties. Various existing businesses are scattered among vacant parking lots and buildings throughout the focus area, including VFW post 657, the Guadalupana Super Market, and Mad River Manor Apartments. Situated in the heart of southern Riverside, this site is just a short 10 or 15-minute walk or bike from the surrounding neighborhoods. Dayton RTA bus route two also passes through the focus area, providing increased access to housing and jobs within the project area.

SPINNING ROAD AND BURKHARDT ROAD: **OPPORTUNITIES**



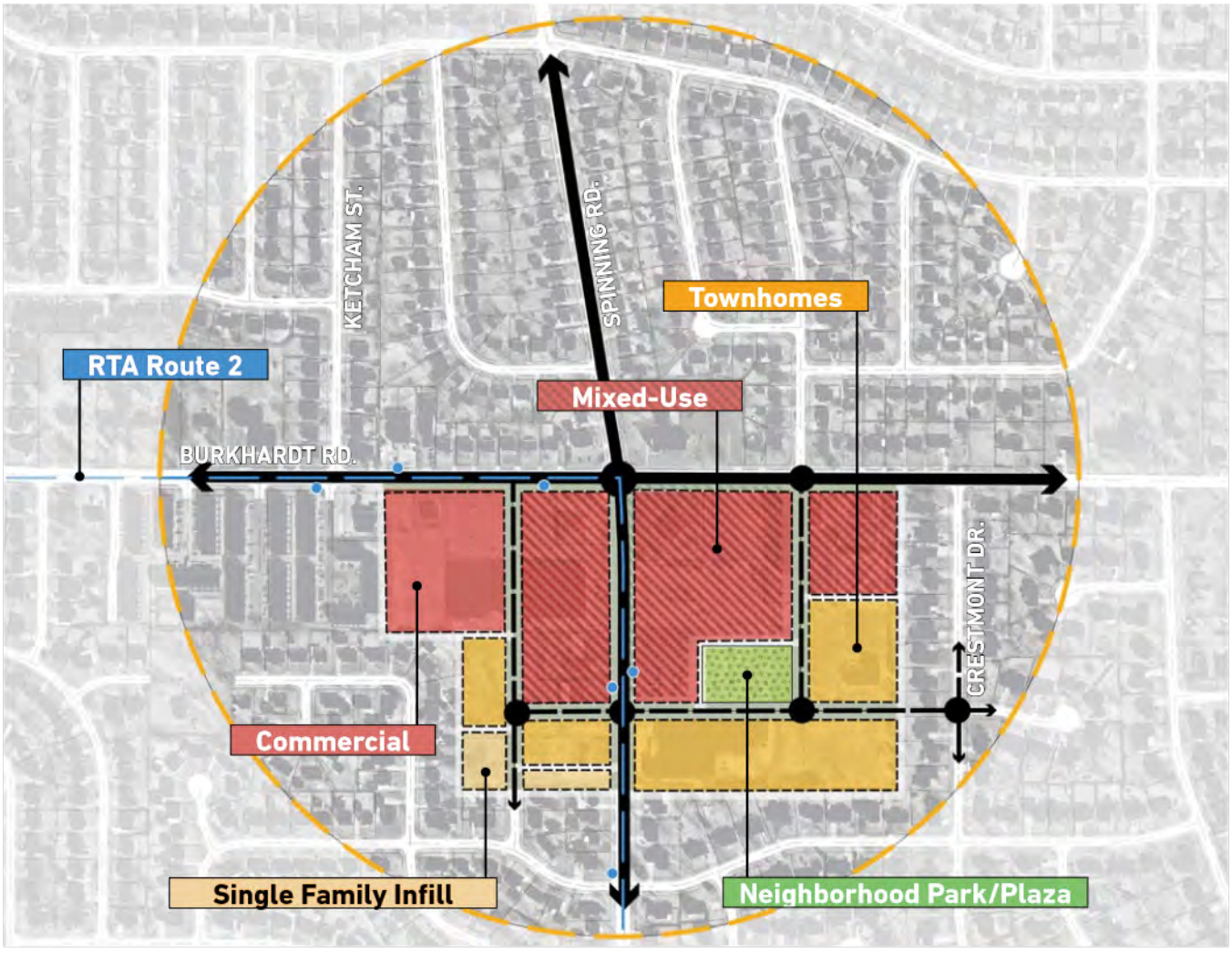




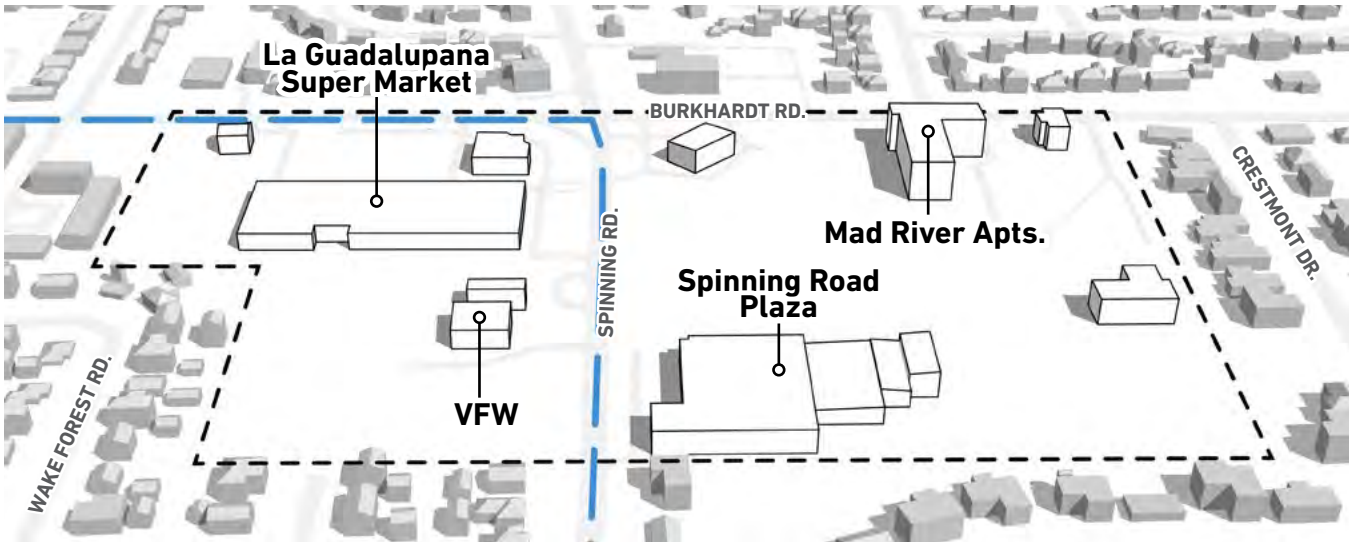


Site opportunities include the 7-acre Kroger site and adjacent properties to the north and east. The existing street, sidewalk, and bus network allow residents to directly access any new shopping, entertainment, or employment opportunities. The vision for the former Kroger site is a centrally located and dynamic mixed-use town center with various commercial spaces and housing typologies, including apartments, townhomes, and single-family detached units. Multi-story buildings along the street, with parking in the rear, blend in with the existing neighborhood, creating new community gathering spaces and local business opportunities. The redevelopment of this critical intersection creates a new central meeting space for residents to live, work, and play.

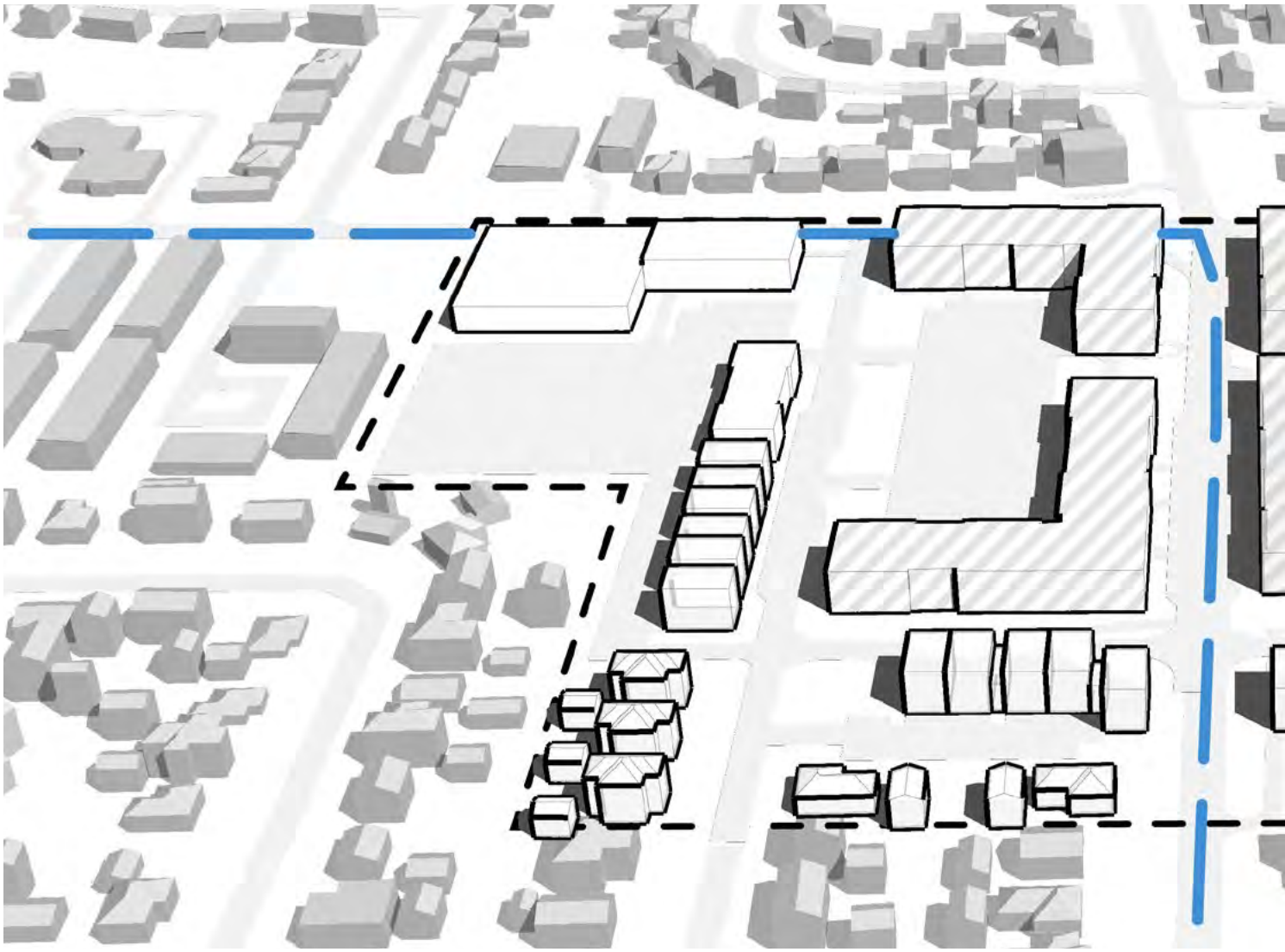
SPINNING AND BURKHARDT: **POTENTIAL DEVELOPMENT PROGRAM**



SPINNING AND BURKHARDT: **EXISTING CONDITIONS**



SPINNING AND BURKHARDT: **DEVELOPMENT POTENTIAL**



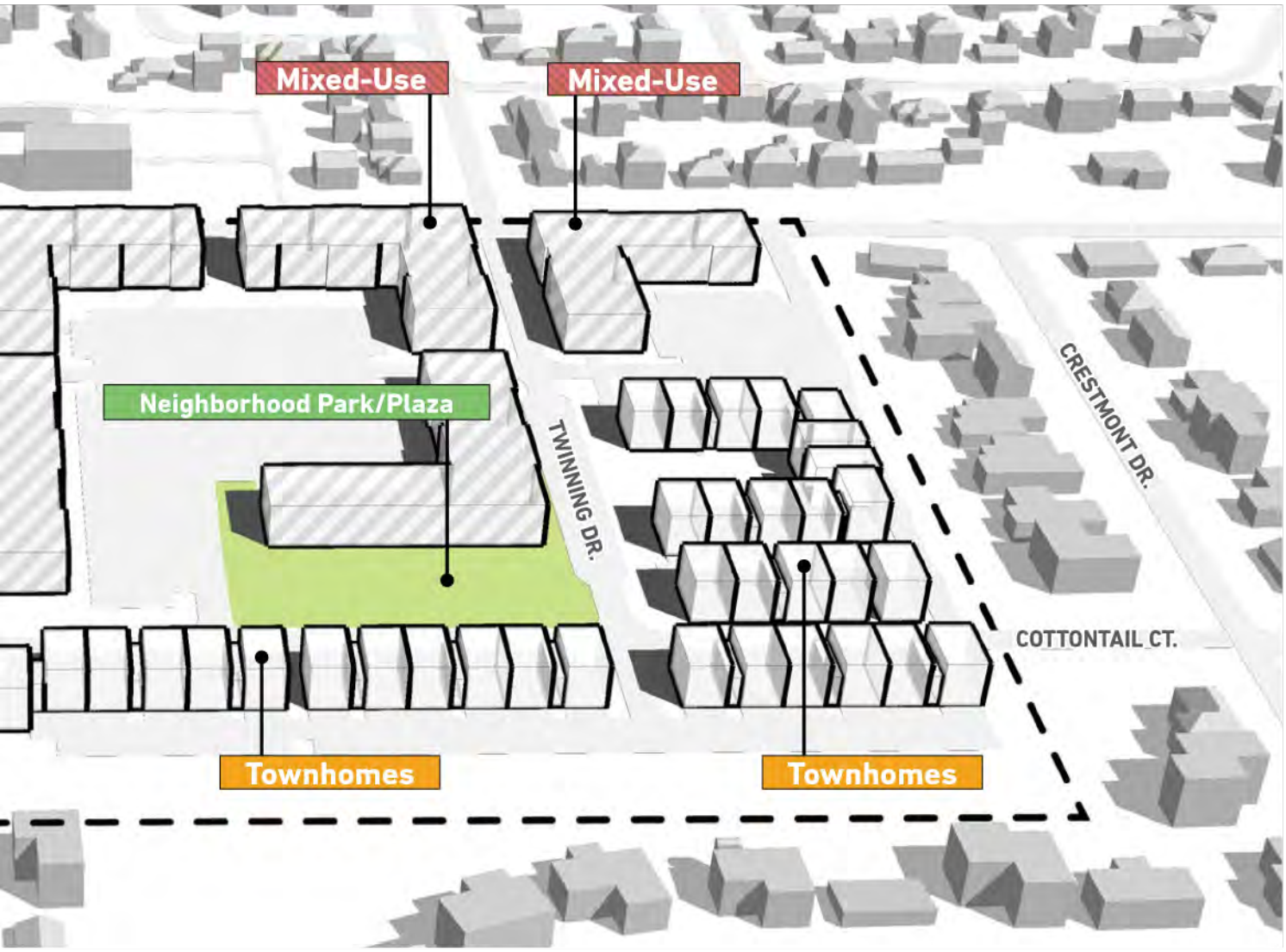
Capacity Study

Spinning Road and Burkhardt Road: **Today**

- Existing Zoning:
  - B-1 Business
- Site Area: +/-25 Acres
- FAR: .16 (+/- 180,000 SF of Building Area)
- Building Heights
  - Commercial +/- 1 Floor
  - Multi-Family 4 Floors
  - Single Family 1-2 Floors
- Community Amenities
  - Dayton RTA Route #2
  - La Guadalupana Supermarket
  - Spinning Road Church / Preschool

Spinning Road and Burkhardt Road: **Opportunities**

- Future Land Use:
  - Neighborhood / City Center
- Site Area: +/-25 Acres
  - Phase-I 14.5 Acres
  - Phase-II 10.5
- FAR: .70
- Residential Units +/- 380 (15 DUA)
- 1st Floor Commercial / Office +/- 150,000 SF
- Park Space +/- 1 Acre



PLACES ACTION AGENDA

The Comprehensive Plan for ONE Riverside is a collection of ideas for future consideration and investment. These initiatives, policies, and programs are referred to as actions. They were chosen for their ability to help the city achieve its vision. This action plan is tailored to Riverside's specific circumstances, conditions, and trends. The plan is ambitious, and it will necessitate significant investment, collaboration, and dedication. It represents a long-term strategy that, with continued focus and energy, will contribute to Riverside becoming more prosperous and livable in the future. The actions in this chapter are focused on the built and natural environments and cover topics such as land regulation, development review, parks, trails, and more.

P1 ***Socialize and Champion the Conceptual Development Strategy and Principles.*** Advocate for the Future Land Use Map – including the addition of different development character types that fit within the existing context of Riverside. Update the Future Land Use Map and corresponding zoning code to adapt to changing needs and conditions proactively.

P2 ***Develop a Modern Zoning Code and Subdivision Regulations that reflect Riverside's future land use needs and character.*** Review and audit existing Zoning Code to identify needs, gaps, barriers, or obsolete requirements. Utilize existing resources to update code internally or prepare an RFP to hire an organization capable of implementing necessary code improvements. Zoning Code changes should be tailored to Riverside's needs but may utilize one or a combination of the following approaches.

- **Complete Update:** this option requires a complete re-write of all sections of the Zoning Code. Updates may include a form-based code approach or a more graphic code based on the Community Vision, Development Principles, and Future Land Use Map.
- **Targeted Update:** This option focuses on a re-write of select Zoning Codes or the creation of new Zoning Districts: One example would be to update the Urban Core District and identify specific parcels where the City of Riverside should utilize this zoning typology.
- **Cumulative Update:** This option concentrates on sections of the code that are outdated by today's standards or best practices. Recommendations may include changing elements within specific districts instead of re-writing an entire section. Changes could require a reduction in parking minimums, building setbacks, or allowable land uses that stimulate new development forms and support the community's vision.

P3 ***Strengthen commercial and residential code enforcement and maintenance protocols for properties in violation of City ordinances.*** Effective enforcement of local codes ensures that Riverside is actively inspecting and maintaining its existing assets to help prevent code violations and subsequent deterioration in the quality and character of its housing and neighborhoods. Riverside should prioritize code enforcement, focusing on proactive inspections of key neighborhoods and health-related issues resulting in safety concerns or substandard housing.

P4 ***Continue to execute Brownfield Redevelopment Strategy.*** Secure Brownfield funding to update earlier environmental studies and identify additional sites to initiate remediation strategies. Riverside has already completed various Phase I and II remediation projects and has received EPA funds, and this momentum should be carried into the future to continue transforming contaminated sites around Riverside. Continue to identify all brownfield sites and parcels within the community, including specific environmental issues, necessary remediation strategies, and successful application in other communities, along with available state and federal funding resources. This outline will help Riverside connect contaminated sites to the resources necessary to remediate lingering environmental issues.



Sidebar

BROWNFIELD CASE STUDY

There are more than 9,000 brownfield sites throughout Ohio. Brownfields are abandoned, vacant, idle, and underutilized properties that are unsuitable for development due to soil or other environmental contamination from former industrial or commercial activity. Estimates to remediate hazardous substances located within brownfields range from $15,000 to $35,000 dollars an acre. Vacant buildings and properties can become health and safety hazards for any community, in addition to the loss of revenue and economic development opportunities. Due to the cost of remediation, the State of Ohio and other federal agencies have stepped in to help unlock the latent demand for these areas, opening up locations for new investment and job creation opportunities.

Since the sunset of Ohio's Clean Ohio Revitalization Fund (CORF), the State has created the Brownfield Remediation Fund and Building Demolition and Site Revitalization Program through the Ohio Department of Development. In Fiscal Year 2022-2023, the State's Generally Assembly allocated $500 million for the assessment and clean-up of brownfield sites. In addition to State programs, the federal Bipartisan Infrastructure Bill invested more than $1.5 Billion into the EPA's existing Brownfields Program.

P5 ***Apply for Brownfield Remediation Grants.*** In June of 2022 Governor Dewine announced the awarding of $192 million dollars in Brownfield Remediation Grants for 112 projects in 41 different counties throughout the state of Ohio. These awards included money for both site clean-up and environmental assessment, include three such projects in Montgomery County (Dayton Arcade - Clean-up, Appvion Wastewater Treatment Plant - Assessment, Greater Dayton School - Clean-up). Accessing funds at the state and federal level to help clean up sites that are abandoned or underutilized due to potential hazardous substances will help create additional opportunities for economic growth in Riverside.

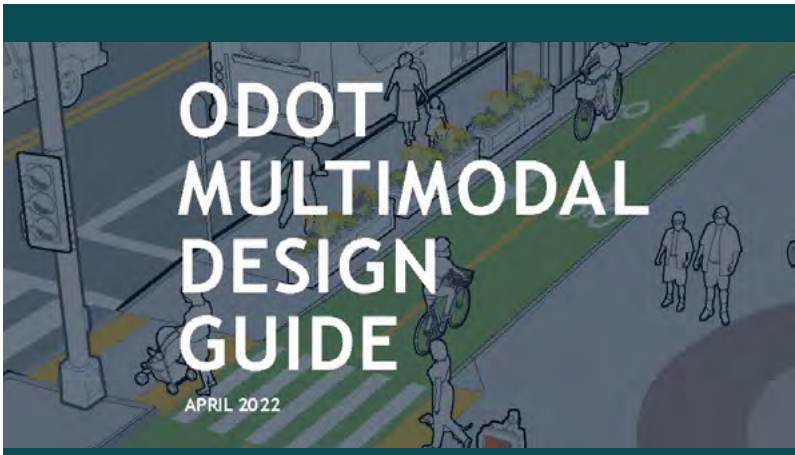
P6 ***Prepare a commercial and industrial development playbook and marketing strategy for key sites and opportunities.*** Identify local opportunity sites for potential commercial and industrial development. Develop site-specific master plans and targeted marketing materials to help potential developers and investors visualize potential opportunities and desired outcomes for new development. Materials should include existing demographics and site specific plans or illustrations to target existing industries and high-tech companies who wish to leverage adjacency to Wright Patterson Air Force Base. Review existing ordinances and development approval processes to streamline priority redevelopment initiatives.

P7 ***Evaluate new uses for existing publicly maintained facilities or land.*** Develop Specific Local Planning Area Studies and Development Concepts for Focus Areas included in the plan. Study the relocation and construction of a new City Hall.

P8 ***Re-establish of a Community Development Corporation (CDC) or the re-establishment of a Community Improvement Corporation (CIC) Model.*** Create a CDC to help with a wide range of social services, from the development of affordable housing to community programming, education, commercial development, neighborhood cleanup, and streetscape projects. A Community Development Corporation (CDC) or Community Improvement Corporation (CIC) allows Riverside to acquire and sell land more efficiently. CIC can be used to acquire several small parcels to gain site control, create shovel-ready projects and help attract new investments. Funds raised from a sale or lease of property would then be deposited in Riverside's General Fund Account.

P9 ***Plan and develop an internal greenways network.*** Accessible trails and greenways connect residents to key destinations and the larger regional network, including parks and downtown Dayton. In partnership with residents and regional agencies like MVRPC, Riverside should develop a detailed Active Transportation and Thoroughfares Plan that identifies key links, connections, and funding resources that leverage the existing trail network. Using existing resources such as the ODOT Active Transportation Plan Development Guide and the ODOT Multi-modal Design Guide, Riverside can build new safe and accessible pedestrian and bike connections, including new links to the Mad River Trail, Creekside Trail, Iron Horse Trail, and Eastwood MetroPark.

P10 ***Develop a parks, recreation, and open space master plan.*** Parks and recreation opportunities are fundamental to healthy, connected, sustainable, and resilient communities. Riverside needs to create a long-range parks and recreation master plan that outlines comprehensive and systematic steps to improving the city's park system. A parks and recreation master plan creates a road map to prioritize necessary improvements and identify funding resources and implementation strategies. Engaging stakeholders to envision an improved Rohrer's Farm Park that serves the needs of residents and community groups is essential to enhancing their quality of life and achieving the goals outlined in the Riverside Master Plan.



Sidebar

ODOT ACTIVE TRANSPORTATION GUIDES

Communities that provide multi-modal transportation options in the form of walking and biking via greenways, trails, bike lanes, and sidewalks reap the benefits of increased equity, sustainability, public health, quality of life, economic development, and efficient land use. Having convenient and safe access to destinations via trails and bike paths can increase property values and neighborhood demand.

Active transportation in the form of walking and biking is an essential component of every thriving community throughout Ohio. To help local municipalities in the planning, design, and implementation of these amenities, the Ohio Department of Transportation (ODOT) has created several guides and resources dedicated to initiatives that make Ohio safer for pedestrians and cyclists.

Guides and resources available from ODOT include a Multi-Modal Design Guide and Active Transportation Plan Development Guide. In addition to these design and planning guides, ODOT also created the Active Transportation Development Assistance Program, this competitive program is open to all local governments wishing to pursue the development of a standalone Active Transportation Plan. Established in 2022, ODOT hopes to provide consultant planning assistance to several applicants each year.

CHAPTER GOAL

Strong, vital, independent.

Tapped into the regional economy;

Fostering small business and helping them scale, and;

Maintaining and expanding our affordable, quality housing.







Prosperity

Community prosperity is a continual pursuit. It's a measure of strength of the local economy, the opportunities for citizens, and the general quality of life for families. A strong community – like Riverside – is a community that pursues economic development with purpose. Where the outcomes are shared and the impacts are spread. This section highlights a path toward greater prosperity in Riverside. The chapter includes key conditions, trends and actions related to economic development, fiscal conditions and trends, housing, real estate, personal prosperity, and other topics.

OBJECTIVES

- Increase city revenue
- Continue to diversify revenue sources
- Grow the population; grow the local employment base
- Expand the number and diversity of housing units
- Maintain the City's affordability advantage
- Increase visitor spending in terms of time and money
- Take better advantage of state and federal grant programs
- Improve the City's regional reputation and visibility
- Align redevelopment areas with regional economic development opportunities

PROSPERITY OVERVIEW

Economic development goals are intended to benefit all residents, workers, business owners, and visitors to Riverside. These goals will create a more complete, unified community that provides options for residents of all ages and income levels. Housing diversification will enable residents to age-in-place, and attract the next generation of Riverside residents and homeowners. Riverside - based on it's location, strong housing profile, and autonomy - has the opportunity carve out a unique economic niche within the Dayton Metropolitan area. The city can proactively address it's fiscal performance and, in so doing, provide more investment opportunities and amenities for residents.

This section is organized around Objectives, Key Findings, and Action items. Objectives are measurable outcomes based around broad concepts that align with the city's larger goals. Key findings are based on analysis of existing conditions within Riverside and identify opportunities for the city to work towards its Objectives.



Pettibone Coffee, Roastery & Cafe 215 Woodman Drive

KEY FINDINGS

There are 548 total businesses in Riverside and 6,587 total employees.

76% percent of all housing units in Riverside are valued <$150K as compared to 44% of housing units in the Dayton Metropolitan Statistical Area.

Between 2000 and 2021, Riverside's population shrank by 9% and is losing share to the Dayton Metropolitan area.

Only 385 of the 24,657 Riverside residents live and work in Riverside.

The primary funding source for municipalities in Ohio is Income and Estate Taxes, which account for ~20% of local tax revenue.

Riverside is positioned between two major employment centers: Downtown Dayton and Wright Patterson AFB.

Demographics

Riverside's population is decreasing. While Dayton-Kettering Metro area has grown from 805,000 residents in 2000 to 814,000 in 2021, Riverside's total population has shrunk from 26,951 to an estimated 24,686 over the same period. This loss is partly due to shrinking household sizes, from 2.53 to 2.42, and partly to a housing vacancy rate rising from 7.2 percent to 10.6 percent.

Households in the city tend to be larger than the metro area, with more families and unrelated roommates. Riverside's population also tends to be younger, with a larger share of the working population than the metro. This is an important opportunity to build on. With a focus on quality-of-life improvements, retaining these younger households is a path back to growth.

With more working age adults and young parents, Riverside should continue to focus on school quality, childcare options, and other amenities for younger people. These households can be important buyers for homes that older generations may sell.

36 years

Median age in Riverside, up from 34.8 in 2010

As Riverside and the nation age, needs will shift for retiring Baby Boomers and Gen-Xers. This will place new demands on transportation and other community services as their mobility and other needs change. Holding on to these residents provides continuity and social ties that are an important part of the community fabric.

Shrinking household sizes show an opportunity for new, smaller, and more affordable housing. Supporting connections and public services for these smaller households is important for maintaining a sense of community.

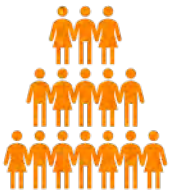
Figure 1

Riverside Population Change by Race

Source: Esri Community Profile

	2010	2021	Change
White alone	87.2%	83.3%	↓4.5%
Black alone	6.6%	8.4%	↑27.2%
Asian alone	1.9%	2.4%	↑26.3%
Some other race alone	1.4%	2.2%	↑57.1%
Two or more races	2.8%	3.8%	↑35.7%

POPULATION CHANGE 2000 - 21



-9%

-2,265

MONTGOMERY CO.	-5%
DAYTON MSA	+1%

AVERAGE HOUSEHOLD SIZE 2021



2.42

MONTGOMERY CO.	2.29
DAYTON MSA	2.34

Housing

Riverside's housing stock is generally older, smaller, and of lower estimated value than the metro area. The largely built-out neighborhoods offer a starter-home price at a time when new construction costs are high, but will need ongoing investment to remain a stable and safe investment for residents.

Vacancy has recently risen because of population loss, but compares favorably to both the county and metro area. A functioning housing market will support reinvestment in the housing supply, keeping vacancy in check. But new households will need a reason to move to Riverside, and existing residents need to feel compelled to stay.

Despite older housing stock and rising vacancy, sales activity and prices increased significantly from 2014. Over this period, the city's average home value jumped 93 percent from a low point in 2016, reaching $139,000 in 2022. While values still trail the county by around $30,000, the increase over this period was ten points higher. This trend accelerated through the three years of the COVID-19 Pandemic and related economic shutdowns. Values jumped 8, 19, and 15% year-over-year from 2020 to 2022. The 19% increase was the largest jump in value in the city's history. Affordability is a growing challenge around the region, especially in higher-performing school districts. With the city's five districts, the city straddles multiple markets and has an accordingly unique housing market.

Figure 2

Households and Housing Units

	2000	2010	2021
Households	10,623	10,284	10,177
Housing Units	11,459	11,304	11,394
Avg. Household Size	2.53	2.45	2.42
Owner Occupied Housing Units	56.9%	51.9%	50.6%
Renter Occupied Housing Units	35.8%	39.1%	38.7%
Vacant Housing Units	7.3%	9.0%	10.7%

Source: ACS Housing Summary



There is a strong diversity of housing product in Riverside that contributes to affordability.

HOMES VALUED <$150K

76%

8,700 units

MONTGOMERY CO.	53%
DAYTON MSA	44%

RESIDENTIAL VACANCY

11%

1,200 units

MONTGOMERY CO.	13%
DAYTON MSA	11%

Figure 3

Housing Units by Year Built

Source: ACS Housing Summary

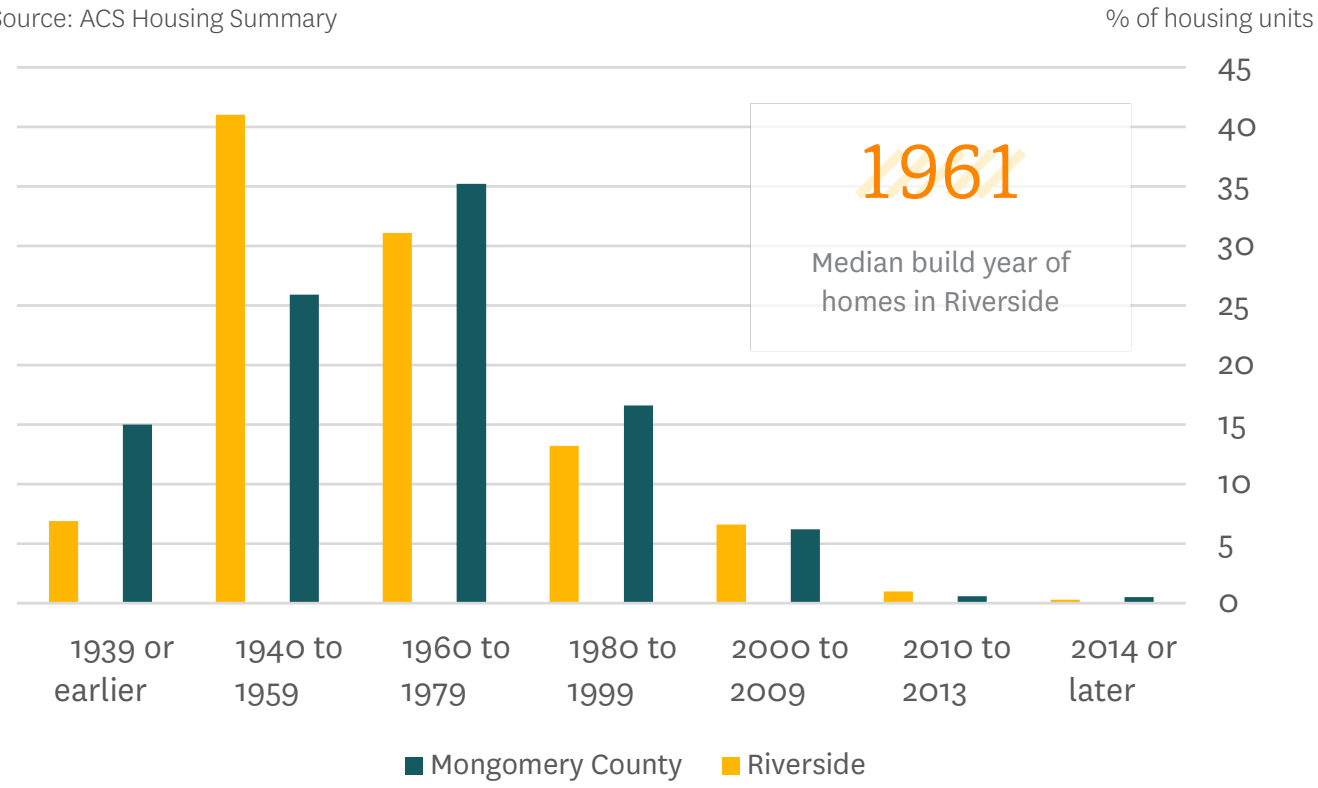
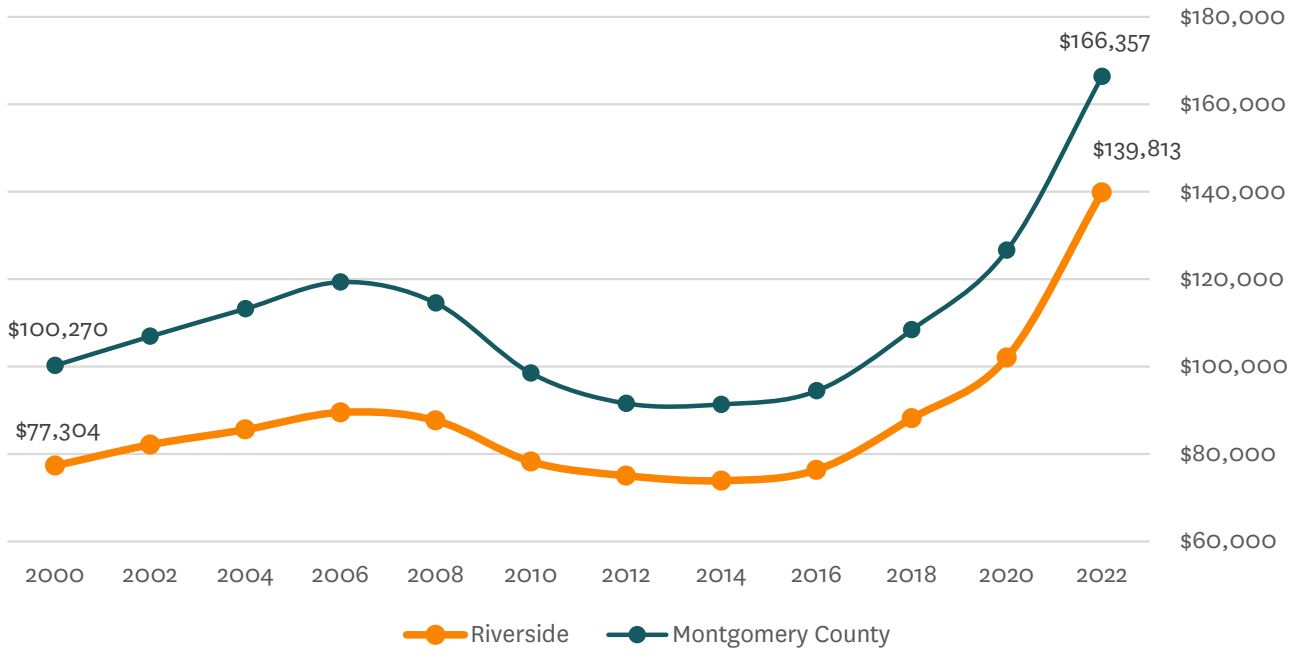


Figure 4

Average Home Values Over Time

Source: Zillow



Business and Employment

Riverside is positioned between two major employment centers, Downtown Dayton and WPAFB, providing a location advantage to build from. Most residents who commute out head west to the rest of the metro, rather than to WPAFB. Recent investments at WPAFB including the National Air & Space Intelligence Center (NASIC) expansion and other improvements from the recently passed National Defense Authorization Act cement the base as a major driver of real estate and employment nearby.

The largest business sector in Riverside, both in terms of overall jobs and establishments, is the service and retail-oriented economy. With more than 375 businesses and 5,200 employees, the services and retail sector dominates employment in the city. This sector is larger than all other sectors combined. Compared to the county, Riverside has a very small manufacturing sector. At just three percent of total employment, the city's share is seven points lower than the county.

The city's largest revenue source is derived from the local income tax. Just under 75% of all revenue comes from this single source. The largest sector in Riverside - services and retail - is also one of the lowest paying. Nationally, this sector averages $23 an hour or $45,000 per year. The city can increase is per-employee revenue by attracting higher paying jobs.

519
Total Businesses

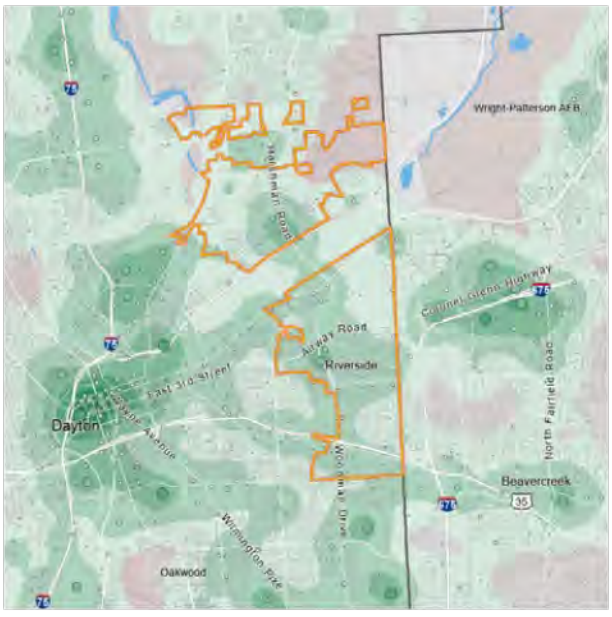
6,741
Total Employees

77%
Service and Retail Oriented Jobs in Riverside

$500
Per-employee income tax contribution

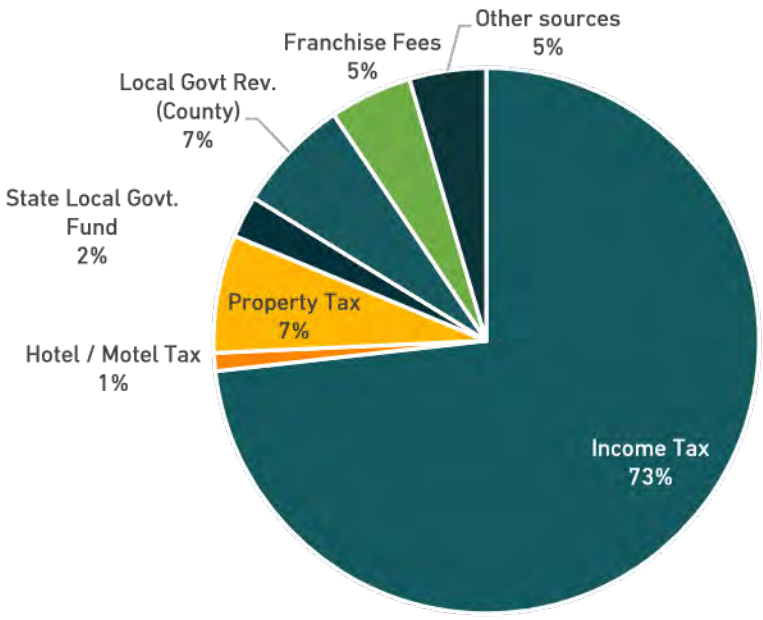
73%
City revenue derived from local income tax

Figure 5
Where do residents work?



Source: "On the map" LODES

Figure 6
Major revenue sources

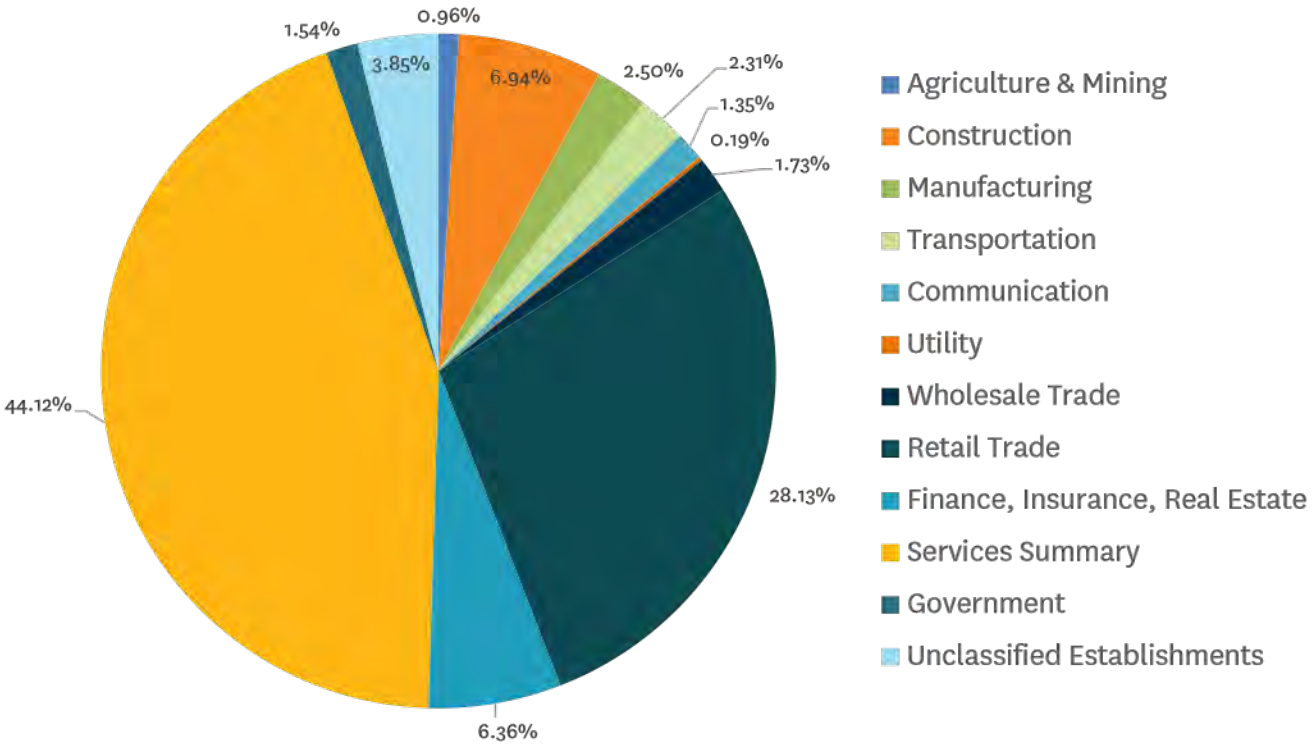


Source: City of Riverside Financial Reporting

Figure 7

Riverside Businesses by Sector

Source: Esri Business Summary



Labor Force

Riverside's labor force participation rate, 66 percent, is higher than the surrounding county, 62 percent. The city also has a smaller unemployment rate, 4.6 compared to 6.1% in 2021. Labor force participation is high among older residents in Riverside with 22 percent of workers over the age of 55, but consistent with trends around the region. Nearly all residents of Riverside, 96 percent, commute to jobs outside of the city with major clusters in downtown Dayton, Wright Patterson Air Force Base, Beavercreek, and other major jobs clusters in the Dayton-Kettering Metropolitan Statistical Area. Over the last five years there's been an increase in the number of "super commuters" with more 1,300 local residents commuting more than 50 miles for work one-way. The majority of these employees are traveling to the Cincinnati MSA. Capturing ten percent of the out-commuting workforce would raise an additional $1 million in revenue per year at current city wages averages. Out-commuting residents, however, earn more than local workers.

12,800

Total labor force, employed or looking for work

4.6%

Unemployment rate, 2021 Montgomery Co. 6.1



92%

Workers live outside the city ~5,000

<1%

Residents also work in Riverside

96%

Residents work outside the city ~9,900

Retail Market

Riverside is significantly over-retailed given its relative market size. This is determined by median disposal income (referred to as demand) measured against the total retail trade supply. Given the city's access to major employment centers like downtown Dayton and Wright Patterson Air Force Base, each with tens of thousands of employees, Riverside's sales activities are supported by a much larger customer base and cumulative spending potential.

$292M

Total retail trade and food and drink sales

130%

Retail supply based on local demand, 30% excess meeting regional demand



While retail is struggling



Case Study

ENABLING FLEXIBLE SPACES

Flex Industrial space is different than many of the historic industrial and commercial buildings in Riverside, some of which may be obsolete and vacant. Importantly, these Flex Industrial buildings have taller ceilings, roofs capable of holding modern HVAC equipment, fire-code compliant building access, highly flexible floor plans with wide pillar spacing, more loading docks with wide turning radii for semi trucks, and enough parking to potentially support 100% office use, though they can be used for warehousing, showroom space, fabrication and other light manufacturing uses.

Commercial Real Estate

Office: Generally the east side of the Dayton Metro area has a healthy commercial real estate market. Many office and industrial users conduct business with WPAFB, providing a stabilizing effect on the economy. This eastern submarket's vacancy has made up half of the entire market's occupancy gain in the last three years, with over 70,000 square feet of absorption in 2021 alone. This is significant for a pandemic year, and vacancy now sits at 4.9% and average Class A rents are $26/sf, higher than anywhere else in the Dayton area. This has led to 375,000 square feet of speculative office announcements nearby in Beavercreek.

Industrial: For industrial space, distribution is focused north and west of Dayton. But high-quality flex industrial space that can potentially support some research and development is in high demand in the eastern submarket, driven by WPAFB. Supporting growth in this industry can help align Riverside with the region's economic development goals.

To support a higher-value mix of industries that can benefit from proximity to WPAFB, Riverside would benefit from accommodating office and flex industrial growth. These industries could be productive uses for former retail commercial areas.

Economic Development

The MVRPC's Dayton Region Economic Development Strategy identifies primary and emerging industries for the region to focus on. Many need office and industrial flex/R&D space including Aerospace Vehicles and Defense, Biosciences, and Cyber Technology & Digital Engineering that should all be considered for local economic development efforts. However, the Economic Development Strategy notes that while the Dayton Region's transportation infrastructure is robust, other critical systems including water, wastewater, gas, and power are aging, sometimes past their useful life. Getting numerous sites shovel-ready will position Riverside for strong job growth and resulting fiscal and economic benefits.

At the time of the plan, the city was actively marketing 26 sites through JobsOhio – a private, non-profit corporation established by the state of Ohio in 2011 to drive job creation and new capital investment in the state. It operates as a public-private partnership, with funding from the state government and private-sector companies. These sites span the city and range in size, access, and on-site improvements.

Ten of the listed sites are currently undeveloped or vacant. These total 68 acres but average 7 acres in size. Sites span the city, but cluster along Springfield Street, south of the Mad River and along Harshman Road in the former Mad River Township north of the Mad River. Many vacant sites inside the community will require environmental mitigation measures to accommodate new development.

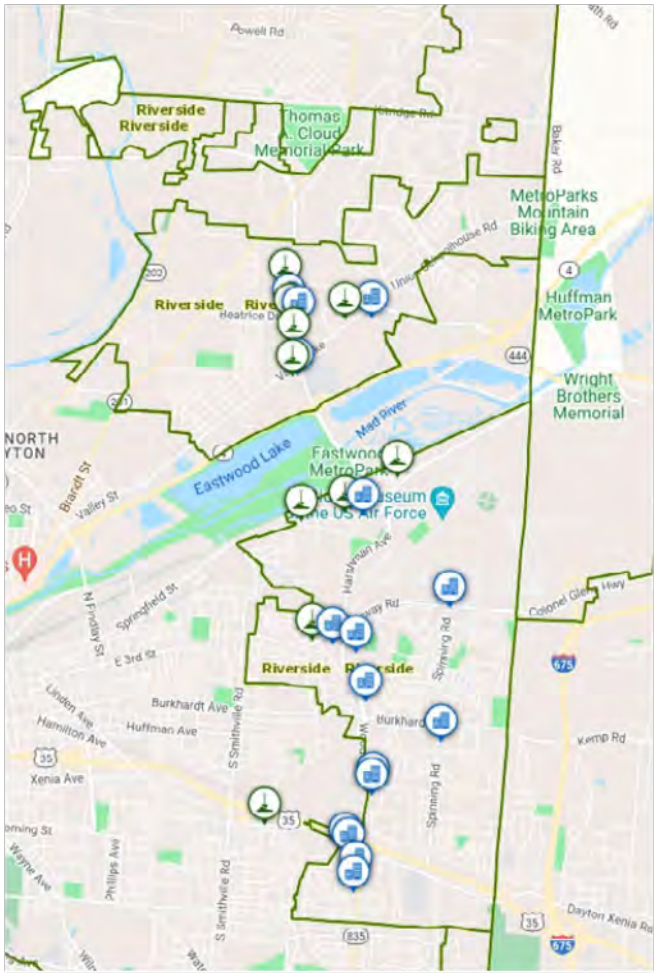
An additional 16 properties were also listed as future retail or office uses. These include vacant retail storefronts, office space, redevelopment opportunities, and various other types of properties. The spaces total more than 400,000 square feet, but average 31,000 square feet in maximum leasable or buildable space and 8,000 in minimum. At the time of the plan 90,000 square feet of space was actively marketed within the collective spaces, averaging 15,000 square feet.

Figure 8

Actively marketed investment areas

Property Type	Size	No.	Avg.
Vacant Land	63 acres	9 sites	7.5 acres
Retail	498k sf	7 bldgs.	50k sf
Office	445k sf	8 bldgs.	13k sf
Flex Employment	148k sf	5 bldgs.	14k sf
Warehouse	5k sf	1 bldg.	-

Source: JobsOhio



Source: JobsOhio

PROSPERITY ACTION AGENDA

The Comprehensive Plan for ONE Riverside is a collection of ideas for future consideration and investment. These initiatives, policies, and programs are referred to as actions. They were chosen for their ability to help the city achieve its vision. This action plan is tailored to Riverside's specific circumstances, conditions, and trends. The plan is ambitious, and it will necessitate significant investment, collaboration, and dedication. It represents a long-term strategy that, with continued focus and energy, will contribute to Riverside becoming more prosperous and livable in the future. The actions in this chapter are focused on the built and natural environments and cover topics such as land regulation, development review, parks, trails, and more.

R1 ***Prepare an economic development strategic plan.*** Review existing ordinances and development approval processes to streamline priority redevelopment initiatives. Develop site-specific master plans to help visualize potential opportunities and challenges to redevelopment. Explore economic development funding sources like grants, tax credits, or Ohio's new Transformational Mixed-Use Tax Credit. Utilize public-private partnerships in redeveloping critical parcels or financing and developing key projects. Evaluate the use and or expansion of CRAs and TIFs as tools to help encourage reinvestment and construction. Building from the learnings of an Economic Development Committee, the elected bodies of Riverside need to adopt a written strategy that can be communicated clearly. Then, the plan needs to be consistently implemented and supported over the coming years to provide predictability and lower risk for investors and employers. This strategy can be a simple outline of goals with interim steps and measures, including identifying sites to be made shovel-ready, private and other groups to be engaged, and approval processes to be adapted. Expand the number and diversity of housing units/grow the city's population.

R2 ***Develop a new city brand and identity.*** Hire a consultant or full-time PR staff to lead a community process to undergo a community branding exercise to create a new identity, logo, brand, and mission statement for Riverside. Utilize branding and logo exercises to develop a comprehensive signage and wayfinding system for parks, city buildings, trails, and other amenities. This should include the addition of gateway signage and other critical features as needed.

R3 ***Expand grant writing capacity.*** Create a grant writer position within city staff or hire a grant writing consultant to increase access to funding resources, including brownfield remediation grants and other competitive applications. Coordinate and combine grant requests, including infrastructure projects with adjacent communities or with the support of key local partners (WPAFB, MetroParks).

R4 ***Continue to cultivate a multi-point relationship with WPAFB.*** Riverside is a partner of the Wright-Patterson Regional Council of Governments. Along with surrounding communities and Air Force leadership, Riverside is part of the region's strategic efforts to grow and retain missions at Wright-Patterson Air Force Base, building on four pillars: advocacy, outreach, partnerships, and industry. Explore and discuss the acquisition of underutilized Air Force-owned parcels. Leverage adjacency to WPAFB and Air Force Museum in funding requests and economic development projects.

R5 ***Audit current development ordinances concerning aging in place.*** In current and new residential districts, allow a variety of dwelling unit types (apartments, cohousing, etc), including accessory dwelling units (ADU). Adopt an infill housing overlay district or update existing regulations to make infill housing for seniors, including ADUs, more desirable and easier to construct for developers and private property owners. Emphasize accessibility and multi-modal connections by focusing on new mixed-use projects and multi-family housing in areas that provide easy access to sidewalks, trails, transit, parks, hospitals, and grocery stores.

R6 ***Audit current development ordinances from the perspective of small businesses seeking to grow within the regional economy.*** Continually visit with existing businesses to discuss current operations and possible future needs, including opportunities and challenges. Aid local businesses with educational material and information on existing loan programs and grants available at the county, state, and federal level. Explore partnerships with State and County agencies to create new partnership loan programs for businesses looking to expand within Riverside. Explore the creation of new forgivable loans, tenant improvement funding, and equipment purchasing for established or growing businesses wishing to move (or relocate) within the City of Riverside.



Photo: Age-Friendly Oxford

Case Study: Oxford, Ohio

AGE-FRIENDLY ACTION PLAN

The city of Oxford, Ohio petitioned to join the AARP Age-Friendly Network in 2017, and subsequently developed an action plan that would encourage aging-in-place and livable neighborhoods for all residents. The action plan contained three focus areas, covering both the built environment and the service environment, where the city wanted to improve age-friendly offerings: housing, transportation, and health and community services. Some specific actions outlined in the plan include:

- Gather and use data from studies, financiers, property owners, and developers to identify barriers to building needed housing
- Identify best practices for a home modification program which are suitable for Oxford using AARP's resources
- Design a home-sharing program
- Develop Universal Design training as a continuing education credit for local realtors
- Work with local partners to inventory and promote existing opportunities for active transportation
- Strategize ways to coordinate services among local transportation providers
- Work with planners of walkable, transit-oriented development and age-friendly street design

Learn more about Oxford's aging-in-place efforts at agefriendlyoxford.org.

R7 ***Refine and modernize the commercial property inventory.*** Create a more user-friendly inventory page on Riverside's website that is interactive and can be frequently updated with property availability and contact information. Build out a more robust inventory by including photos of available sites, demographics of the area, surrounding workforce, amenities, drive times, and city incentives.

R8 ***Maintain the community's Naturally Occurring Affordable Housing (NOAH).*** Explore the creation of community-wide CRA as a tool to help encourage reinvestment and new construction. Under the program, residential properties are eligible for property tax savings for new and remodeling construction. Work with banks, non-profits, and other agencies to provide mortgage assistance and additional financial assistance to prospective homeowners. Establish a home improvement assistance program to aid homeowners in making the necessary improvements to their properties. Hiring a full-time staff position to manage housing programs within the city may be beneficial to effectively maintain these initiatives.

R9 ***Convene an Economic Development Committee of local and regional experts to understand Riverside's role is the regional and statewide economic development picture.*** Often through inertia and limited staff capacity, individual municipalities can become disconnected from a fast-changing economic environment. Constant engagement with key stakeholders is important for a community to adjust at the speed of business to shifting needs and priorities. Listen to regional public and private sector experts to understand the perceived strengths and weaknesses Riverside faces when attracting employers and investment. This committee should then outline a workplan with identified funding sources.

R10 ***Support redevelopment and development of new types of housing.*** As demand for housing changes, supply often cannot keep up. Riverside's housing stock doesn't change much year-to-year, but the needs of renters and home-buyers may shift significantly as buying power, household size, housing preferences, and general economic conditions change. Audit zoning and building codes against in-demand housing types. The most in-demand types should be the easiest to build, ideally by-right.

R11 ***Debunk housing myths.*** Builders, developers, housing advocates, elected officials, and city staff may have different ideas about Riversides housing needs, and how to solve them. Clearing the air of commonly held myths can simplify the community conversation and ease project reviews. Host conversations with the private, non-profit, and public sector stakeholders to identify myths and solvable problems. Then bring in experts to study the myths and problems and work with the same group of stakeholders to implement solutions.

Page intentionally left blank

CHAPTER GOAL

Invested, connected, service oriented.

Making timely, necessary investments in our enabling infrastructure;

Strengthening our connections between our diverse neighborhoods and to our region, and;

Providing region-leading amenities and services to our residents.







Foundations

Riverside's network of enabling infrastructure—roads, water, utilities, trails, etc—provide the frame for the community to grow, develop, and re-invest. Strong and resilient infrastructure are the backbone of strong communities. The purpose of this chapter is to highlight the existing inventory of public infrastructure and the responsible agencies, and propose improvements. Topics covered include: community facilities, infrastructure, mobility (transportation), and others.

OBJECTIVES

- Ensure economic opportunities are accessible by multiple travel modes
- Establish and improve links between existing and new development to lessen arterial congestion and provide transportation system resiliency
- Invest in "last-mile" infrastructure (sidewalks, trails, etc.) to connect transit users to home
- Make public rights-of-way safe and inviting for all uses, not streets maximized for vehicular throughput
- Support biodiversity, healthy living, and aesthetic beauty through green stormwater practices
- Increase county, state, and federal spending on projects inside Riverside

FOUNDATIONS OVERVIEW

The City of Riverside is a first-ring suburb or bedroom community located in Montgomery County just east of Dayton. The city is relatively young. It was incorporated on January 1, 1995, as merger of Mad River Township and the Village of Riverside. The merger resulted in a 9.7 square mile city that is not contiguous and an existing infrastructure system that was not planned to meet the requirements and demands of a city. The city's primary responsibility related to infrastructure is the roadway network and storm sewer system. The community, however, also relies on a network of regional infrastructure including electricity, natural gas, and major arterial roadways. Collectively, this system is critical to maintain to ensure ongoing growth.

The following items represent the key findings and opportunities related to the Foundations topics including transportation, infrastructure, and implementation tools. These findings emerged from the research and analysis of the planning team and the input of stakeholders and the public overall.



KEY FINDINGS

The city has access to over 20 miles of regional dedicated bike trails or shared use facilities maintained by the City and Five River Metro Parks (FRMP).

Nine percent of all properties in Riverside are flood prone. Much of the city rests over the Great Miami Buried Aquifer, one of the most productive aquifers in North America.

The City of Riverside is bisected by several roadways that connect Riverside to the region as well as the state.

More than 70% of city-maintained thoroughfares are rated In Fair to Poor using the roadway Pavement Condition Index (PCI).

The City of Riverside maintains 231 Lane Miles of City Streets and 25 traffic signals.

Riverside's average spending on the Annual Capital Maintenance Program (2023-2028) is around $2 million per year.

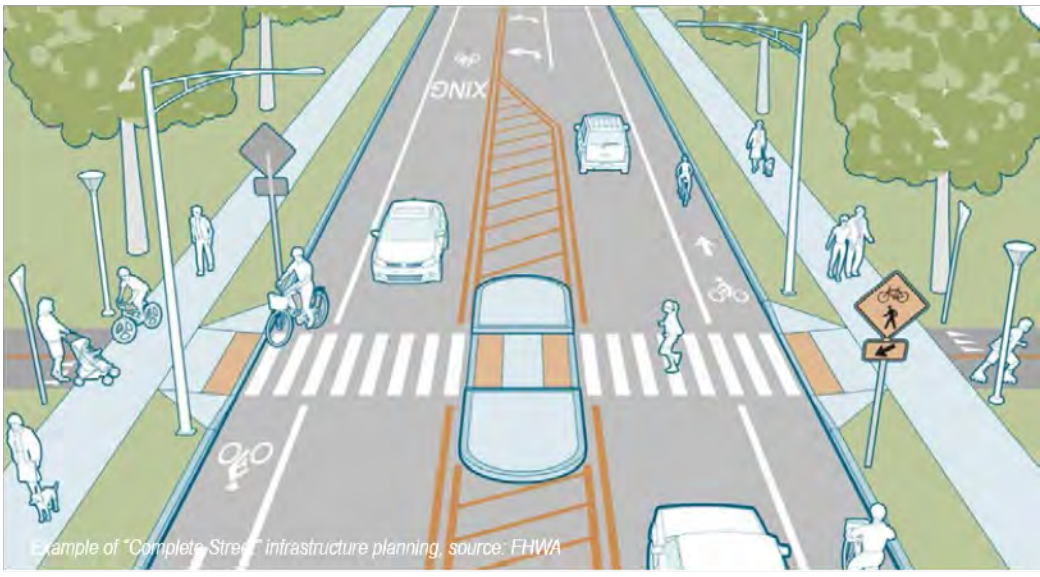
Roadway and vehicular network

Despite inheriting an unplanned roadway network system, the city has numerous north/south and east/west thoroughfares that provide a significant infrastructure backbone for visitors, commuters, and residents to traverse the region. The city maintains 232 Lane Miles of City Streets, 11 vehicular and 1 bike path bridge crossings, and over 25 traffic signals. In addition to the local roadway network, which is the city's responsibility to manage and maintain, SR 4 (northern end interchange at Harshman Dr) and US 35 (southern end interchange at Woodman Dr) are regional limited access roadway/highway networks not maintained by the city. Both regional thoroughfares provide the city two complete interchange access points (one at either end of the city) that act as a gateway to the community. The city also maintains SR 201, SR 202, and SR 835. The ability of the roadway network to manage traffic capacity is a significant need for the success of the city. In addition to its proximity to Dayton and the opportunity to provide housing and a community for residents who commute to the Dayton business core, the city houses or is adjacent to several large employers including; Wright Patterson Air Force Base (the largest single employer in the state of Ohio), several supporting military, defense, and technology contractors, the Air Force Museum, the University of Dayton, Wright State University, and other significant local/regional employers.

232 mi.

Total mileage of streets maintained by the City

To respond to the need to provide an adequate roadway network the city has instituted several initiatives. The first initiative was the adoption and subsequent enforcement of a Complete Streets ordinance (adopted by City Council in 2013). The purpose of the ordinance is to promote the design of surface transportation corridors that integrate the planning, design, construction, operation, and maintenance of the roadway system to enable safe use to support the mobility of all users. Users are not limited to automobiles but also include pedestrians, bicyclists, and transit. A complete street promotes a facility that can be used by a variety of users regardless of age, ability, or mode of transportation. In addition to promoting mobility and alternate forms of transportation, complete streets can also include safety by reducing the travel speeds on the roadway and improving sight distance and clear zone. A complete street network can also provide ancillary health and economic benefits. These benefits include a potential reduction in automobile emissions, opportunities for pedestrians and cyclists which increase the overall level of health and fitness in the community, as well as opportunities to create parking and pedestrian zones which promote vibrant economic activity.



Example of "Complete Street" infrastructure planning, source: FHWA

The second initiative includes the annual allocation of a significant capital budget expenditure with an average spend of $1.2M per year to maintain or expand the roadway network. The result of these efforts is a well maintained and operated thoroughfare roadway system. In 2019, a Residential Streets Conditions Report found that 70% of Riverside's streets need overlaid or rebuilt, which could cost an estimated $40 million or more. The city's annual maintenance budget is in line with and in some cases exceeds its peers in comparison to other local first ring bedroom communities in the Miami Valley. To continue to meet the needs of the residents and the traveling public the city continues to actively partner with regional and local shareholders such as ODOT, Miami Valley Regional Planning Commission (MVRPC), the Montgomery County Engineer's Office (MCEO) and Montgomery County Transportation Improvement District (MCTID) to maximize funding opportunities, promote regional collaboration, and efficiently complete projects. Most recently, Riverside has been awarded a Safe Streets for All grant from the USDOT to study Woodman Drive, the main north-south corridor that runs through the city.



Regional Connectivity

A BURGEONING REGIONAL TRAILS NETWORK

The Miami Valley Trail network is touted as the largest paved bike trail network in the United States, boasting more than 350 miles of paved, multi-use trails. Riverside, situated at the heart of this regional system, plays host to three different major trails. The Iron Horse, Mad River, and Creekside Trail all traverse Riverside and are pivotal spokes in this nationally esteemed bicycling network.

Trails

In support of the use of alternative modes of transportation and the Complete Streets policy, the city has access to and promotes the use of over 20 miles of regional dedicated bike trails or shared use facilities maintained by the city and/or regional partners such as Five Rivers MetroParks (FRMP). These trails provide connectivity to larger regional and state-wide trail systems including the Great Miami River Trail and several Parks. These facilities not only encourage multi-modal transportation, which extends the life of the infrastructure by reducing vehicular trips, they also promote health and wellness and reduce emissions. Another additional benefit of the system is the impact access to the regional trail system has on tourism and economic development.

20 mi.

Dedicated bike trails inside the city of Riverside

Transit

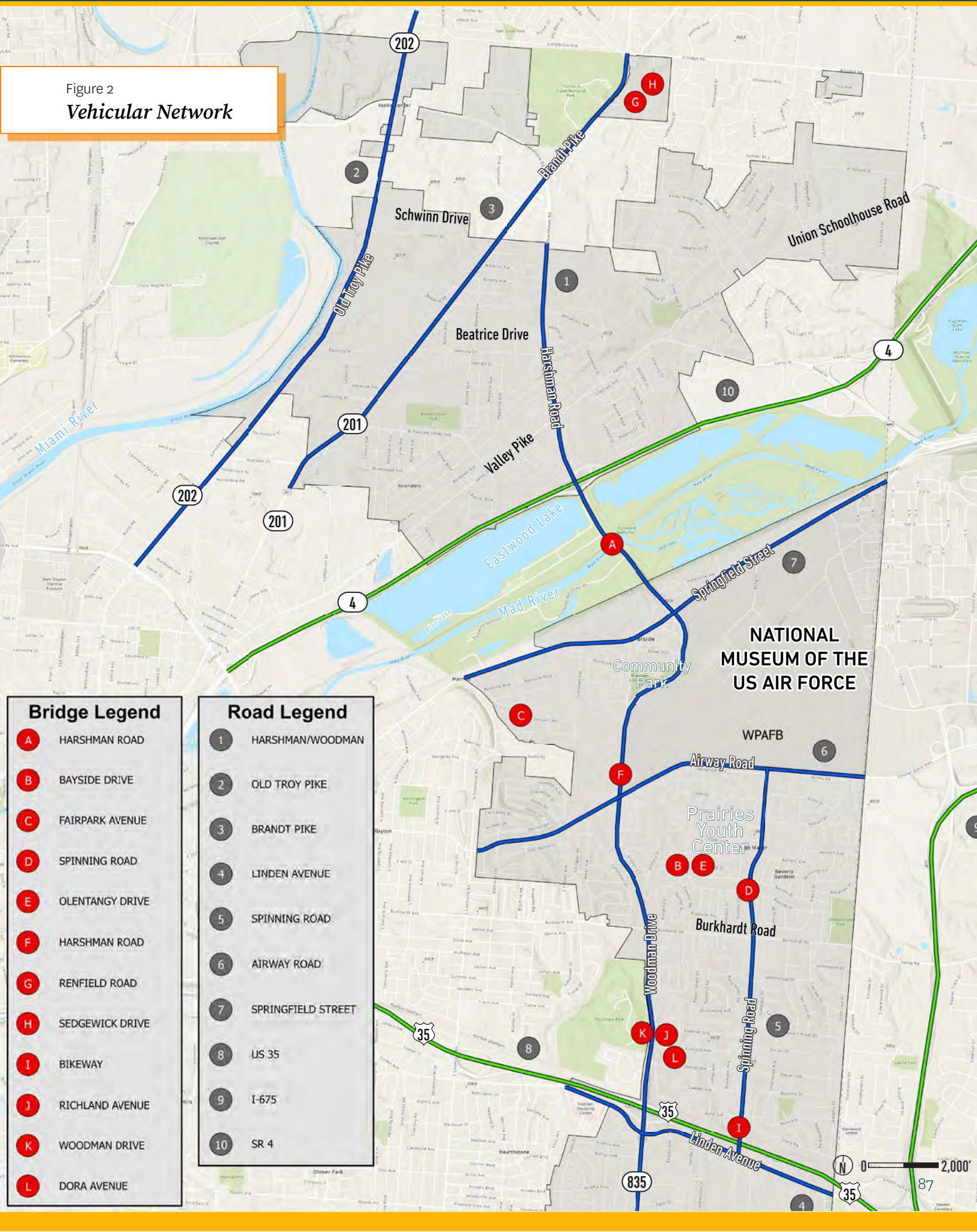
Riverside is connected to the Greater Dayton area through the Greater Dayton Regional Transit Authority (RTA). There are five bus routes that run through Riverside's borders, routes 1, 2, 4, 11, and 19. These buses run on average once every 50 minutes, from about 5AM until 1AM the next day. The most frequent bus is route 1 every 30-45 minutes, and the least frequent is route 11 at once every hour. The 1, 2, 4, and 11 routes service Riverside south of the river, while only route 19 has stops north of the river. Additionally, no routes connect northern and southern Riverside. The RTA also operates RTA Connect Paratransit, handicap accessible vehicles, for those physically unable to ride RTA buses. These operate the same hours as the other RTA buses, but the door-to-door rides must be scheduled in advance.

5 routes

Riverside is served by multiple RTA routes with destinations across the region

Figure 2

Vehicular Network



Stormwater Management

Stormwater management and control is an ongoing issue for the city. While the inherited infrastructure system has been sufficient for traffic movement and access to the community, the stormwater management system in some areas has not met the needs of the city. To demonstrate the depth of the issue, the Stormwater Master Plan completed in 2015 included a survey of the community. A questionnaire was distributed to residents and received 146 responses. Of the responses received 50% of the respondents indicating they had experienced flooding or drainage stormwater damage. Additionally, almost 10% of the platted parcels in the city are located in a flood prone area. The city's existing stormwater infrastructure system is intermittent, undersized, and sometimes not existent. The lack of a properly sized contiguous system has led to ponding, flooding, sheet flow, and erosion issues. In response to a significant history of stormwater management system issues and flooding the city commissioned the aforementioned Stormwater Master Plan. The final document provided a plan for a 30-year stormwater management plan which included an identification of problem areas, recommendations for planned capital improvements and system enhancements, as well as a financial analysis for implementing the improvements.

The plan identified more than 10 areas with significant stormwater management and flooding issues caused by "inherited" inadequate infrastructure in areas incorporated from Mad River Township. The estimated capital costs identified in the master plan to correct the citywide issues exceeds $15M in 2015 construction cost dollars (source: AECOM Final Stormwater Master Plan Report August 14, 2015).

In response to this ongoing issue the city staff has continued to enforce Ohio EPA National Pollutant Discharge Elimination System (NPDES) Permit and City Stormwater Regulations on all new and re-development applications. The city has a contract with Montgomery County Soil and Water to inspect development sites larger than 1 acre, and the Public Service and Community Development departments of Riverside attend annual stormwater management trainings hosted by this agency. Additionally, the city has continued to meet its monitoring and reporting requirements related to the OEPA General Stormwater Report and Municipal Separate Storm Sewer System (MS4) requirements which requires the city to develop and implement a comprehensive stormwater management plan to control the quality of stormwater discharge. At the time of writing, City Council is also considering a Stormwater Utility Fee to begin to address many of the city's stormwater concerns. Finally, the city has continued to seek opportunities for outside funding to complete capital project improvements to address the issues identified in the master plan document.

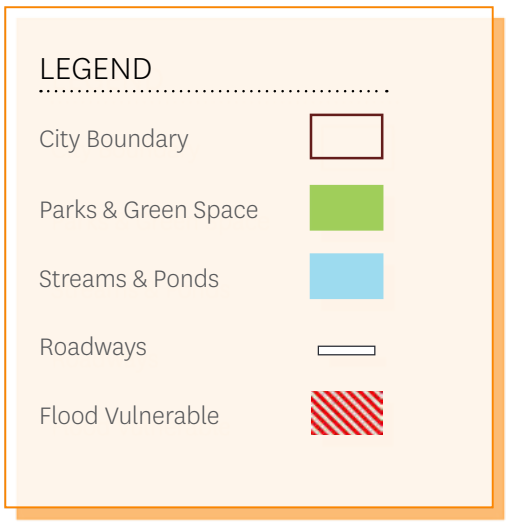


Figure 3

Flood Vulnerability

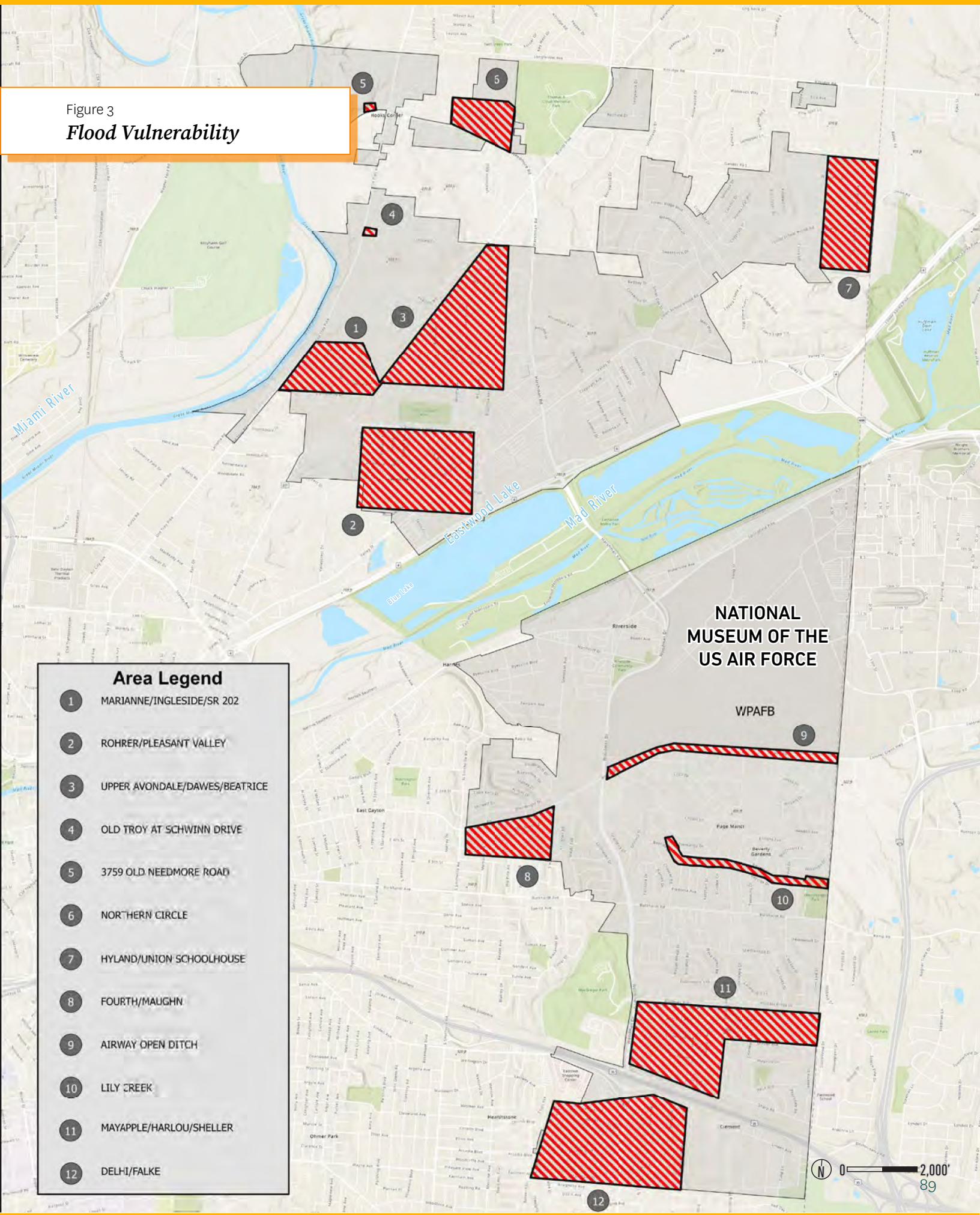
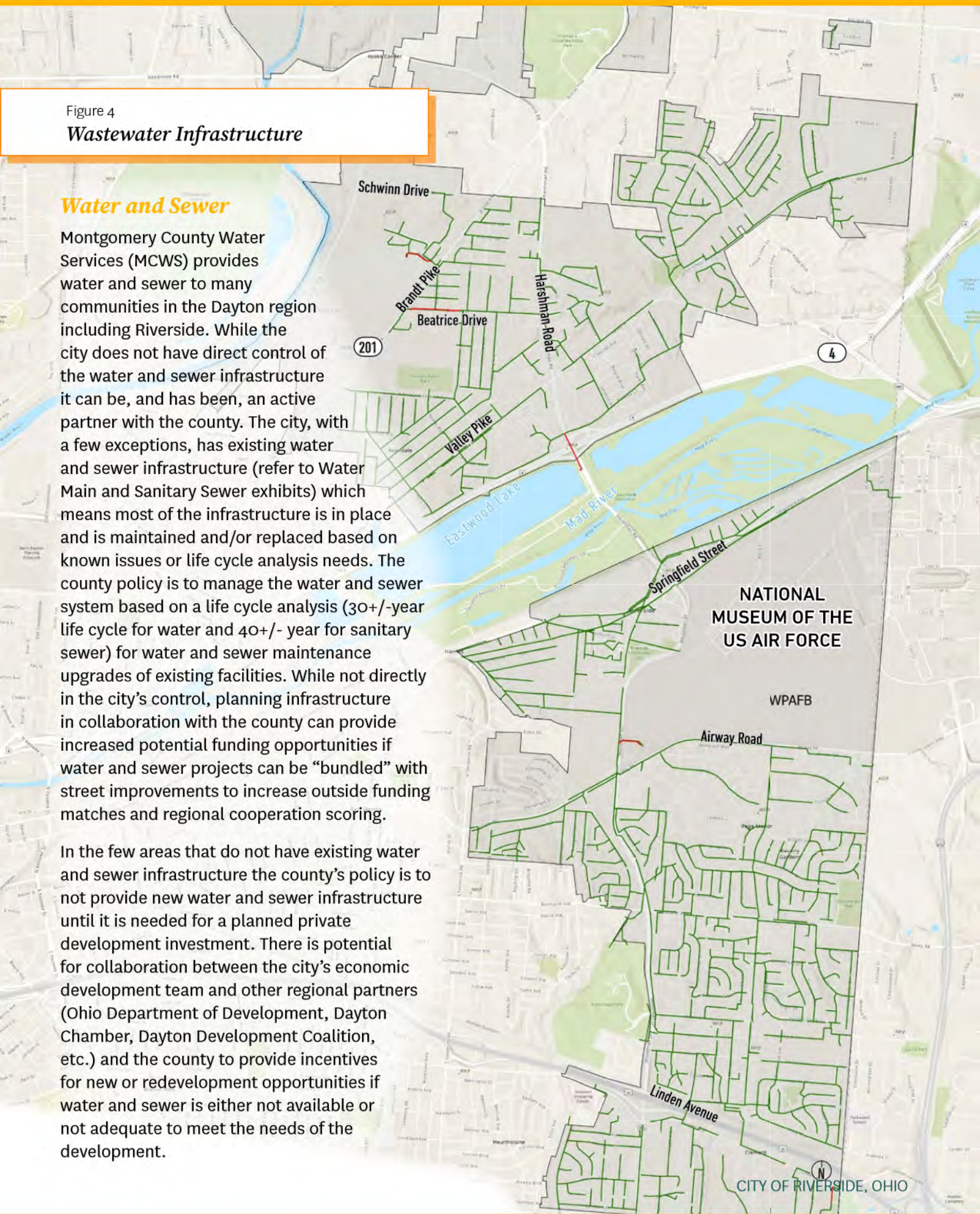


Figure 4
Wastewater Infrastructure

Water and Sewer

Montgomery County Water Services (MCWS) provides water and sewer to many communities in the Dayton region including Riverside. While the city does not have direct control of the water and sewer infrastructure it can be, and has been, an active partner with the county. The city, with a few exceptions, has existing water and sewer infrastructure (refer to Water Main and Sanitary Sewer exhibits) which means most of the infrastructure is in place and is maintained and/or replaced based on known issues or life cycle analysis needs. The county policy is to manage the water and sewer system based on a life cycle analysis (30+/-year life cycle for water and 40+/- year for sanitary sewer) for water and sewer maintenance upgrades of existing facilities. While not directly in the city's control, planning infrastructure in collaboration with the county can provide increased potential funding opportunities if water and sewer projects can be "bundled" with street improvements to increase outside funding matches and regional cooperation scoring.

In the few areas that do not have existing water and sewer infrastructure the county's policy is to not provide new water and sewer infrastructure until it is needed for a planned private development investment. There is potential for collaboration between the city's economic development team and other regional partners (Ohio Department of Development, Dayton Chamber, Dayton Development Coalition, etc.) and the county to provide incentives for new or redevelopment opportunities if water and sewer is either not available or not adequate to meet the needs of the development.




202
Schwinn Drive
Old Troy Pike
Brandt Pike
Beatrice Drive
Harshman Road
201
4
Valley Pike
202
201
Eastwood Lake
Mad River
Springfield Street
4
Bass Lake
NATIONAL MUSEUM OF THE US AIR FORCE
Airway Road
LEGEND
City Boundary
Parks & Green Space
Streams & Ponds
Water Mains
Gravity Sewer
Forced Main
35
Linden Avenue
N
0
2,000'

FOUNDATIONS ACTION AGENDA

The Comprehensive Plan for ONE Riverside is a collection of ideas for future consideration and investment. These initiatives, policies, and programs are referred to as actions. They were chosen for their ability to help the city achieve its vision. This action plan is tailored to Riverside's specific circumstances, conditions, and trends. The plan is ambitious, and it will necessitate significant investment, collaboration, and dedication. It represents a long-term strategy that, with continued focus and energy, will contribute to Riverside becoming more prosperous and livable in the future. The actions in this chapter are focused on the city's enabling infrastructure including water and sewer provision, stormwater management, and its roadway and trails network.

F1 ***Launch and monitor a stormwater fee.*** Explore the use of underutilized parcels, including to help, maintain, and improve stormwater management. Maintain regulations and codes that protect and preserve stream corridors. Consider a tree protection ordinance to help maintain existing tree canopy long term.

F2 ***Review RTA bus system connectivity for workers, jobs, and education.*** Review existing bus routes and transit access and determine if new stops or route reconfiguration is needed to provide high-quality job and destination access. Ensure all transit waiting environments are accessible via sidewalks and safe – this includes the addition of site furniture (benches, trash cans, lighting), shelters, or other features at key locations or transfer points. Prioritize the addition or update of shelters and amenities at the highest frequency stops. Prioritize the creation or repair of existing sidewalks and trails at key first mile / last mile connection points, including routes that connect to bus stops, job centers, schools, or other commercial districts.

F3 ***Develop green stormwater practices for private development guidance.*** Green stormwater promotes infiltration of rain water during major events and helps to mitigate run-off pollution and localized flooding. Green infrastructure retains this run-off temporarily in retention basins and allows the water to slowly infiltrate through the soil.

F4 ***Prepare a facilities master plan.*** The city actively maintains numerous structures and pieces of equipment. A facilities plan presents an assessment of the condition of the city's assets and prioritizes short term and mid term projects.

F5 ***Continue to build out and enforce the Complete Streets Resolution.*** Increase design standards and requirements for all streets, including adding sidewalks, trails, and bus stops to increase comfort and safety. Work towards developing a Street Typologies Design Guide; this can include crosswalk improvements, signal improvements, road diets, speed reductions, and others. Ensure all new development and remodeling projects maintain a safe and accessible route to the entrance from the sidewalk. Increase street design standards to allow room for street trees along all thoroughfares. Develop a street tree fund to help plant and / or replace street trees within the Public Right of Way. Report project goals and achievements through the city's Capital Improvement Projects.

F6 ***Study feasibility of a revised intersection at Harshman & Springfield.*** Advance the reconfiguration of the Harshman and Springfield Intersection to a 4-way stop or roundabout. New intersection configuration can help create more development opportunities or act as a potential gateway into Riverside and Air Force Museum.

F7 ***Plan and implement physically protected bike lane connections.*** Adopt a Complete and Green Streets Ordinance to create multi-modal streets with bike lanes and transit access as part of all new roadway projects. Implement Bicycle Boulevards on low-speed and low-volume streets as a safe, low-cost option for trail and neighborhood connections – include traffic calming measures where necessary to maximize safety. Develop a community-wide bike parking program for civic spaces (schools, parks) and businesses – bike racks can be designed to incorporate Riverside logos and branding.

F8 ***Explore and encourage shared parking agreements.*** Shared parking agreements minimize the overall parking allocations for proximate uses by pooling requirements. This minimizes redundant paving and allows for more buildable square footage. Allow shared parking or existing parking requirements to reduce impervious surfaces and improve connectivity.

F9 ***Create a Safe Routes to School Program.*** Use the program to generate location and funding for needed infrastructure improvements, including sidewalks, trails, and other features.

F10 ***Participate in regional initiatives that can help increase Riverside's partnerships, visibility, and reinvestment opportunities.*** Partner with adjacent communities and regional organizations to improve service delivery and efficiency. Coordinate and combine projects, including infrastructure projects, with support from adjacent communities and local partners.

F11 ***Continue to fund the annual Capital Maintenance program.*** The city has done an excellent job of funding capital improvement projects at a rate comparable to its peers in the Miami Valley. To continue to meet the needs of the residents, the traveling public, and to resolve the stormwater issues identified by the master plan study the city needs to maintain or increase the level of financial commitment. To supplement the financial burden, the city should explore the implementation of a stormwater fee. A stormwater fee could be instituted to help develop management programs and or fund improvement projects. A recent study by Western Kentucky University indicates Ohio has at least 109 stormwater utilities and the fees vary.

The city should also continue to actively partner with regional and local shareholders such as USDOT, Miami Valley Regional Planning Commission (MVRPC), the Montgomery County Engineer's Office (MCEO) and Montgomery County Transportation Improvement District (MCTID) to maximize funding opportunities, promote regional collaboration, and efficiently complete projects. Finally, the city should continue to actively seek outside funding sources for grants and principal forgiveness/low-interest loans to maintain and improve the public infrastructure.

The success of this initiative can be benchmarked annually during the budgeting process. This initiative will require internal collaboration with the Finance, Planning, Engineering, and Public Service staff to identify and prioritize needs and funding resources. In order to maximize the effectiveness of this endeavor the city will need to invest in regional partnerships with other local jurisdictions and the community at large by identifying project "bundling" or regional partnerships that can assist in increasing the local funding match and regional scoring required of many grant and loan programs.

F12 ***Develop and implement stormwater management regulations.*** The merger of Mad River Township and the Village of Riverside in 1995 resulted in a 9.7 square mile city that is not contiguous and an existing infrastructure system that was not planned to meet the requirements and demands of a city. These facilities were not designed and constructed to meet the needs of the city. Stormwater management and control is an ongoing issue for the city.

To combat and correct this issue the city needs to make a significant infrastructure investment to correct existing issues as well as implement and enforce strong stormwater management regulations. The city should update Chapter 1113 of its codified ordinances related to stormwater and drainage standards to encourage the use of green infrastructure practices. Additionally, the existing ordinances should be reviewed and evaluated to insure they comply with the requirements of the National Pollutant Discharge Elimination System (NPDES) permit.

The success of this initiative can be benchmarked annually with the required monitoring and reporting tasks to the OEPA General Stormwater Report and Municipal Separate Storm Sewer System (MS4). This initiative the city will require internal collaboration with the Finance, Planning, Engineering and Public Work staff to complete the design reviews of new and redevelopment projects as well as meeting the annual reporting deadlines mandated by OEPA.

F13 ***Plan and promote multi-modal transportation alternatives.*** In support of the use of alternative modes of transportation, the city has access to and promotes the use of over 20 miles of regional dedicated bike trails or shared-use facilities maintained by the city and/or regional partners such as Five Rivers MetroParks (FRMP). These facilities promote mobility, health, and economic benefits by reducing automobile emissions, providing opportunities for pedestrians and cyclists which increase the overall level of health and fitness in the community, and can promote tourism and economic activity. The city adopted a Complete Streets Ordinance in 2013 but should consider updating the policy to require all new roadway projects to include multi-modal facilities (i.e. bike lanes, separated shared-use paths, and access for the local transit system). The Complete Street ordinance should be reviewed and updated to require connections from transit stops to residential neighborhoods and local retail and commercial destinations. Potential improvements could include enhancing or adding crosswalks, traffic signal upgrades, and other safety initiatives that promote a walkable community.

The plan could require all new capital roadway projects consider multi-modal facilities while requiring new development projects to install bicycle racks and other amenities. The planning and installation of these facilities and amenities will lessen congestion and emissions, increase the life cycle costs of the existing roadway network by reducing traditional traffic volumes, and promote healthy living and tourism.

Additionally, the city should consider allocating capital funds and applying for funding to provide connections to both local destinations as well as the larger regional bikeway systems and destinations to increase tourism and economic activity. Potential destinations would be downtown Dayton and increasing access to regional pedestrian and bikeway facilities including the Iron Horse Trail, Creekside Trail, Mad River Trail which have connectivity to statewide and regional trail systems.

Finally, the city should consider increasing access and comfort of using public transit by partnering with the Greater Dayton Regional Transit Authority (GRDTA) to review existing routes and advocate for additional stops that provide centralized access to retail, commercial and employment destinations. As part of the initiative to improve multi-modal facility use connections to the local bicycle and trail network as well as providing amenities such as benches, bike racks, lighting and other safety and comfort appurtenances.

The implementation of this initiative will require collaboration by the City Planning, Engineering, and Public Service teams as well as possibly engaging an outside consultant to assist with the upgrade of the policy. The success of this initiative would be benchmarked by annually assessing the miles of alternative modes of transportation added to the city network.









Implementation Strategy

Great plans are judged by the real-world action they inspire, and this implementation is—and should be—a community effort. The realization of the ONE Riverside plan will be achieved through this type of collaborative work between city leaders and the community overall. The plan identifies dozens of projects, policies, and programs that were elevated through conversation with the public and stakeholders. Each of these proposals will require focus, planning, resources, championing, management, and evaluation. This chapter presents a more detailed path forward to the plan recommendations along with a management structure to ensure progress is continual.

Every one of the dozens of actions in this plan will require some level of deliberate planning, budgeting, execution, and evaluation. Without intention and leadership, the plan will fail to deliver on the vision of the community. To ensure ongoing implementation, Riverside must commit to a righteous cycle of community investment. Transformation is a slow and incremental process, but progress can accelerate with early, catalytic wins. Collaboration is also key. Few of the proposals will be achieved by a single leader, department, or the city alone. Partnering will be essential, especially for those actions with a regional component. Through regular communication and engagement, the city can attract project champions and foster new leadership in the process. This cycle of involvement will help build trust between the city and its collaborators and encourage continued investment and involvement. Last, Riverside must be the champion of Riverside. When an action is realized, the city should commit to celebrating the progress and tying this work back to the ONE Riverside conversation. Without this essential input, this plan would be half finished. This section presents a strategy through which city leaders and departments can implement the comprehensive plan. The chapter presents a full matrix of plan actions with associated timeframes, priorities, resources, and supporting partners.

Click on the chapter title below to revisit the Places action agenda.

PLACES | PREPARED, BEAUTIFUL, VIBRANT.

	RECOMMENDATIONS	PRIORITY	TIMEFRAME	RESOURCE	SUPPORT
P1	Socialize and champion the conceptual development strategy and principles		Ongoing	Minimal	Community Leaders and Groups
P2	Develop a modern zoning code and subdivision regulations that reflect Riverside's future land use needs and character	★	Short Term	Moderate	Consultant
P3	Strengthen commercial and residential code enforcement and maintenance protocols for properties in violation of city ordinances		Ongoing	Minimal	Staff
P4	Develop a brownfield redevelopment strategy	★	Short Term	Moderate	Montgomery County Land Bank
P5	Apply for brownfield remediation grants		Short Term	Minimal	
P6	Prepare a commercial and industrial development playbook and marketing strategy for key sites and opportunities		Long Term	Moderate	Consultant
P7	Evaluate new uses for existing publicly maintained facilities or land		Mid Term	Moderate	
P8	Evaluate the establishment of a Community Development Corporation (CDC) or the re-establishment of a Community Improvement Corporation (CIC) model		Short Term	Minimal	Staff; Consultant
P9	Plan and develop an internal greenways network		Long Term	Significant	MVRPC; MPO; MetroParks; Consultant
P10	Develop a parks, recreation, and open space master plan		Mid Term	Moderate	MetroParks; Consultant

Click on the chapter title below to revisit the Prosperity action agenda.

PROSPERITY | STRONG, VITAL, INDEPENDENT.

	RECOMMENDATIONS	PRIORITY	TIMEFRAME	RESOURCE	SUPPORT
R1	Prepare an economic development strategic plan		Short Term	Moderate	Consultant
R2	Develop a new city brand and identity	★	Mid Term	Significant	Consultant
R3	Expand grant writing capacity	★	Short Term	Moderate	City Manager
R4	Continue to cultivate a multi-point relationship with WPAFB		Ongoing	Minimal	Administration; Elected Officials; Staff
R5	Audit current development ordinances concerning aging in place		Mid Term	Moderate	
R6	Audit current development ordinances from the perspective of small businesses seeking to grow within the regional economy		Short Term	Moderate	
R7	Refine and modernize the commercial property inventory		Mid Term	Moderate	Intern / Staff
R8	Maintain the community's Naturally Occurring Affordable Housing (NOAH)	★	Ongoing	Significant	Staff
R9	Convene an Economic Development Committee of local and regional experts to understand Riverside's role in the regional and statewide economic development picture		Ongoing	Minimal	Dayton Development Coalition
R10	Support redevelopment and development of new types of housing		Mid Term	Moderate	
R11	Debunk housing myths		Ongoing	Minimal	Staff

Click on the chapter title below to revisit the Foundations action agenda.

FOUNDATIONS | INVESTED, CONNECTED, SERVICE ORIENTED.

	RECOMMENDATIONS	PRIORITY	TIMEFRAME	RESOURCE	SUPPORT
F1	Launch and monitor a stormwater fee		Short Term	Moderate	
F2	Review RTA bus system connectivity for workers, jobs, and education		Mid Term	Moderate	RTA
F3	Develop green stormwater practices for private development guidance		Mid Term	Moderate	
F4	Prepare a facilities master plan	★	Short Term	Moderate	Consultant
F5	Continue to build out and improve the Complete Streets Resolution		Ongoing	Minimal	ODOT; MVRPC; Consultant
F6	Study feasibility of a revised intersection at Harshman & Springfield	★	Short Term	Significant	ODOT; MVRPC; Consultant
F7	Plan and implement physically protected bike lane connections		Long Term	Significant	MVRPC; RTA
F8	Explore and encourage shared parking agreements		Long Term	Moderate	
F9	Create a Safe Routes to School Program		Mid Term	Minimal	ODOT; MVRPC
F10	Participate in regional initiatives that can help increase Riverside's partnerships, visibility, and reinvestment opportunities		Ongoing	Minimal	Staff
F11	Continue to fund the annual Capital Maintenance program		Ongoing	Significant	
F12	Develop and Implement Stormwater Management regulations		Mid Term	Moderate	
F13	Plan and promote multi-modal transportation alternatives		Long Term	Moderate	MVRPC; RTA

Page intentionally left blank

MEETING DATE: July 20, 2023
AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Nia Holt, Zoning Administrator

SUBJECT: Ordinance No. 23-O-834 – An ordinance amending Chapter 1105 *Development Procedures* of the City of Riverside Unified Development Ordinance.

EXPLANATION:
City Council, residents, developers, Planning Commission, the Board of Zoning Appeals and staff have expressed frustration with the development regulations and procedures. The most notable concerns are related to review timelines, unclear submittal requirements, and the high threshold for administrative reviews (minor waivers and variances). Planning Commission initiated the text amendment process to review the current regulations in the Fall 2022. Staff reviewed the development standards and procedure from several cities in region. The Planning Commission reviewed drafts of the text amendments during two work sessions until they were ready to make a formal recommendation to the City Council.

Summary of Text Amendment:
The following is a summary of the draft UDO amendments presented in Exhibit A.

General Changes:
- Development Approvals section combined with submittal requirements.
- Zoning Permits – Includes certificate of compliance, change of use, and certificate of zoning occupancy.
- Timeframes adjusted to better reflect process and give TRC more time to review.
- Appeals Procedure: Requirements included which requires appellants to list basis of appeal and UDO code sections.

Rezoning/UDO Amendments:
- Comprehensive plan consistency added to standards for approval.
- Neighborhood meeting requirement added.
- Notice requirement timeframes adjusted.
- Effect of rezoning denial language added.
- Submittal requirements modified.

Development Applications:
- Conditional Use modifications requirements added.
- Development and Site Plan combined, and new categories created.
- Minor Subdivision redefined.
- Variance and Waiver process and definitions clarified.
- More consolidated approval types added.

New Sections:

- Temporary Uses
- Table for zoning review types
- Reapplication after a denial
- Pre-application meetings requirements

RECOMMENDATION
It is respectfully recommended that the Mayor and City Council approve the attached ordinance.

FISCAL IMPACT
None

SOURCE OF FUNDS
N/A

23-O-834

AN ORDINANCE AMENDING CHAPTER 1105 DEVELOPMENT PROCEDURES OF THE CITY OF RIVERSIDE, OHIO UNIFIED DEVELOPMENT ORDINANCE.

WHEREAS, the City of Riverside Planning Commission has recommended amending the Unified Development Ordinance Chapter 1105 Development Procedures; and

WHEREAS, the Planning Commission has held at least one public hearing thereon, after notice of the time and place thereof had been given as required by law; and

WHEREAS, the Council of the City of Riverside, Ohio has held a public hearing thereon after notice of the time and place thereof had been given as required by law.

THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:

Section 1: That Chapter 1105 Development Procedures be amended as stated in "Exhibit A" of this Ordinance.

Section 2: This Ordinance shall take effect and be in full force from and after the earliest date allowed by law.

PASSED THIS DAY OF _____.

APPROVED:

_____
MAYOR

ATTEST:

_____
CLERK

CERTIFICATE OF THE CLERK

I, _____, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 23-O-834 passed by the Riverside City Council on _____.

IN TESTIMONY WHEREOF, witness my hand and official seal this day _____.

_____
CLERK

CHAPTER 1105 DEVELOPMENT PROCEDURES

1105.01 Purpose.

This chapter outlines the procedures and information necessary to obtain development approvals. It also establishes procedures for the appeal and review of determinations and decisions of the Planning Commission, Board of Zoning Appeals (BZA) and ~~DPPM~~ Community Development Department.

1105.03 General requirements.

A. The following requirements apply generally throughout this chapter:

1. All applications for Planning Commission or BZA approval will first be reviewed by the ~~PPMD~~ Zoning Administrator or their designee and may be reviewed by the Technical Review Committee (TRC)~~, at the PPMD's discretion~~. The ~~DPPM~~ Zoning Administrator will prepare a report with recommendations and will make a presentation at the Planning Commission or BZA meetings as appropriate; and

2. Applications may be reviewed by Planning Commission in a regularly scheduled work session prior to the Commission's regularly scheduled formal meeting as appropriate; and

3. Unless otherwise indicated within this UDO, all applications for permits or other approvals shall be made to the ~~PPMD or PPMD's designee~~ Community Development Department.

4. There are five types of zoning reviews. The five types of zoning reviews are listed along with a general description of each type in the following table:

a.	Code Text Amendments	Proposal to modify the zoning code. Proposed zoning code amendments require a public hearing.
b.	Conditional Use Reviews	Conditional use applications allow for the use of the property once a certain set of conditions have been met. Conditional use applications require a public hearing.
c.	Development Reviews	This type of review includes rezonings, construction or alternation of structures, and the disturbance of land. Development reviews are necessary in order to obtain a zoning certificate and may require a public hearing.
d.	Temporary Approvals	This type of approval allows for the temporary use of a structure or property. This is an administrative process.
e.	Use Reviews	Land use reviews are necessary to verify if a proposed use is permitted. Use reviews are necessary in order to secure a zoning certificate.

B. ~~*Expiration of Approvals.*~~ *Authority to File Applications.*

1. ~~Approvals granted by the City of Riverside shall expire if the work has not begun within one year from the date of approval~~. Except as otherwise provided in this UDO, the reviews and approvals provided herein may be initiated by:

   a. An owner of the property that is the subject of an application; or

   b. An agent of the owner of record authorized in writing to do so.

2. ~~If the work described in any Certificate of Zoning Compliance has not been substantially completed within one year of the date of issuance thereof, said certificate shall expire and be cancelled by the DPPM and written notice shall be given to the owner and contractor. Additional work shall not occur until a new Certificate of Zoning Compliance is issued~~. Notwithstanding anything to the contrary in this UDO, the City of Riverside may initiate an amendment to the Official Zoning map or the text of the zoning code with or without written authorization or application from the property owner or owners who may be affected by such an amendment.

~~3. If a building, structure, or land is not occupied in compliance with the UDO within one year of the date of issuance of any Certificate of Zoning Occupancy, said certificate shall expire and be cancelled by the PPMD and written notice shall be given to the owner and contractor. No occupancy of the building, structure, or land shall occur until a new Certificate of Zoning Occupancy is issued.~~

~~(Ord. 17-O-618, Passed 3-16-17)~~

C. *Expiration of Approvals*.

1. Approvals granted by the City of Riverside shall expire if the work has not begun within one (1) year from the date of approval unless indicated otherwise in writing.
2. If the work described in any zoning certificate has not been substantially completed within one (1) year of the date of issuance thereof, said certificate shall expire and be cancelled by the Zoning Administrator and written notice shall be given to the owner, authorized agent, or contractor. Additional work shall not occur until a new zoning certificate is issued.
3. If a building, structure, or land is not occupied in compliance with the UDO within one (1) year of the date of issuance of any zoning certificate, said certificate shall expire and be cancelled by the Zoning Administrator and written notice shall be given to the owner, authorized agent, and/or contractor. No occupancy of the building, structure, or land shall occur until a new zoning certificate is issued.
4. Prior to the expiration of the one (1) year time limit, an applicant may request up to a six (6) months extension, which may be approved by the Zoning Administrator or designee. Any additional requests for extension or an extension greater than six (6) months shall require review and approval by Board of Zoning Appeals unless otherwise stated in this UDO. The applicant must show good cause why tasks could not reasonably be completed within the allotted time frame.

D. *Reapplication after Denial of an Application*. If an application is denied, the applicant may:

1. Appeal the decision in accordance with the applicable appeal procedure established in this code; or
2. Wait one (1) year prior to resubmitting an application if it remains substantially the same as the original application; or
3. Make changes to the application that will fully address all issues and findings identified for the denial and resubmit a new application, including any required fees. Any resubmission that occurs within one (1) year of the date of the original denial must include a list of the findings for denial and evidence that shows how the new application has substantially changed to address each of the findings. The Zoning Administrator shall have the authority to determine if the evidence submitted substantially changes the application to address all issues as part of a complete application. If it does not, the Zoning Administrator shall return the application, with the reasons for their determination in writing, along with any paid fees; or
4. Submit a new application if the proposed use and design of the site will be entirely different than the denied application.

E. *Subsequent Development.*

1. Development authorized by any approval under Chapter 1105 and this UDO shall not be carried out until the applicant has secured all other approvals required by this UDO and any other applicable provisions of the City of Riverside.
2. The granting of any approval, certificate, or permit shall not guarantee the approval of any other required certificate, permit, or application.

3. The City shall not be responsible for reviewing an application for compliance with any permits, certificates, or other approvals that may be required by Montgomery County, State of Ohio, or other agencies having jurisdiction.

F. Notice Requirements. Published and mailed notice for public hearings shall be provided as set forth in Table 1105.03-1, below:

Review Type	**Neighborhood Meeting Notice**	**Published Notice**	**Mailed Notice**
Code Text Amendment	Not Required	The published notice for the Planning Commission shall be published at least **7** days prior to the prior to the hearing. Notice of the City Council public hearing shall be published at least **10** days prior to the meeting.	Not Required.
Zoning Map Amendment/PUD Preliminary Plan	**15** calendar days prior to the neighborhood meeting.		Written notice shall be mailed at least **14** days prior to the public hearing.
Conditional Use		The published notice shall be published at least **7** days prior to the prior to the Planning Commission hearing.	
Major Site Plans, Variances, Waivers, Subdivisions and Modifications	Not Required unless consolidated with conditional use or zoning map amendment.*	The published notice shall be published at least **5** days prior to the hearing.	Written notice shall be mailed at least **10** days prior to the public meeting.

*See Section 1105.05 Consolidated Approvals.

G. *Pre-Application Meeting*. Prior to a formal application the applicant or their agent shall have a meeting with the Zoning Administrator and/or Technical Review Committee to discuss the effect the Comprehensive Plan, the Zoning District, code procedures, and other land development regulations would have on the proposed development or land use. In addition, the pre-application meeting may be used to determine what elements may be required in the Concept Plan. Prior to a pre-application meeting the applicant or applicant's agent shall file a plan, pre-application fee, and supporting materials with the Community Development Department. The materials to be submitted shall be determined by the Zoning Administrator or designee and shall be identified on a checklist that is made available to the applicant.

1105.05 Consolidated approvals.

Where possible, this section intends to accommodate the simultaneous processing of multiple applications and approvals which may be required for the same development project in order to make the review process as short as possible. The applicant or property owner may request a simultaneous review so long as consolidation application satisfies all requirements of each application. Such possibilities for concurrent filing and processing of applications include, but are not limited to, the following:

1. A conditional use along with a ~~Development Plan or~~ Site Plan and/or Waiver(s); or
2. A rezoning along with a petition for annexation into the City of Riverside; or,
3. A Zoning Text or Map Amendment along with a Preliminary Plat or Preliminary Major Site Plan; or
4. Preliminary Plat along with a Final Plat per ~~Section 1105.09.~~ the standards in this code for a major subdivision; or
5. A Site Plan with Waiver(s); or
6. Variance(s) along Waiver(s).

1105.07 UDO text and official zoning map amendments.

A. *Definition.* Zoning amendments include changes to the Official Zoning Map (rezoning) and/or to the UDO text. A person, corporation, Planning Commission, the Community Development Department, or City Council may initiate amendments. The Community Development Department,~~PPMD,~~ Planning Commission and City Council shall review amendments.

B. Amendment Process: Amendments may be initiated in one of the following ways:

1. By the filing of an application to Planning Commission by the owners or agent of the owner of the property within the area proposed to be affected or changed by said amendment;
2. By the adoption of a motion by the Planning Commission; or
3. By the adoption of a motion by City Council and referral to the Planning Commission~~.~~; or
4. By the Community Development Department.

All text and map amendments shall follow the same procedure. City Council initiated text or map amendments shall be referred to Planning Commission for recommendation prior to City Council consideration.

C. *Zoning Map Amendment Standards for Approval.* The following criteria shall be followed in approving zoning map amendments to the UDO:

1. That the zoning district classification and use of the land will not materially endanger the public health or safety;
2. That the proposed zoning district classification and use of the land is reasonably necessary for the public health or general welfare, such as by enhancing the successful operation of the surrounding area in its basic community function or by providing an essential service to the community or region;
3. That the proposed zoning district classification and use of the land ~~will not substantially injure the value of the abutting property~~ is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;
4. That the proposed zoning district classification and use of the land will be in harmony with the scale, bulk, coverage, density, and character of the area of the neighborhood in which it is located;
5. That the proposed zoning district classification and use of the land are appropriately located with respect to transportation facilities, utilities, fire and police protection, waste disposal, and similar characteristics; and
6. That the proposed zoning district classification and use of the land will not cause undue traffic congestion or create a traffic hazard.
7. That the proposed zoning district classification and use of land is consistent with the City's adopted plans, goals, and policies.

D. *Text Amendments Standards for Approval.* The following criteria shall be followed in approving text amendments to the Unified Development Ordinance:

1. The proposed text amendment is consistent with the comprehensive plan, other adopted city plans, and the stated purposes of this UDO;
2. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions; and
3. The proposed amendment will promote the public health, safety and general welfare.

~~D.~~ E. *Amendment Process Steps.* Amendments to the UDO text or map shall be submitted according to the following steps:

1. *Pre-application Meeting.* The applicant shall meet with the ~~PPMD~~ Zoning Administrator or their designee prior to submitting an application for an amendment in accordance with Section 1105.03.G. The purpose of the meeting is to discuss the proposal and to provide feedback regarding applicable standards and requirements;

2. *Neighborhood Meeting.* Prior to formally filing a zoning map amendment application a notice shall be sent from the applicant or the applicant's representative announcing a public meeting held by applicant to discuss the proposed project. The notice shall be sent via first class mail through the Unites States Postal Service at the applicant's expense. Failure to hold a neighbor meeting will result in a rejection of the formal application and a delay in the public hearing. Neighborhood meeting requirements:

   a. The applicant shall provide notice to all property owners of property within 300 feet of the area proposed to be rezoned, the Zoning Administrator, City Manager, Planning Commissioners, and Members of the City Council. The notice shall be mailed at least 15 calendar days and no more than 25 calendar days prior to the neighborhood meeting.

   b. A copy of the notice and list of those invited shall be sent to the Zoning Administrator prior to mailing for verification.

   c. The neighborhood meeting shall not occur before 6:00 PM or later than 8:00PM nor on national holidays. The neighborhood meeting shall be held no more than 30 calendar days prior to the formal application filing.

   d. The neighborhood meeting shall be held in a facility within reasonable proximity to the project site with enough space and seating to accommodate those invited.

   e. At time of filing a formal zoning map amendment application, the applicant shall provide a summary of a public meeting between the applicant and the parties listed in Part a. The summary shall include the following:

      i. A list of those invited;

      ii. A list of those in attendance and their addresses;

      iii. A summary of concerns and issues expressed during the meeting; and

      iv. A summary identifying how the applicant addressed the concerns and issues expressed during the meeting.

   f. The neighborhood meeting requirement may be waived by written approval from Community Development Director in such cases as the zoning map amendment application is related to a nonconforming residential property in a non-residential zoning district and meet the below requirements:

      i. The property owner or their representative must submit a copy of a certificate of noncompliance obtained from the City of Riverside.

ii. The property owner or their representative shall send notice to all property owners of property within 100 feet of the area proposed to be rezoned, the Zoning Administrator, City Manager, Planning Commissioners, and Members of the City Council at least 15 days prior to the formal application submittal. The notice shall include property owner contact information, projection description, and map of the project site.

~~2~~3. *Preliminary Review by the Zoning Administrator ~~PPMD~~.* Upon receipt of an application, the ~~PPMD~~ Zoning Administrator shall, within ~~ten~~ seven (7) business days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the ~~PPMD~~ Zoning Administrator shall advise the applicant of the deficiencies and inform the applicant that no further action will be taken on the application until all necessary and required information has been provided. The applicant will have 14 days to address the deficiencies and return the revised application to the Community Development Department for review. If it is complete, the ~~PPMD~~ Zoning Administrator shall forward the application to the members of the TRC, if applicable. A complete application package shall be forwarded to Planning Commission;

~~3~~4. *Review by the TRC.* The members of the TRC shall review the application and forward comments within ~~five~~ ten (10) business days to the Zoning Administrator ~~PPMD~~, who shall then forward the comments of the TRC to the applicant ~~Planning Commission~~;

~~4~~5. *Public Hearing and Notice.* Within ten business days of determining that an application contains all the necessary and required information and all comments from the TRC have been resolved, the ~~Clerk of Council~~ Zoning Administrator shall place the application on a Planning Commission agenda ~~and schedule a public hearing on the proposed amendment~~. ~~Notice of the hearing shall be provided at least once in one or more newspapers of general circulation in the City of Riverside.~~ The notice shall be published in accordance with Table 1105.03-1. ~~at least seven (7) business days before the date of the hearing~~. The notice shall state the time and place of the hearing and a summary of the proposed amendment. The text of the proposed amendment, maps, and plans (if applicable) shall be on file for public examination in the City of Riverside Administrative Offices ~~office of the Clerk of Council~~;

~~5~~6. *Notice to Property Owners.* If the proposed amendment intends to rezone a parcel or parcels, a written notice of the public hearing shall be provided to all property owners of property within 300 feet of the area proposed to be rezoned. The applicant shall provide to the ~~PPMD~~ Community Development Department a list, based upon the County Auditor's current tax lists, of all property owners within 300 feet of the area proposed to be rezoned. The ~~PPMD~~ Zoning Administrator shall send such notice, by first class mail~~, at least 20 1 days before the date of the hearing addressed~~ in accordance with Table 1105.03-1, to the owners appearing on the County Auditor's current tax list and to such other list verified by staff;

~~6~~7. *Planning Commission Public Hearing and Recommendation.* The Planning Commission shall review the application at a public hearing and recommend action to the City Council. The Planning Commission may recommend that the amendment be approved as requested, approved with modifications by the Planning Commission; or be denied. Planning Commission's failure to act shall be deemed a denial. Planning Commission shall indicate the specific reason(s) for its recommendation. Such recommendation shall require the support of the majority of Planning Commission and shall be forwarded to the City Council in ordinance form;

~~7~~. ~~*Planning Commission Recommendation.* The Planning Commission may recommend that the amendment be approved as requested, approved with modifications by the Planning Commission; or be denied. Planning Commission's failure to act shall be deemed a denial. Planning Commission shall indicate the specific reason(s) for its recommendation. Such recommendation shall require the support of the majority of the full membership of Planning Commission. Such recommendation shall be forwarded to the City Council in ordinance form;~~

8. *Notice by City Council and Public Hearing.* Following receipt of the recommendation from Planning Commission to either adopt, adopt with modifications, or deny a text or map amendment, the City Council shall introduce the proposed ordinance at a regular or special meeting in accordance with the provisions of the City Charter. The City ~~Clerk~~ Manager shall schedule a public hearing on the proposed amendment. Notice of the public hearing shall be published in accordance with Table 1105.03-1;

~~9~~. ~~*Notice to Property Owners by City Council.* Notice of the public hearing shall be published at least once in one or more newspapers of general circulation in the City of Riverside at least ten days before the public hearing date~~;

~~10~~9. *Action by City Council.* After the public hearing, the City Council shall, in ordinance form, adopt by a majority vote ~~of the full membership~~ of City Council the Planning Commission's recommendation; deny the recommendation; or adopt some modification thereof; and

~~11~~10. *Effective Date and Effect of Application Denial.* The amendment shall be effective 30 days following approval by the City Council unless otherwise indicated by emergency legislation. Following City Council's denial of an ordinance to amend the Official Zoning Map, no application for an amendment to the Official Zoning Map shall be permitted for the same proposal without significant modifications for at least six (6) months from the date of the City Council's denial. If after such six-month period has concluded and City Council denies a second zoning map amendment ordinance, no third application shall be considered for the same proposal without significant modifications until the date that is one (1) year from the date of the second refusal.

E. *Submittal Requirements.* The following information shall be submitted:

1. The name(s), parcel address(s), mailing address(s), email address(s) and telephone numbers of the applicant(s), and the property owner(s) or designated agent if other than the applicant(s);

2. Legal documentation of the parcel(s) to be rezoned, ~~drawn by a surveyor registered in the State of Ohio~~;

3. A statement of the reason(s) for the proposed amendment which addresses conformity to comprehensive plan and the appropriateness of the proposed zoning district to support any changing physical, social or economic conditions the area;

4. Present use and zoning district;

~~5.~~ Proposed use and zoning district of the subject site ~~plus all parcels within 300 feet;~~

6. ~~A vicinity map at a scale determined by the PPMD showing property lines, existing and proposed zoning, thoroughfares, and such other items as the PPMD may require~~ A development or concept plan of sufficient detail to demonstrate to the Planning Commission the character and objectives of the proposed development and the potential impacts of the development on the community and its environs;

7. A list of the names and mailing addresses of all property owners within 300 feet of the subject parcel(s) including any properties located in adjoining communities;

8. ~~The payment of the application fee as established by City Council; and~~ Neighborhood meeting documentation;

9. ~~Electronic files of all developments, plans, subdivisions and other required information in a format defined by the PPMD~~. The payment of the application fee as established by City Council; and

10. Electronic files of all plans and other required information in a format defined by the Zoning Administrator.

1105.09 Development approvals: Categories, ~~and~~ criteria, and submittal requirements.

A. *General Requirements.* The following section summarizes the development approvals permitted under the UDO and the submittal requirements. The subsequent sections of the UDO define the applicable approval processes and details for temporary uses, waivers, variances, and appeals ~~submittal requirements~~.

1. Submittal Requirements. The following general requirements shall apply:

   a. Each development approval shall include an application provided by the City of Riverside with the submittal;

   b. The City of Riverside shall process only complete applications. The Zoning Administrator shall make determination as to completeness;

   c. The Technical Review Committee may request additional supporting information which in their professional judgment is necessary to fully examine the applicant's proposal.

      1) No less than fourteen (14) calendar days prior to an original public hearing, or seven (7) calendar days prior to a continued hearing date set by the Commission or Board, the applicant shall submit original or revised site plans, studies, and/or any other required materials prepared by an expert and the findings of which the applicant intends to present at a hearing.

      2) Failure to submit these items within the required time frame may be considered grounds for postponing the hearing or deferring action on the proposal.

   d. The full application fee shall be presented to the City of Riverside with the application; and

   e. The application shall include the name and contact information of the applicant. If the applicant is not the owner then written consent from the owner shall be submitted.

B. *Accessory Uses and Structures Major.* A Major Accessory Use or Structure is an accessory use that, because of its size, location, or intensity of activity, may have a significant impact on adjacent property. Uses located on nonresidential properties that are inconsistent with the permitted accessory uses as listed in the applicable zoning district and not listed as a conditional use in the applicable zoning district shall be considered Major Accessory Uses. Structures located on nonresidential properties in excess of or otherwise inconsistent with the provisions of 1115.01.C shall be considered Major Accessory Structures. The ~~DPPM~~ Zoning Administrator shall determine if the accessory use or structure is a Major or Minor Accessory Use. The ~~Planning Commission~~ Zoning Administrator considers Major Accessory Uses and Structures for approval as a minor site plan review. See Section ~~1115.01~~ 1105.09.K for standards for minor site plan review.

1. The submittal for approval of a Major Accessory Uses and Structures shall include an application form, a Site Plan, related materials, and application fee. The application shall include at a minimum:

   b. Name and mailing address of the current property owner and/or designated agent;

   c. Property address, parcel identification number and zoning classification of the subject property;

   d. Description of the existing and proposed use; and

   e. Extent of any proposed interior building alterations that may be required as a result of the change in use.

C. Accessory Uses and Structures Minor. A Minor Accessory Use is an accessory use that will not have a significant impact on adjacent property. Accessory uses and structures that are consistent with the provisions of Section 1115.01 and the permitted accessory uses of the applicable zoning district are considered Minor Accessory Uses. The ~~DPPM~~ Zoning Administrator shall determine if the accessory use is a Major or Minor Accessory Use. The ~~DPPM~~ Zoning Administrator considers minor accessory uses and buildings for approval. See Section 1115.01 for standards.

1. The submittal for approval of a Minor Accessory Uses and Structures shall include an application form, a sketch or Site Plan, related materials, and application fee. The application shall include at a minimum:

   a. Name and mailing address of the current property owner and/or designated agent;

   b. Property address, parcel identification number and zoning classification of the subject property;

   c. Description of the existing and proposed use; and

   d. Extent of any proposed interior or exterior building alterations that may be required as a result of the change in use.

D. *Certificates of Zoning Compliance (CZC).* The Certificate of Zoning Compliance shall demonstrate that an approved development and/or use of a building structure or land in the case of land uses complies with the requirements of the UDO. No building or other structure shall be erected, constructed, re constructed, enlarged, moved or structurally altered, occupied, nor shall any excavation or site improvements be commenced unless a CZC permit has been issued by the Zoning Administrator. ~~until the following has occurred~~:

~~1. The owner of the property involved or a person having an interest in such property and acting under written authority of the owner has applied for a CZC;~~

~~2. The application for a CZC shall include the submittal of a site plan or sketch as defined herein;~~

~~3. The PPMD has issued the CZC following approval of the site plan or sketch.~~

~~A CZC shall become void at the expiration of one year after the date of issuance unless the work described therein has been substantially completed. If construction has not been substantially completed within one year of the date of the certificate, a new application and certificate shall be required.~~

1. No new or existing structure or land shall be occupied nor any use be conducted in a building, structure, or land until the following has occurred:

   a. The owner of the property involved or a person having an interest in such property and acting under written authority of the owner has applied for a CZC;

   b. The Zoning Administrator has issued the CZC following approval of the site plan or sketch.

2. The submittal of a Certificate of Zoning Compliance (CZC) shall include an application and the appropriate sketch or site plan. The application shall include at a minimum:

   a. Name and mailing address of the current property owner or designated agent;

   b. Name of applicant. If the applicant is not the owner than written consent from the owner should be submitted;

   c. Address, parcel identification number, and zoning classification of the subject property;

   d. Description of the existing and proposed use; and

   e. Extent of any proposed interior or exterior building alterations that may be required as a result of the change in use;

   f. Any additional information required by the City of Riverside to determine compliance with this UDO.

3. A change in the use of a building, structure or land may be approved by the Zoning Administrator if the use is substantially similar to the existing use or another permitted use under the existing zoning district classification as indicated on the Official Zoning Map. A change in use may or may not involve interior or exterior building alterations. A CZC shall become void at the expiration of one year after the date of issuance unless the work or land use described therein has been substantially completed. If construction has not been

substantially completed and/or building, structure, or land has not been occupied within one year of the date of the certificate, a new application and certificate shall be required.

~~E. *Certificates of Zoning Occupancy (CZO).* The Certificate of Zoning Occupancy shall demonstrate that the use of a building, structure, or land in the case of land uses complies with the requirements of the UDO. The permit shall state that the use of the building, structure or land area complies with the provisions of this UDO. No new or existing nonresidential building or structure or land shall be occupied nor any nonresidential use be conducted in a residential building, structure, or land until the following has occurred:~~

~~1. The owner of the property involved or a person having an interest in such property and acting under written authority of the owner has applied for a CZO;~~

~~2. The application for a CZO shall include the submittal of a description of use, floor plan, or plot plan or sketch as defined herein;~~

~~3. The PPMD has issued the CZC following approval of the site plan or sketch.~~

~~A CZO shall become void at the expiration of one year after the date of issuance unless the building, structure, or land has been occupied in compliance with the UDO. If the building, structure, or land has not been occupied within one year of the date of the certificate, a new application and certificate shall be required.~~

~~F. *Change in Use.* A change in the use of a building, structure or land may be approved by the PPMD if the use is substantially similar to the existing use or another permitted use under the existing zoning district classification as indicated on the Official Zoning Map. A change in use may or may not involve interior or exterior building alterations.~~

E. ~~G.~~ *Conditional Use.* Conditional Uses are those uses that, because of special requirements or characteristics, may be allowed in a particular zoning district only after review by the Planning Commission and the granting of Conditional Use approval imposing such conditions as necessary to make the use compatible with other uses permitted in the same district zone or vicinity. A Conditional Use as listed in a particular zoning district shall be allowed in that zoning district after permission is granted by the Planning Commission in accordance with the provisions of the UDO.

1. *Standards for Approval.* The following standards shall be considered in the review of Conditional Use Applications:

    a. The Conditional Use is a use that may be permitted with conditions, in the District for which it is proposed;

    b. The Conditional Use will be in conformity with the Comprehensive Land Use Plan ~~accordance with the general objectives, or with any specific objective, of this UDO~~;

    c. The Conditional Use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;

    d. The Conditional Use will not be hazardous to or unreasonably disturbing to existing or future neighboring uses;

    e. The Conditional Use will be served adequately by existing public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such services;

    f. The Conditional Use will not create excessive additional requirements, at public cost, for public facilities and services and will not be detrimental to the economic welfare of the community;

    g. The Conditional Use will not involve uses, activities, processes, materials, equipment and conditions or operations that will be detrimental to any persons, property, or the general welfare

by reason of excessive production of traffic, noise, smoke, fumes, glare, negative appearance, or odors;

h. The Conditional Use will have vehicular approaches to the property, which shall be designed so as not to interfere with traffic on surrounding public thoroughfares; and

i. The Conditional Use will not result in the destruction, loss or damage of a natural, scenic, or historic feature of major importance as determined by the City of Riverside ~~PPMD~~.

2. The Planning Commission shall hold a public hearing on a Conditional Use in accordance with Section 1105.07 of this UDO as it relates to the timelines, means, and methods of the Conditional Use Application being reviewed by City Staff, submitted for consideration by the Planning Commission, and the necessary timelines, means, and methods in providing the general public notice of said public hearing.

~~3.~~ a. *Action by the Planning Commission.* After the public hearing, the Planning Commission shall, by a majority vote ~~of the full membership~~ approve; approve with conditions or deny the requested Conditional Use application. Failure to act shall be considered a denial.

~~4.~~ b. In the event the Planning Commission approves, or approves with conditions, a Conditional Use application, the applicant shall apply for and secure a ~~Conditional Use~~ Certificate of Zoning Compliance (CZC), as issued by Zoning Administrator ~~DPPM,~~ within 30 days of Planning Commission's decision. The CZC authorizes the conditional use on the specific parcel(s) for which it was approved. The ~~Conditional Use Certificate~~ CZC related to a conditional use approval is non-assignable and shall expire one year from the date of Planning Commission approval ~~enactment~~, unless otherwise approved by the Planning Commission or prior to that date the applicant commences actual construction or business. ~~There shall be no modification of a Conditional Use Certificate except by the Planning Commission.~~

c. *Modifications.* This section shall apply to modifications of a previously approved conditional use. A minor change to a conditional use is an incidental change in the character of the approved Certificate of Zoning Compliance (CZC) related to a conditional use application and may be approved by the Zoning Administrator. The Zoning Administrator shall be entitled to refer any application for a conditional use modification to the Planning Commission for review. A major modification to a previously approved conditional use application includes either of the following and shall be reviewed by the Planning Commission:

1) Expansion of conditional uses that comprise more that 25% of the structure within, or the land upon which, such conditional use has been approved; or

2) Any other change that, in the reasonable discretion of the Zoning Administrator, materially alters the general intent and character of the approved conditional use application.

The Planning Commission may approve the modification at a regular meeting with no public hearing required. Such a modification shall be subject to the standards of approval found in Section 1105.09.E.1.

3. Submittal Requirements. The submittal for review of a Conditional Use shall include an application form for a Conditional Use with related materials and fee. The application shall include at a minimum:

a. Name and address of the current property owner and/or designated agent;

b. Property address, parcel identification number, and zoning classification of the subject property;

c. A sketch or site plan to scale including a digital image of all plans, showing the existing and proposed use of the site, all pertinent natural and man-made features, and adjacent development character and buildings;

d. A statement of need for the proposed use, its location and a report identifying the effects of the proposed use on the surrounding properties and the neighborhood; and

e. A plan of how the potential negative effects of the proposed use will be mitigated including traffic, parking, noise, light intrusion, solid waste storage, odor, fumes and removal.

~~H. *Development Plan.* Approval of a Development Plan is required within the Residential Mixed Use District, Business Mixed Use District, and the Urban Core (UC) Districts.~~

~~The two step Development Plan review and approval process includes submission of a Preliminary Development Plan and a Final Development Plan. The TRC and the Planning Commission review both plans. Depending on the scope and complexity of the project proposed, the Planning Commission may permit the Preliminary Development Plan and the Final Development Plan to be combined as one submission. That request should be made to the Planning Commission for a recommendation and forwarded to City Council for approval.~~

~~1. *Standards for Approval.* The following standards shall be considered in the review of Development Plan applications:~~

~~a. It fully complies with the applicable requirements of the UDO;~~

~~b. It adequately protects other property or other uses located on the same property;~~

~~c. It is consistent with other development on nearby property;~~

~~d. It provides safe conditions for pedestrians and motorists and prevents a dangerous arrangement of pedestrian and vehicular ways; and~~

~~e. It provides safe ingress and egress to emergency vehicles on the site.~~

~~2. The Planning Commission and City Council shall hold separate public hearings on a Development Plan in accordance with Section 1105.07.D of this UDO.~~

~~3. *Minor Modifications.* After the Final Development Plan has been approved by City Council and prior to issuing a Certificate of Zoning Compliance, adjustments or rearrangements of buildings, drives, parking areas, recreation areas, entrances, heights, yards, changes to the exterior façade, or similar modifications, may be requested by the applicant. The PPMD shall review such amendments to the final plan if the change involves 25 percent or less of the original gross floor area or lineal dimension, or 1,000 square feet whichever is less. Amendments to the final plan greater than this requirement shall be reviewed by the Planning Commission.~~

~~I. *Final Plat.* A final plat must be accepted by Planning Commission and recorded by the Montgomery County Recorder's Office before lots may be transferred.~~

~~1. *Standards for Approval.* The following standards shall be considered in the review of the Final Plat applications:~~

~~a. The Final Plat is in accordance with the Preliminary Plat and covenants are acceptable;~~

~~b. That the Final Plat is consistent with the approved Preliminary Plat;~~

~~c. That the Final Plat is consistent with the approved Development Plan;~~

~~d. The Director of Public Services and/or City Engineer has approved all construction;~~

~~e. The homeowners association and other agreements have been approved by the City Law Director;~~

~~f. The maintenance bonding requirements have been met; and~~

~~g. All fees have been paid.~~

~~J.~~F. *Floodplain Permit.* A Floodplain Permit shall be obtained before construction begins for all development activities located wholly within, partially within, or in contact with an identified special flood hazard area. ~~within any area of special flood hazard as defined in Section 1113.19.D, Basis for Establishing the Areas of~~

~~Special Flood Hazard.~~ Application for a Floodplain Permit shall be made on forms furnished and approved by the City of Riverside~~DPPM~~.

1. *Standards for Approval.* The following standards shall be considered in the review of Floodplain Permit applications:

    a. The flood plain application does not include uses that are dangerous to health, safety and property;

    b. The application includes uses that are protected against flood damage at the time of construction;

    c. The alteration of stream channels, natural floodplains and protective barriers are controlled;

    d. The filling, grading, dredging, and other development activities are sufficiently controlled; ~~and~~

    e. The proposed construction floodplain does not cause additional flooding of adjacent property: and~~.~~

    f. The development complies with all other applicable regulations in Section 1113.19.

2. Submittal Requirements. The submittal for review of a floodplain permit shall include an application form with related materials and fee. The application shall include but not be limited to:

    a. Site plans drawn to scale showing the nature, location, dimensions, and topography of the area in question; the location of existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing.

    b. Elevation of the existing, natural ground where structures are proposed.

    c. Elevation of the lowest floor, including basement, of all proposed structures.

    d. Such other material and information as may be requested by the Floodplain Administrator to determine conformance with and provide enforcement of these regulations.

    e. Technical analyses conducted by the appropriate design professional registered in the State of Ohio and submitted with an application for a floodplain development permit when applicable:

        1. Flood proofing certification for nonresidential flood proofed structure as required in Section 1113.19.X.5.

        2. Certification that fully enclosed areas below the lowest floor of a structure not meeting the design requirements of Section 1113.19.X.4.e are designed to automatically equalize hydrostatic flood forces.

        3. Description of any watercourse alteration or relocation that the flood carrying capacity of the watercourse will not be diminished, and maintenance assurances as required in Section 1113.19.X.9.c.

        4. A hydrologic and hydraulic analysis demonstrating that the cumulative effect of proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood by more than one foot in special flood hazard areas where the Federal Emergency Management Agency has provided base flood elevations, but no floodway as required by Section 1113.19.X.9.b.

        5. A hydrologic and hydraulic engineering analysis showing impact of any development on flood heights in an identified floodway as required by Section 1113.19.X.9.a.

        6. Generation of base flood elevation(s) for subdivision and Other New developments as required by Section 1113.19.X.3.

~~K.~~G. *Landscape Plan.* A Landscape Plan shall be submitted as part of the site plan review process. Such plans shall be reviewed and approved by the Planning Commission when associated with a site plan application. A Landscape Plan shall be submitted to the Zoning Administrator to coordinate Technical Review Committee review. Proposed landscape treatment shall be indicated on the Landscape Plan and shall not be shown on any separately required Site Plan. Landscape plans shall be submitted with Site Plans as required in Section 1105.09.J. Landscape plans may be submitted to the Zoning Administrator subsequent to Site Plan approval and prior to the issuance of a CZC.

1. *Standards for Approval.* The following standards shall be considered in the review of Landscape Plan applications:

a. The Landscape Plan meets all the requirements and fulfills the purposes and intent of the UDO;

b. The Landscape Plan is in concurrence with relevant City of Riverside plans and policies;

c. The public's health, safety and welfare will not be adversely impacted by the proposal; and

d. The plant materials are approved by the City of Riverside, including sufficiency and invasiveness.

2. Each landscape plan shall be drawn to scale, show the placement of individual plants and include the following information in print as well as in digital format:

a. Project name and address;
b. Project owner's name, address and telephone number;
c. Developer's name, address and telephone number;
d. Name, address and telephone number of landscape architect;
e. Distance from the property to nearest intersecting street;
f. Signature panel for the Zoning Administrator;
g. North arrow, scale (determined by the City of Riverside), date and/or date of revisions;
h. A notation stating, "This landscape plan has been reviewed and approved by the owner/responsible agent who understands that any changes, substitutions, or deletions may require review and approval by the responsible reviewing authority" and a listing of proposed trees and plant material;
i. The species (common name and botanical name), location and crown spread to scale of all trees existing on the site prior to construction with a caliper of six inches or greater at common breast height. An indication of which trees are to be retained and which are to be remove including a plan for how those to be retained will be preserved;
j. Existing and proposed buildings and accessory structures to include existing and proposed signs;
k. Zoning District boundaries and zoning designations of the site and adjacent properties;
l. Parking and loading spaces showing all required wheel stops, curbs, including full depth curbing around all internal parking lot landscaped islands, driveways, landscape screening, parking lot landscaping, and sidewalks or other pedestrian paths:
m. All sight distance triangles;
n. Location, width and names of all existing/proposed streets and watercourses;
o. Right-of-way lines and property lines;
p. All easements (provide dimensions and purpose) and location of all existing and proposed utilities, both overhead and underground;
q. Location and type of trash disposal and details of screening;
r. Location, height, type and material of all fences, walls, screen planting and landscaping details of all buildings and grounds. Show each individual plant on the plan;
s. Location of all ground mounted heating, ventilating and cooling equipment;
t. Location of all transformers;
u. Square footage measurements of the total site, building, parking and hard surface areas, and landscape areas. Show percentage of landscape area for the total project. For parking spaces,

show percentage of interior landscape area;

v. Dimensions and distances of landscape buffer yards as required in Section 1113.07;

w. All landscaping materials shall meet the minimum specifications and standards as may be required by the Zoning Administrator and/or City Engineer;

x. Grading plan, including mounding, and topographical lines at two one-foot intervals.

3. Alternative *Landscape Plan.* Under certain conditions, the strict application of the regulations contained within this section may be impractical. It is not the intent of this section to discourage innovative, aesthetically pleasing landscaping design. Thus, the developer may, at their option, submit an Alternative Landscape Plan which conforms to the spirit and intent of Section 1113.07 while varying from its specific requirements to the City of Riverside. An Alternative Landscape Plan may be submitted as part of an overall site plan in accordance with Section 1105.09.J. for a site. The Alternative Landscape Plan shall be provided at the time of submittal. Said Alternative Landscape Plan and justification statement shall be forwarded to the Zoning Administrator for a recommendation. The plan presented must be deemed a substantial improvement over the minimum requirements of this section by the Planning Commission. Requests for Alternative Landscape Plans will be accepted for review only when one or more of the following conditions apply:

   a. The site involves space limitations or is an unusually shaped lot;
   b. Topography, soil, vegetation, or other physical conditions of the lot are such that full compliance is impossible or impractical;
   c. Public safety considerations are involved; and
   d. Impact on the environmental quality of the lot and surrounding area will be improved with the proposed Alternative Landscape Plan.

~~L.~~H. *Lighting Plan.* Prior to the issuance of a Certificate of Zoning Compliance (CZC), plan demonstrating compliance with the exterior lighting standards of Section 1113.09 will be submitted and approved by the City Engineer ~~DPPM~~. A preliminary or a final Lighting Plan shall be provided at the time of submittal of a Site Plan. A final Lighting Plan must be submitted to the City of Riverside subsequent to approval of Site Plan and prior to the issuance of a CZC.

1. *Standards for Approval.* The following standards shall be considered in review of Lighting Plan applications:

   a. The Lighting Plan meets all the requirements and fulfills the purpose and intent of the UDO;

   b. The Lighting Plan is in concurrence with relevant City of Riverside plans and policies;

   c. The public's health, safety and welfare will not be adversely impacted by the proposal;

   d. The exterior lighting meets illumination standards; and

   e. The lighting system is designed to conserve energy.

   2. The Lighting plan shall be submitted along with other required site information to the Zoning Administrator to coordinate review with the Technical Review Committee. The Lighting Plan shall include at a minimum:

   a. Scaled building plans, site plans and elevations shall be submitted showing property boundaries, building location(s), parking lot layout, driveways, pedestrian pathways, all building entrances, adjacent right-of-way, north arrow, scale, address or legal description, and locations of all luminaries, controls, and electrical transformers;

   b. Cut sheets (profiles) shall be submitted for all proposed exterior luminaries and poles.

   c. Scaled iso foot candle plots and/or point by point foot candle layouts shall be submitted demonstrating compliance.

d. During the design and/or construction process after zoning approval, changes shall be reviewed for re approval prior to final acceptance.

e. Preliminary Lighting Plans shall include exterior building, parking lot, and site lighting. Sample cut sheets indicating pole and luminary height, color, temperature, as well as intensity of illumination in foot candles on a point by point or iso foot candle map shall also be provided.

~~M.~~ I. *Sign Permit.* No sign, whether permanent or temporary, shall hereafter be erected, constructed or maintained until the ~~DPPM~~ Zoning Administrator or their designee has issued a sign permit. A detailed sign plan may be required at the time of the Site Plan submittal as may be required to assure compliance with the UDO.

1. *Standards for Approval.* The following standards shall be considered in the review of Sign Permit applications:

a. The Sign Permit application meets all the requirements and fulfills the purposes and intent of the UDO;

b. The Sign Permit application is in concurrence with relevant City of Riverside plans and policies; and

c. The public's health, safety and welfare will not be adversely impacted by the proposal.

2. A sign plan shall be provided at the time of the Site Plan or in association with a sign permit application will include:

a. Name and address of the owner of the sign;

b. Name and address of owner or the person in possession of the premises where the sign is located or to be located;

c. Clear and legible drawings showing the location of the sign(s) that are subject to the permit including the sign's location with respect to existing right-of-way and property lines and all other existing signs that are on the same premises; and

d. Drawings showing the dimensions, supporting structure, size, electrical wiring and components, sign materials, and method of attachment.

~~N.~~J. *Site Plan, Major.* The two step Major Site Plan review and approval process includes submission of a Preliminary Site Plan and a Final Site Plan. The TRC shall review both plans. Depending on the scope and complexity of the project proposed, the City of Riverside may permit the Preliminary Site Plan and the Final Site Plan to be combined as one submission. That request should be made to the Zoning Administrator for a recommendation and approval. Approval of a Major Site Plan by Planning Commission is required for zoning approval prior to construction.

1. Uses Requiring Major Site Plan Review: The following uses, developments, and additions to uses require a major site plan review:

a. a. ~~Multi-family buildings four units and above;~~ Any new development or redevelopment in all zoning districts, including conditional uses;

b. Commercial, office, industrial and all other nonresidential buildings and structures, including principal ~~and accessory~~ structures and additions greater than 10,000 square feet;

c. ~~Additions greater than ten percent of existing building square footage or 2,500 square feet of the original floor area of nonresidential structures, whichever is less;~~ Any change in previously approved major site plan;

d. ~~Parking structures and facilities and parking lots;~~ The conversion of an existing residential use to a nonresidential or higher density residential use;

e. Public buildings and structures (including parks) but to exclude any such facilities as owned and/or operated by the City of Riverside; and

f. ~~Institutional uses~~. Any mixed use development.

2. *Standards for Approval.* The following standards shall be considered in the review of Major Site Plan applications:

a. That it fully complies with all applicable requirements of the UDO and conforms to the Comprehensive Land Use Plan;

b. That it adequately protects other property or residential uses located ~~on the same property~~ in the vicinity from the potential adverse effects of a nonresidential use which includes noise, lighting, signage, landscaping, accumulation of litter and other factors deemed to affect public health, welfare, safety and convenience;

c. That it is consistent with the use and character of surrounding properties;

d. That it provides safe conditions for pedestrians and motorists and prevents the dangerous arrangement of pedestrian and vehicular ways nor causes traffic congestion~~; and~~

e. That it provides safe ingress and egress for emergency services~~.~~;

f. That it reflects and is sensitive to the history, climate, topography, vegetation, natural features, and building characteristics of the surrounding community; and

g. That it shall not result in undue or unnecessary burdens on the City's existing infrastructure and public improvements, or arrangements shall be made to mitigate such impacts.

3. Following approval of a Final Major Site Plan by the Planning Commission, the ~~PPMD shall issue a CZC~~ applicant shall apply for and secure a CZC based on the plans approved, as amended, by the Planning Commission within 30 days of Planning Commission's decision. ~~The PPMD shall approve amendments to Site Plans if the change involves ten percent or less of the original floor area, not to exceed 2,500 square feet~~. The CZC approval shall be valid for a period of 12 months unless otherwise stated by the Planning Commission. Unless the required CZC is properly submitted and approved within the 30-day period, the approval shall be voided unless written request for time extension is submitted to and approved by the Zoning Administrator. Such an extension shall not exceed six (6) months without Planning Commission approval.

4. Submittal Requirements. The following outlines the submittal requirements for Preliminary and Final Major Site Plan. Relative to the approval process, each Preliminary and Final Major Site Plan must be approved through the same process.

a. *Preliminary Major Site Plan.* Application for a Preliminary Major Site Plan shall be provided at the time of submittal. The Preliminary Major Site Plan shall be comprised of the following information:

1. A general supporting statement. This is a narrative that explains what is being proposed and why. The narrative shall explain the development proposal in context of existing structures on the property and adjoining properties and shall provide the approximate allocation of land use by acreage and type and shall provide an estimate of the population of the project at build out;

2. An existing conditions plan at a scale determined by the Zoning Administrator indicating existing topography, property boundaries, trees, structures, pavements, utilities, and the location of existing directly adjacent properties and their structures;

3. Proposed site plan at a scale determined by the DPPM indicating pavement, structures, service areas, loading areas, parking circulation, trash dumpsters, setbacks, vegetation to remain, points of access, proposed grading required screens and buffers, and related site improvements. This plan shall include the location of existing contiguous properties and their structures;

4. Conceptual architectural design and landscape planting;
5. Elevation drawings of the site sections. The scale of these sections shall be determined by the Zoning Administrator;
6. Engineering feasibility comments, report or study from a civil engineer for water, sanitary sewer and storm water utilities, traffic flow impacts; and
7. All plan documents should be accompanied by digital images in a format accepted by the City of Riverside.
8. Any other information as requested by the Technical Review Committee.

b. *Major Final Site Plan*. Application for a Final Major Site Plan shall be provided at the time of submittal. In addition to the Preliminary Major Site Plan requirements outlined in the subsection above, the Final Major Site Plan submittal shall include the following:

1. Boundaries of the tract and legal description;
2. Locations of buildings, streets, drives and parking areas. Locations and dimensions of rights-of-way, easements and all land to be dedicated to the City of Riverside or reserved for specific uses;
3. Proposed building floor plans to a reasonable scale;
4. Proposed building elevations to a reasonable scale;
5. Proposed exterior material schedule which identifies all exterior and site structure materials and color, if requested;
6. Illustration of general architectural concepts including perspective renderings and building/site cross sections, which may be needed to explain concepts, if applicable or requested;
7. Location of existing trees or tree cover that will remain. Location of all individual trees on the site plan with diameters/calipers of six inches or greater;
8. Location of public utility services, including storm drainage;
9. Indicate whether streets and utilities are to be publicly or privately owned and maintained;
10. The location and dimensions of rights-of-way, easements and all lands to be dedicated to the City of Riverside or reserved for specific uses;
11. Location of proposed construction limits and areas to remain undisturbed;
12. Proposed landscape plan prepared by a registered architect, or landscape architect, integrated with a grading plan, at a scale determined by the City of Riverside indicating existing trees to be saved, new plantings, and a schedule of plant material showing proposed sizes and quantities;
13. Location, dimensions, (including height, square feet and language) and elevations of all signs;
14. Exterior lighting plan and specifications including light color temperature, cut off angle, distribution plan, intensity in foot candle value within the light distribution area produced by the fixture(s) proposed, and the values of these foot candle levels at all property lines;
15. Elevation drawings of the site sections. The scale of these sections shall be determined by the Zoning Administrator;
16. Grading plan including storm drainage plans drawn by a licensed civil engineer;
17. Engineering plans for sanitary sewer, storm sewer and pavements by a licensed civil engineer;

18. A plat of the proposed development area showing street right-of-way, subdivided and common land and easements in accordance with the requirements of the UDO which shall be in form for recording; and

19. A text describing the character of the proposed development and includes standards that are supplemental to, and supportive of, the development standards contained within in the UDO.

K. *Site Plan, Minor.* The Zoning Administrator shall have decision-making authority for all Minor Site Plan Reviews.

1. Uses Requiring Minor Site Plan Review. The following uses, developments, and additions to land uses require a minor site plan review:

   a. Major accessory structures or uses;

   b. Commercial, office, industrial and all other nonresidential additions less than 10,000 square feet;

   c. Modifications to an existing site plan if the change involves 25% or less of the original floor area, not to exceed 5,000 square feet.

2. Standards for Approval.

   a. It fully complies with the applicable requirements of the UDO and conforms to the Comprehensive Land Use Plan;

   b. It adequately protects other property or other uses located on the same property;

   c. It is consistent with other development on nearby property;

   d. It provides safe conditions for pedestrians and motorists and prevents a dangerous arrangement of pedestrian and vehicular ways;

   e. It provides safe ingress and egress to emergency vehicles on the site;

   f. It reflects and is sensitive to the history, climate, topography, vegetation, natural features, and building characteristics of the surrounding community; and

   g. It shall not result in undue or unnecessary burdens on the City's existing infrastructure and public improvements, or arrangements shall be made to mitigate such impacts.

3. Submittal Requirements. An application form shall be completed by the developer or property owner and submitted with the Site Plan. The application form shall be provided by the City of Riverside. The submittal requirements for a Minor Site Plan include the following:

   a. Name and address of current property owner or designated agent;

   b . An accurate legal description prepared by, or certified by, a registered surveyor of the state;

   c. The property location map showing existing property lines, easements, utilities, and street rights-of-way;

   d. A site plan, prepared by a civil engineer, landscape architect or architect drawn at a suitable scale not to exceed one inch equals 100 feet indicating use, location, and height of existing and proposed buildings and structures, including accessory buildings, structures and uses, along with notation of the development standards for building spacing, setback from property lines, and maximum building heights along with a notation of the development standards for maximum building height. The site plan should also show the location and conformation of off street parking and loading areas, the arrangement of internal and in out traffic movement including access roads and drives and the location of signs related to parking and traffic control;

e. Topographic maps with sufficient elevations to show existing and generally proposed grading contours, major vegetation features, wooded areas and existing trees over six inches in diameter measured at the average breast height;

f. Proposed landscaping plans indicating the preliminary description of the location and nature of existing and proposed vegetation, landscaping, screening elements and existing trees to be removed;

g. Elevation drawings of proposed structures, floor plans, exterior construction materials, by type and color;

h. Building by type; total building square footage; and overall density (units per acre) and intensity (lot coverage);

i. Preliminary grading and storm water management plan; and

j. Other information necessary for the evaluation of existing site conditions and proposed development as deemed necessary by the Technical Review Committee.

~~O~~. L. *Subdivision, Major.* A Major Subdivision is a platting of land for the purpose~~s~~, whether immediate or future, of sale, lease, or development; or if a new street is involved, any division of a parcel of land. The term includes re-subdivision and when appropriate to the context, shall relate to the process of subdivision or to the land subdivided. ~~of development and transfer of ownership~~. It requires approval of a Preliminary Plat and Final Plat by the Planning Commission and recording of the final plat prior to the transfer of land. Consolidation of existing lots, parcels or tracts by deed or other recorded instrument; or the creation of an easement other than an access easement (e.g. utility easement, etc.) shall not be considered a major subdivision.

1. *Standards for Approval.* The following standards shall be considered in the review of Major Subdivision applications:

   a. The proposed subdivision meets all applicable standards of the UDO;

   b. The proposed lots in the subdivision shall have adequate space to accommodate the building area and other site requirements;

   c. The property has been surveyed and a record plat prepared ~~including original plat mylars~~ and other information relating to the property has been submitted with the application including electronic copies;

   d. The proposed lots have been approved for access management, utility management and storm water management; ~~and~~

   e. The proposed lots have been approved relative to emergency access~~.~~;

   f. The topography and natural features of the land with special reference to floodplains if applicable;

   g. The rights-of-ways of proposed subdivision are designed and located to facilitate the safe movement of pedestrians and bicyclists; and

   h. The proposed subdivision includes bicycle and pedestrian facilities, or open space located and designed in accordance with current City standards.

2. Submittal Requirements. An application form shall be completed by the developer/ subdivider and submitted with the Major Subdivision Plat. The application form shall be provided by the City of Riverside. The following information shall be provided upon submittal of an application for a Major Subdivision:

   a. *Major Subdivision—Preliminary Plat Application and Base Information.* An application form shall be completed by the developer/subdivider and submitted with the Preliminary Plat and required supplemental information at the time of submittal. The required fees shall also be paid at the time of application submittal. The Zoning Administrator shall confirm the receipt of a complete application package meeting the requirements of the UDO prior to scheduling the application on the Planning Commission agenda. The Preliminary Plat shall be to a scale determined by the City of Riverside. When more than one sheet is required, an index shall be

incorporated into the title block. The Zoning Administrator, in consultation with the TRC, may approve the consolidation of the submittal requirements provided the intent of this section is met. The Preliminary Plat shall contain the following information at a minimum:

1) Name and address of developer, property owner or designated agent, land planner, landscape architect, engineer and/or surveyor;

2) Adjoining property owners, deed references and/or recorded subdivision names, recording references and adjoining property structures within 300 feet or as specified by the Zoning Administrative;

3) Vicinity map (section and range);

4) The ownership, acreage and boundaries of all adjacent properties within 300 feet of the subdivision or as specified by the Zoning Administrator. If a recorded subdivision adjoins the subject site, the subdivision name, lot numbers and recording number shall be indicated with dashed lines;

5) North arrow;

6) Title block shall be in the lower right hand corner. The title block shall include title "Preliminary Plat", sheet title, proposed subdivision name, developer and preparer, scale of the plan, tax map and parcel numbers, sheet index, date and revisions numbered and dated;

7) Boundary of the proposed subdivision clearly indicated by a heavy line with bearings and distances; and

8) Existing topography at two foot intervals for slopes between two and ten percent and at ten foot intervals for slopes greater than ten percent. Contour lines shall be indicated at least 50 feet beyond the subdivision boundary. For slopes under two percent, one foot contour intervals shall be shown.

b. *Preliminary Plat—Existing Conditions.* The Existing Conditions Map and text shall indicate the subdivision and all property within 200 feet of the subdivision or as specified by the Zoning Administrator, with the following conditions depicted to scale:

1) Existing generalized natural features, topographic map of existing site;

2) Existing zoning;

3) Existing utilities, including water, sanitary sewer and stormwater facilities, (indicating approximate pipe size and directions of slope); underground transmission lines; electric and telephone poles; street lights; fire hydrants; landfills; and public utility easements;

4) Existing streets and roads, including locations, widths and names of all streets and roads; existing easements; and streets which have been preliminarily approved or recorded but which remain unimproved shall be indicated;

5) Existing community facilities, including parks and recreation facilities.

c. *Preliminary Plat—Proposed Subdivision Plan.* The following proposed improvements are to be superimposed on top of the Existing Conditions Map:

1) Proposed generalized land use, including proposed building footprint(s);

2) Proposed layout of all proposed and existing lots with approximate dimensions and minimum area in square feet (acres if lot size is greater than 100,000 square

feet),section number, phase number and parcel number, building lines, lot frontages and required setbacks;

3) Lot numbers in numerical order throughout the entire subdivision;

4) The location, dimensions, use and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivisions and the location, dimensions and purposes of any proposed easements; and

5) Total number of lots, area of lots and parcels, area of public roadways, areas of public and private open space dedications, and total area of the subdivision.

d. *Preliminary Plat—Proposed Water, Sanitary Sewer, and Stormwater.* The following improvements are to be superimposed on top of the Existing Conditions Map:

1) Proposed water and sewer systems;

2) Proposed drainage and stormwater management systems, including: the type of structures; drainage easements; proposed changes in topography; the 100 year floodplain (floodway and floodway fringe shall be indicated separately); and

3) A preliminary storm drainage study including an evaluation of drainage structures and/or drainage systems, both upstream and downstream, affected by the drainage from the area covered by the Preliminary Plat, as directed by the City Engineer

e. *Preliminary Plat—Proposed Circulation.* The following improvements are to be superimposed on top of the Existing Conditions Map:

1) Proposed streets and roads, including widths of rights-of-way and pavements; tentative profiles of each street centerline; tentative horizontal curve data; and typical cross sections of each type of street proposed;

2) Proposed sidewalks and bike paths, including locations; widths of rights-of-way; surface widths; and typical cross sections; and

3) Proposed locations of street trees and landscape features.

f. *Preliminary Plat—Proposed Sedimentation and Erosion Control.* The following improvements are to be superimposed on top of the Existing Conditions Map:

1) Locations and extent of tentative erosion and sedimentation control measures; and

2) A Preliminary grading plan for the entire area covered by the Preliminary Plat.

g. *Final Plat.* The subdivider/developer shall, within six (6) months, submit to the Community Development Department the final plat, together with the application for and any such accompanying documents as may be required following of the date of the Planning Commission's approval or conditional approval of a preliminary plat. One (1) additional six (6) month extension may be granted by the Community Development Director or their designee if the subdivider/developer demonstrates that the delay in filing the final plat was due to reasons beyond their control. The final plat shall reflect the preliminary plat considered at the public hearing and as previously approved or conditionally approved by the Planning Commission and shall adequately address all conditions (if any) specified in any conditional approval by the Commission and shall contain information and supporting

materials as specified by the Zoning Administrator. The following supplementary information shall be supplied in addition to these requirements:

1) Boundary Lines. All plat boundary lines with lengths of courses to hundredths of a foot and bearings to half minutes. These boundaries shall be determined by an accurate survey in the field, which shall be balanced and closed with an error of closure of not to exceed one to 10,000.

2) Recorded Streets. The exact location and the width along the property line of all existing recorded streets intersecting or paralleling the boundaries of the tract.

3) Bearings. True bearings and distances to nearest established street bounds, patent or other established survey lines, or other official monuments, which monuments shall be located or accurately described on the plat. Any patent or other established survey or corporation lines shall be accurately monument marked and located on the plat, and their names shall be lettered on them.

4) Monuments. The accurate location and material of all permanent reference monuments.

5) Site Layout. The exact layout including:

i. Streets and alley lines their names, bearings, angles of intersection and widths (including widths along the line of any obliquely intersecting street);
ii. The chord length of all arcs radii, points of curvature and tangent bearings;
iii. All easements and rights-of-way, when provided for or owned by public services (with the limitation of the easement rights definitely stated on the plat); and
iv. All lot lines with dimensions in feet and hundredths, and with bearings and angles to degrees, minutes and seconds if other than right angles to the street and alley lines.

6) Lot Numbers. Lots shall be numbered in numerical order.

7) Property Offered for Dedication. The accurate outline of all property which is offered for dedication for public use, and of all property that may be reserved by covenant in the deeds for the common use of the property owners in the subdivisions, with the purpose indicated thereon. All lands dedicated to public use other than streets or roads shall be marked "Dedicated to the Public". Streets and roads not dedicated shall be marked "Private Street."

8) Setback Lines. As shown on the preliminary plat. Side and rear setbacks marked "for reference only" do not constitute a separate covenant.

9) Name of Subdivision. Name of subdivision and name or number of the largest subdivision or tract of which the tract now subdivided, forms a part and section number, if part of a larger subdivision.

10) Adjoining Subdivision. Names and locations of adjoining subdivisions and location and ownership of adjoining unsubdivided property.

11) Names of Owners. Names and addresses of the owner of record, the subdivider, and of the engineer or surveyor.

12) All plat plans shall include a north arrow, scale, date and title.

13) Engineer's Certificate. A certificate by a registered professional engineer or surveyor to the effect that said plat was prepared by him, pursuant to an actual survey of the premises and that said plat is correct.

14) Owner's Certificate. A certificate by the owner of the land to the effect that he has caused said land to be platted and that he dedicates to public use the streets, open space and other lands indicated on the plat as intended for public use. The certificate shall be executed as a conveyance is executed.

15) Bond, Letter of Credit or Certificate to Ensure Street Construction. Security must be accepted by the City of Riverside with the review and approval of the Law Director, City Engineer and Finance Director, to ensure that street improvements will be satisfactorily completed.

h. *Final Plat—Construction Documents.* The Final Plat shall include a set of construction drawings and specifications of improvements. This shall be a set of construction plans prepared by a registered professional engineer that shall include typical sections, plan and profile views, construction details, and estimates of quantities. A set of construction drawings and specifications for all improvements shall be provided to the City Engineer.

i. *Final Plat—Security for Construction.* In lieu of constructing improvements, the subdivider may apply for Final Plat approval by insuring completion of the required improvements by one of the following methods and review and approval by the City Law Director, the City Engineer, the Zoning Administrator, and the Finance Director:

1) A surety performance bond and/or irrevocable letter of credit running to the City of Riverside in an amount sufficient to cover the full cost of said improvements as estimated by the officials having jurisdiction, to assure the satisfactory installation of said improvements in accordance with its regulations;

2) The subdivider may deposit with the City of Riverside's Director of Finance, the sum not less than the total estimated improvement cost, to be held in escrow to guarantee the satisfactory completion of said improvements within the required time, the form of said escrow agreement to be subject to the approval of the Director of Finance and the City Law Director and which agreement may provide for the making of payments from such funds from time to time upon certificates of the City Engineer that the balance remaining after such payments will, in their opinion, be adequate to pay the remaining costs of said improvements;

3) The Subdivider may deposit with the Director of Finance a certified check in the amount of the total estimated improvement cost to be held in escrow until the satisfactory completion of construction, unless a default in the completion of said improvements occurs, in which event the check may be cashed by the Director of Finance and the

proceeds thereof used to complete the improvements, to pay claims connected therewith for which the subdivider may be liable, or to cure any other default of the subdivider connected with the making of said improvements; and

4) Inspection fee(s) shall be paid at the time of scheduling an on-site inspection.

j. *Final Plat—Construction of Buildings.* Construction of buildings shall not be permitted until all improvements are completed and accepted by the City of Riverside.

k. *Final Plat Regulations Concerning Improvements Required in Subdivisions.*

1) *Required Minimum Improvements.* Minimum improvements shall be installed in the case of subdivisions within the City of Riverside, in accordance with the requirements of the UDO.

2) *Time for Construction of Improvements.* All required improvements shall be constructed within two years of the acceptance of the Final Plat by the Planning Commission.

3) *Street Construction.* Streets shall be graded to full width of the right-of-way and fully constructed with asphalt pavement or concrete pavements surfaced with asphaltic or Portland cement concrete wearing surfaces, concrete curbs and gutters with tile under drain and porous backfill and proper storm drains and inlets. Streets constructed within this City of Riverside shall be in conformity with the plans and specifications for street construction adopted by City Council, duplicates of which shall be kept on file in the office of the City Manager and the City Engineer.

4) *Water Supply.* Where a public water supply main is reasonably accessible, the subdivision shall be provided with a complete loop type water distribution system adequate to serve the area being platted, including a connection for each lot and appropriately spaced fire hydrants in accordance with the requirements of the Riverside Fire Department. Water lines must be sized to provide sufficient fire flow to meet local fire department requirements.

5) *Storm Drainage.* Every subdivision shall be provided with a storm water sewer or drainage system adequate to serve the area being platted and otherwise meeting the requirements of Section 1113.17 Drainage Adjoining ground at a higher elevation must be included in stormwater design.

6) *Sewerage.* Where a public sanitary sewer main is reasonably accessible, the subdivision shall be provided with a complete sanitary sewer connected with such sewer main, including a lateral connection for each lot.

7) *Electric and Telephone Lines.* Where it is necessary to locate electric or telephone lines in the street right-of-way, said lines shall be buried, unless otherwise approved by the City Engineer, and shall be not closer less than nine feet six inches to the back of curb.

8) *Street Signs.* The City of Riverside will erect the necessary street signs. The subdivider shall reimburse the City of Riverside for the cost thereof.

9) *Construction Plans.* Construction plans, including the following, for improvements shall be furnished in accordance with the specifications of the City Engineer and shall receive approval of the City Engineer and the Fire Department before improvements are installed, and before approval of the Final Plat:

i. The centerline or top of curb profile of each proposed street, with tentative grades indicated;

ii. The cross section of each proposed street, showing the width of pavement, the location and width of sidewalks and the location and size of the utility mains and thickness of materials specified;

iii. The plans and profiles of proposed sanitary sewers and storm water sewers, with grades and sizes indicated, or method of sewage or storm water disposal in lieu of sewers;

iv. A plan of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants;

v. A drainage plan showing all existing and proposed storm sewers, manholes, catch basins, watercourses, culverts and other underground structures within the tract and immediately adjacent thereto, with pipe sizes and grades, and waterway openings indicated thereon. The drainage plan shall show the method to be used for the adequate disposal of all storm water, including drainage outlets, and such other data as may be required by the City Engineer and Section 1113.17; and

vi. Submit worksheets showing that storm and sanitary pipe crossings and the design of catch basins at street low points.

10) *Inspection.* Prior to the start of any work covered by the above plans, after approval thereof and the payment of inspection fee(s), arrangements shall have been made to provide for inspection of the work sufficient, in the opinion of the City Engineer, to ensure compliance with the plans and specifications as approved.

11) *Completion of Construction.* The construction of all improvements required by these rules and regulations must be completed within two (2) years from the date of approval of the final plat by Planning Commission, unless good cause can be shown for the granting of an extension of time by authority of the Planning Commission.

12) *Maintenance After Approval.* For a period of one year from the date the constructed improvements were accepted by the City of Riverside, the subdivider shall make such repairs or replacements as may be required and assured in the maintenance bond by reason of defective workmanship or material. All other applicable warranties with also apply.

~~P.~~M. *Subdivision Minor.* A Minor Subdivision is the division of land into no more than five (5) tracts or lots, provided that such subdivision does not involve the creation of any new public or private streets. A Minor Subdivision ~~or lot split is a division of a single parcel of land or lot with no public improvements that~~ is approved by the Zoning Administrator ~~DPPM~~ and does not require a plat to be approved by Planning Commission. Further division of an approved minor subdivision (exceeding the total of five lots in any 12 month period) shall require the subdivider to proceed under the provisions governing major subdivisions.

1. *Standards for Approval.* The following standards shall be considered in the review of Minor Subdivision applications:

   a. The proposed subdivision meets all applicable standards of the UDO;

   b. The proposed subdivision shall have adequate area to accommodate the building area and other site requirements;

   c. The property has been surveyed and an acceptable drawing, legal description and other information relating to the property has been submitted with the application;

   d. The proposed lot has been approved for access management and storm water management; ~~and~~

   e. The proposed lot has been approved relative to emergency access;

f. The proposed subdivision shall result in no more than five parcels including the parent (original) parcel; and

g. The Director of Public Services and/or the City Engineer and any other applicable review agencies have no objections that cannot be resolved by the applicant.

2. Submittal Requirements. The Minor Subdivision Plat shall be provided at the time of submittal. An application form shall be completed by the developer/subdivider and submitted with the Minor Subdivision Plat. The application form shall be provided by the City of Riverside. In order to be complete and to be accepted for review and processing, all Minor Subdivision proposals must be legible and include or comply with the following:

a. Name, address, telephone number, fax number and email address of the existing property owner;

b. Name, address, telephone number, fax number and email address of the surveyor or preparer of the submittal if different from the property owner;

c. Location and size of existing and proposed parcels, including date of creation of existing parcel to be split;

d. North arrow and bar scale;

e. Location information including: location map, adjacent or frontage roads, adjacent parcel ownership, proposed easements of access, etc.;

f. Acreage of all proposed lots and acreage of all remaining property resulting from the division of the original parcel, including existing and proposed boundaries;

g. Proposed building envelope, building footprint, and proposed site drainage, and grading as may be required by the TRC if existing data indicates a situation where development constraints should be addressed in detail sufficient for approving the development proposal;

h. Site drainage and 100 year floodplain (floodway and floodway fringe, elevation and boundaries);

i. Steep slopes, ravines, drainage swales, and all other natural features;

j. All other natural and built features or conditions that in the determination of the TRC PPMD is directly relevant to the ability of the proposed lot(s) to be buildable per these regulations. Existing topography at two foot intervals for slopes under ten percent and ten foot intervals for slopes greater than ten percent or as approved by the TRC if topographic characteristics of the site and/or adjacent properties indicates a situation where development constraints should be addressed in detail sufficient for approving the development proposal;

k. Any and all proposed easements, reserve areas or no build zones; and

l. A filing fee shall be charged and must be paid at the time that the final survey is filed with the City of Riverside.

~~Q~~.N. *Temporary Use.* The ~~PPMD~~ Zoning Administrator may approve a temporary use. Any temporary use including, but not limited to outdoor displays, outdoor seasonal sales, temporary construction facilities, residential model home, or similar activity shall require a zoning certificate. Temporary uses and structures may be permitted in any zoning district in accordance with the zoning certificate that may be issued upon written application to the Zoning Administrator or their designee. The Zoning Administrator, subject to the requirements of the section, must approve, deny, or approval with conditions a temporary use and/or structure certificate request. This section specifically excludes weddings, other private parties, special events, and garage sales.

1. *Standards for Approval.* The following standards shall be considered in the review of Temporary Use applications:

a. The proposed Temporary Use meets all requirements of the UDO;

b. The site, if undeveloped, contains sufficient open space to support the Temporary Use;

c. The location of the Temporary Use on a site, if developed, shall be placed in a manner that does not interfere with the function of the permanent use;

d. The Temporary Use has sufficient off street parking in a manner outlined in the UDO; and

e. The public's health, safety and welfare on and around the Temporary Use are assured.

2. Submittal Requirements. A Temporary Use application shall be provided at the time of submittal. An application for a temporary use shall be filed with the City of Riverside on a form prescribed by the Community Development Department, along with the fee for such permit and the following information:

a. A sketch plan which may include designating the location of entrances and exits, tents, stages, signs, and trailers;

b. Description of the temporary use or structure;

c. The location and of the temporary use or structure on the property

d. The date and time of the proposed temporary use;

e. Location of all existing buildings, structures, parking lots, and other physical improvements on property.

3. *Duration of Temporary Use Certificate*. A temporary use or structure certificate shall be for a fixed term established at the time of issuance not to exceed 90 days. Only two certificates shall be issued to the same applicant, land use, or development project for the same premise each calendar year. Within two (2) days after the termination of the certificate, the responsible party must remove all temporary structures, items and debris, and restore the premise to a safe condition.

4. The applicant shall be responsible for obtaining any other required permits, certificates, or other approvals from Montgomery County, State, or other agencies having jurisdiction.

~~R~~O. *Variance, Major.* A Major Variance involves permission to depart from the literal dimensional requirements of the UDO which requires public review for consideration. The BZA shall consider and decide on any Major Variance of this UDO in which the proposed variation is greater than ~~15~~ 20 percent of the applicable standard. The procedures for considering a Major Variance are included in Section 1105.15.

~~S~~.P. *Variance, Minor.* A Minor Variance involves permission to depart from the literal dimensional requirements of the UDO which does not require public review for consideration. The ~~DPPM~~ Zoning Administrator shall consider and decide any Minor Variance of this UDO in which the proposed variation is ~~15~~ 20 percent or less of the applicable standard. The procedures for considering a Variance are included in Section 1105.15.

Q. *Waiver, Major*. A Major Waiver allows the modification, or a special exception from the development standards established in the UDO which cannot be modified by a dimensional variance. The Planning Commission shall consider and decide on any major waiver types listed in Section 1105.13.C.

R. *Waiver, Minor.* A Minor Waiver allows the modification, or a special exception from the development standards established in the UDO which cannot be modified by a dimensional variance. The Zoning Administrator considers and decides on the minor waiver types listed in Section 1105.13.D.

1105.11 Development approvals: Procedure.

A. *General Requirements.* This section of the UDO outlines a series of actions that are required for specific development approvals. These actions are:

1. Approvals by the ~~PPMD~~ Zoning Administrator;

2. Approvals by Planning Commission;

3. Floodplain permit process;

4. Major subdivision process; and

5. Minor subdivision process.

B. *Approvals by Zoning Administrator ~~PPMD~~.* The following outlines the procedure under which the ~~PPMD~~ Zoning Administrator decides development approvals:

1. *Pre-application Meeting.* The applicant shall meet with the ~~PPMD~~ Zoning Administrator or their designee prior to submitting an application for plan approval in accordance with Section 1105.03.G. The purpose of the meeting is to discuss the proposal and to provide feedback regarding applicable standards and requirements. No opinion, suggestions, or recommendations discussed may be relied on by the applicant as a guarantee of subsequent approval or disapproval of the proposal.

2. *Formal Application Submittal.* The applicant shall submit an application that meets all of the applicable requirements of the UDO. This shall occur consistent with the submittal schedule indicating application submittal and meeting dates established by the City of Riverside ~~PPMD~~.

3. *Review for Application Completeness ~~Application Certification by PPMD~~.* Upon receipt of an application, the ~~PPMD~~ Zoning Administrator shall, within ~~five~~ seven (7) business days, review the application for ~~as to~~ completeness. If it is incomplete, the ~~PPMD~~ Zoning Administrator shall advise the applicant of the deficiencies and shall not ~~process~~ move the application forward until the deficiency is corrected. If it is complete and appropriate in the Zoning Administrator~~PPMD~~'s professional judgment, the application may forwarded to the TRC, if applicable.

4. *Review by the TRC.* Members of the TRC may review the application and provide comments within ~~five~~ ten (10) business days to the Zoning Administrator ~~PPMD~~.

5. *Action by the Zoning Administrator ~~PPMD~~.* Within 15 days of a complete application's acceptance or within five (5) business days from the time all TRC comments have been addressed, the ~~PPMD~~ Zoning Administrator shall render a decision to approve, approve with conditions, or deny an application. The decision shall be communicated by permit, Certificate of Zoning Compliance or letter to the applicant citing the reasons for the decision.

6. *Appeal.* Any decision by the ~~PPMD~~ Zoning Administrator can be appealed to the Board of Zoning Appeals per the process outlined in this chapter ~~Section 1105.19~~.

C. *Approvals by Planning Commission.* The following outlines the procedure under which the Planning Commission decides development approvals:

1. *Pre-application Meeting.* The applicant shall meet with the ~~PPMD~~ Zoning Administrator or their designee prior to submitting an application for plan approval in accordance with Section 1105.03.G. The purpose of the meeting is to discuss the proposal and to provide feedback regarding applicable standards and requirements. No opinion, suggestions, or recommendations discussed may be relied on by the applicant as a guarantee of subsequent approval or disapproval of the proposal.

2. *Formal Application Submittal.* The applicant shall submit an application meeting all of the applicable requirements of the UDO. This submittal shall occur consistent with the meeting dates and submittal schedule established by the Planning Commission.

3. *Review for Application Completeness ~~Application Certification by PPMD~~.* Upon receipt of an application, the ~~PPMD~~ Zoning Administrator shall, within ~~five~~ seven (7) business days, review the application for ~~as to~~ completeness. If it is incomplete, the ~~PPMD~~ Zoning Administrator shall advise the applicant of the deficiencies and shall not ~~process~~ move the application forward until the deficiency is corrected. If it is complete, the Zoning Administrator ~~PPMD may~~ shall forward the application to the TRC, if applicable.

4. *Preparation of Agenda and Public Notice.* Following certification that an application is complete, the ~~PPMD~~ Zoning Administrator shall place the application on the agenda of the Planning Commission's next regularly scheduled meeting only when all TRC comments have been addressed. ~~Site Plan~~

~~applications requiring Planning Commission approval are not subject to notification procedures~~. Notice of the hearing shall be met as outlined in ~~Section 1105.15.B.4.~~ Table 1105.03-1 of this UDO.

5. *Review by TRC.* Members of the TRC may review the application ~~at a~~ prior to the Planning Commission meeting and provide comments within ~~five~~ ten (10) days to the ~~PPMD~~ Zoning Administrator. No application shall be placed on the Planning Commission agenda until all TRC comments have been resolved. The Zoning Administrator shall have the discretion to place an application on Planning Commission's agenda with minor comments still outstanding and recommend to the Commission the outstanding comments be conditions of approval.

6. *Preparation of Staff Report.* The ~~PPMD~~ Zoning Administrator shall prepare a staff report providing an analysis of the proposal and a recommendation. The ~~PPMD~~ Zoning Administrator shall consider comments from the TRC in formulating a recommendation. The application and written report shall be forwarded to the Planning Commission at least seven (7) days prior to the meeting at which the Planning Commission will consider the application.

7. *Action by the Planning Commission.* The Planning Commission shall consider the application at its formal public meeting. It shall hear a presentation by staff as appropriate, a presentation by the applicant, and comments by interested parties. The Planning Commission shall consider this information and render a decision at the public meeting. If necessary, it can table and continue hearing the application for no more than 60 days with the concurrence of the applicant, at which time it shall render a decision. Failure to render a decision shall be deemed a denial. In rendering a decision, the Planning Commission shall consider the applicable decision criteria of this UDO. The decision of the Planning Commission shall indicate the specific reasons(s) upon which the decision is based. The Planning Commission shall approve, approve with conditions or deny an application. Its decision shall take effect immediately.

D. *Floodplain Permit Procedure.* The ~~PPMD~~ Zoning Administrator or their designee is hereby appointed to administer and implement the UDO by granting or denying floodplain permit applications in accordance with its provisions.

1. *Procedure.* The ~~PPMD~~ Zoning Administrator shall:

   a. Review all floodplain permits to determine that the permit requirements of the UDO have been satisfied;

   b. Review all floodplain permits to determine if the proposed development is located within a designated floodway. Floodways are delineated on the Flood Insurance Rate Map (FIRM) as prepared and maintained by the Federal Emergency Management Agency (FEMA). ~~Floodways may also be delineated in other sources of flood information;~~

   c. If the proposed development is located within a designated floodway, assure that the encroachment complies with the provisions of Section 1113.19; and

   d. If determined as appropriate, submit an application for a floodplain permit to the TRC for review prior to their ~~his or her~~ approval.

~~2~~. ~~*Use of other Base Flood Elevation and Floodway Data.* In areas of special flood hazard where base flood elevation data have not been provided by FEMA, in accordance with Section 1113.19. Also applicable, Basis for Establishing the Areas of Special Flood Hazard, are designated as Zone A on the FIRM. Within these areas, the PPMD Zoning Administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other source.~~

~~3~~. 2. *Information to be Obtained and Maintained.* Where base flood elevation data are utilized within areas of special flood hazard on the FIRM~~, regardless of the source of such data~~, the following provisions apply:

a. Obtain and record the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures, and whether or not such structures contain an enclosure below the lowest floor; and

b. For all new or substantially improved flood proofed nonresidential structures: verify and record the actual elevation (in relation to mean sea level) to which the structure was flood proofed; maintain the flood proofing certifications required in Section 1113.19; and maintain for public inspection all records pertaining to the provisions of the UDO.

~~4.~~ 3. *Alteration of Watercourse.* The ~~PPMD~~ Zoning Administrator shall also:

a. Notify adjacent communities and the Ohio Department of Natural Resources, Division of Water, prior to any alteration or relocation of a watercourse and submit evidence of such notification to FEMA. A watercourse is considered to be altered, if any change occurs within its banks;

b. Maintain engineering documentation required in Section 1113.19 that the flood carrying capacity of the altered or relocated portion of said watercourse will not be diminished;

c. Require that necessary initial construction and maintenance will be provided for that altered or relocated portion of said watercourse so that it remains where planned and the flood carrying capacity will not be diminished; and

d. Make interpretations, where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Section 1105.19 of this UDO.

E. *Subdivision Major.* Before any land is subdivided the owner of the property proposed to be subdivided, or their ~~his/her/its~~ authorized agent, shall apply for and secure approval of the proposed subdivision in accordance with the following procedures, which include a Preliminary Plat and Final Plat.

1. *Preliminary Plat Pre application Meeting.* The developer/ subdivider shall meet with the ~~PPMD~~ Zoning Administrator prior to submitting a Preliminary Plat for consideration by the Planning Commission in accordance with the pre-application meeting standards in Section 1105.03.G. Following the conclusion of the meeting, the ~~PPMD shall~~ Zoning Administrator may forward to the developer/subdivider a written summary of the results of the pre-application meeting including recommendations and all attached comments if requested by the developer/subdivider.

2. *Preliminary Plat Review by Zoning Administrator ~~PPMD~~.* Upon receipt of an application, the ~~PPMD~~ Zoning Administrator shall, within ~~five~~ seven (7) business days, review the application ~~as to~~ for completeness. If it is incomplete, the ~~PPMD~~ Zoning Administrator shall advise the applicant of the deficiencies and shall not process the application until all the necessary required information has been provided. If the application is complete, the ~~PPMD~~ Zoning Administrator may submit the application to the TRC.

3. *Preliminary Plat Review by the TRC.* The TRC shall review the application after the ~~PPMD~~ Zoning Administrator determines that the application is complete and forward its comments within ~~five~~ ten days to the Zoning Administrator ~~PPMD~~. The ~~PPMD~~ Zoning Administrator shall forward copies of all relevant documents filed with the ~~PPMD~~ City of Riverside to the Planning Commission along with any report or recommendation of the TRC.

4. *Planning Commission Approval.* The Planning Commission shall review the application and decide the Preliminary Plat be approved as requested, or decide that the Preliminary Plat be approved as modified by the Planning Commission; or decide that the Preliminary Plat be denied. The decision of the Planning Commission shall indicate the specific reason(s) upon which the recommendation is based.

5. *Plan Re-submittal.* The developer/ subdivider shall submit a reproducible original Preliminary Plat meeting the approval and conditions of the Planning Commission to the ~~PPMD~~ Zoning Administrator

for approval and signature. The Preliminary Plat shall meet the submittal requirements of this chapter. ~~Section 1105.13.O.~~ In the event the Preliminary Plat was denied by the Planning Commission the developer/subdivider may resubmit in accordance with Section 1105.03.D.

6. *Expiration.* The approval of a Preliminary Plat by the Planning Commission shall be effective for a maximum period of ~~12~~ six (6) months and shall guarantee that the terms under which the approval was granted will not be affected by changes to the UDO. If after this ~~12~~ six (6) month period, any phase(s) or portion(s) of the original approved Preliminary Plat has not received Final Plat approval, then no Final Plat approval will be given unless one six-month extension of the Preliminary Plat approval is requested in writing to and granted by the ~~Planning Commission~~ Community Development Director prior to the expiration date. The ~~Planning Commission~~ Community Development Director may grant no more than one six-month extension.

7. *Construction Drawings.* ~~Three sets~~ The applicant shall submit the number of sets as determined by the Director of Public Services and one digital copy of construction drawings for all public infrastructure improvements ~~shall be provided to the Director of Public Services~~ per the City Engineer's requirements.

8. *Final Plat Pre application Meeting.* The developer/subdivider is encouraged to meet with the ~~PPMD~~ Zoning Administrator or their designee prior to submitting a Final Plat for consideration by the Planning Commission. Following the conclusion of the meeting, the ~~PPMD~~ Zoning Administrator ~~shall~~ may forward to the developer/subdivider a written summary of the results of the pre application meeting including recommendations and all attached comments upon the applicant's request.

9. *Final Plat Review by Zoning Administrator ~~PPMD~~.* Upon receipt of an application, the ~~PPMD or a designated representative~~ Zoning Administrator or their designee shall, within ~~five~~ seven (7) business days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the ~~PPMD~~ Zoning Administrator shall advise the applicant of the deficiencies and inform the applicant that no further action will be taken on the application until all necessary and required information has been submitted.

10. *Final Plat Review by TRC.* The TRC may review the application after the ~~PPMD~~ Zoning Administrator determines that the application is complete and forward its comments within ~~five~~ ten business days to the Zoning Administrator ~~PPMD~~. The ~~PPMD~~ Zoning Administrator shall forward copies of all relevant documents filed with the ~~PPMD~~ City of Riverside to the Planning Commission along with any report or recommendation of the TRC.

11. *Planning Commission Meeting and Approval.* The Planning Commission shall, within ~~30~~ no more than 60 days after the public meeting where such plat in introduced, approve the Final Plat as requested; approve the Final Plat as modified by the Planning Commission; or deny the Final Plat. The decision of the Planning Commission shall indicate the specific reason(s) upon which their decision is based.

12. *Recording of Final Plat.* Once a Final Plat has been approved by the Planning Commission, the developer/subdivider shall make all modifications ~~to the original mylars~~. ~~Once complete, the original mylars shall be forwarded to the PPMD for processing~~. All Final Plats must be recorded within 12 months of the date of approval. Final Plats may not be recorded until all required signatures of officials have been placed on the Final Plat. If not recorded, all Final Plats shall officially expire after 12 months from the date of signature by the appropriate officials. Once the Final Plat has been properly signed by the appropriate officials, the applicant can file the Final Plat with the Montgomery County Recorder, which shall process the Final Plat prior to its recording. ~~Once processed by the Map Office, the Final Plat will be forwarded to the County Recorder's Office. Once recorded, the original mylars of the Final Plat shall be filed with the City Engineer~~.

13. *Expedited Subdivision Procedure.* In cases where the proposed subdivision includes less than ten lots and can be developed in one phase, the application may not warrant the full submittal procedure as determined by the Zoning Administrator in consultation with the TRC ~~PPMD~~. If so determined, the applicant may combine the Final ~~Development~~ Site Plan, as outlined in this chapter ~~Section 1105.13.O~~. and in the Final Plat procedures. In doing so the same procedural steps will occur, however, a single set

of documents for both the ~~Development~~ Final Site Plan and Final Plat will be submitted as directed by the Zoning Administrator ~~PPMD~~. The time frame for review and approval of a Major Subdivision under this procedure shall be consistent with the general time frame ~~as provided in Section 1105.11.E.~~

F. *Final Plat Amendment.* Upon the application of an owner(s) or agent of land described in a Final Plat, the Planning Commission may amend the Final Plat, in whole or in part, where unusual or exceptional factors or conditions require the amendment to avoid undue hardship.

1. *Plat Amendment Defined.* A plat amendment is the alteration of a Final Plat that changes any of the feature(s) required to be set forth in the plat by this chapter ~~Section 1105.11.E.11~~. The vacation or alteration of any street, road, highway, alley or easement by the City of Riverside is not a plat amendment subject to the requirements of this section.

2. *Filing Requirements.* The applicant(s) shall file with the ~~PPMD~~ City of Riverside a Final Plat amendment which meets the requirements of this section and other City of Riverside ordinances as applicable, together with an application for approval thereof, an original ~~mylar~~ plat, and a fee for the review of said plat amendment.

3. *Procedure.* The procedure for a Final Plat amendment shall be as follows:

   a. The applicant(s) shall file with the ~~PPMD~~ City of Riverside an application including required submittals, which sets forth the location and description of the proposed plat amendment and the reason(s) why the amendment of the plat is sought. A copy of the application shall be filed along with the required sets of amended plat drawings proposed by the applicant(s); and

   b. The City of Riverside shall give ~~ten days'~~ notice of the proposed plat amendment application in accordance with Table 1105.03-1 ~~by publication in a newspaper of general circulation. Such notices shall set forth the part or the plat to be amended and briefly describe the proposed amendment, the date(s) of the Planning Commission meeting hearing(s) on the application and the date(s) City Council will consider the application. Notices for the Planning Commission and City Council meetings shall be published separately for each meeting~~.

4. ~~*Letter of Adequacy*~~ *Compliance Review.* Within five days after the Final Plat amendment application has been filed with the City of Riverside ~~DPPM~~, a copy thereof may be transmitted to the TRC, who will check said plat to determine adequacy with existing street, storm, sanitary, water and utility services. If said final plat amendment does so conform, the TRC, within ten days after said plat has been transmitted to him/her, will return said plat to the Zoning Administrator ~~DPPM~~, together with a report verifying adequacy of the proposed amendment. The ~~PPMD~~ Zoning Administrator shall thereupon transmit the report to the Planning Commission for its consideration.

5. *Planning Commission Review.* At the first meeting of the Planning Commission after a copy of the Final Plat amendment application, together with the staff report and recommendation, has been received by the Planning Commission, it shall consider the Final Plat amendment and the Planning Commission shall take action regarding the plat amendment request. If the final plat amendment is approved by Planning Commission, the applicant(s) shall follow all Final Plat filing requirements, inclusive of the approved amendment.

G. *Vacation of Streets, Alleys, Easements.* City Council may, by ordinance, vacate or alter any street, road, highway, alley or easement upon finding that there is good cause for such vacation or alteration. Any such vacation or alteration shall first be reviewed by the Zoning Administrator in consultation with the Director of Public Service ~~DPPM~~, in order to make a recommendation to City Council. Notice of the intention of City Council to vacate or alter any street, road, highway, alley or easement shall be published in a newspaper of general circulation in the City of Riverside for 45 days preceding such action unless all abutting landowners have filed written statements of consent to the proposed action with the Community Development Department ~~City Clerk of Council~~, in which case no notice is required. Any application to vacate or alter any street, road, highway, alley or easement shall be accompanied by a fee.

1105.13 ~~Development approvals: Submittal requirements.~~ Waiver Procedure.

A. *Definition.* A waiver is the modification, reduction or special exception of the development standards and minimum requirements established by this Unified Development Ordinance which cannot be modified by a dimensional variance. Use, conditional use, density, and lot coverage cannot be modified by this process. Only site, building and structure design elements are subject to the waiver provisions of the UDO. Regulations that prohibit certain structures or activities, and other non-design related standards may not be waived. Standards based on public health and safety concerns may not be waived.

B. Waiver Process. The Planning Commission has the authority to grant Waivers. The Planning Commission may authorize, in specific cases, such waivers from the terms of this UDO as will not be contrary to the public interest, health or safety.

1. Pre-Application Meeting. The applicant may meet with the Zoning Administrator or their designee prior to submitting a waiver request for consideration by the Planning Commission in accordance with Section 1105.03.G. Following the conclusion of the meeting, the zoning staff may forward to the applicant a written summary of the results of the pre application meeting including recommendations and all attached comments upon the applicant's request.
2. Preliminary Review by Staff. Upon receipt of an application, the zoning staff shall, within five days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the staff shall advise the applicant of the deficiencies and inform the applicant that no further action will be taken on the application until all necessary and required information has been provided. If it is complete, the staff may forward the application to the TRC.
3. *Review by the TRC.* The TRC may review the application after the staff determines that the application is complete and forward its comments within ten days to the staff. The staff shall forward copies of all documents filed with the staff to the Planning Commission along with any report or recommendation of the TRC.
4. *Public Hearing and Notice.* After determining that an application contains all the necessary and required information and all TRC comments have been addressed, the Zoning Administrator shall place the application on the agenda of the Planning Commission and schedule a public hearing on the proposed waiver. Notice of the hearing shall be provided in accordance with Table 1105.03-1. The notice shall state the time and place of the hearing and a summary of the proposed waiver. All documentation, including any maps and plans, shall be on file for public examination in the City of Riverside Administrative Offices.
5. *Notice to Property Owners.* Written notice of the public hearing shall be provided to all owners of property within 300 feet of the subject parcel. Such notice shall be sent by mail in accordance to Table 1105.03-1 to the owners appearing in the County Auditor's current tax records.
6. *Planning Commission Hearing.* The Planning Commission shall conduct a public hearing and review the application.
7. *Planning Commission Action.* The Planning Commission may by a vote of the majority of its members approve the waiver as requested; approve with modifications; or deny the waiver. The Planning Commission shall indicate the specific reason(s) for its decision.
8. *Additional Conditions and Safeguards.* The Planning Commission may further prescribe any reasonable conditions and safeguards that it deems necessary to ensure that the objectives of the regulations or provisions to which the waiver applies will be met.
9.

C. *Waivers Approved by Planning Commission. T*he below waivers can be approved by the Planning Commission in accordance with the review process outlined in Section 1105.13.B and must meet the standards for approval as listed in Section 1105.13.E unless otherwise specified in this UDO.

1. Sidewalks Waiver. Any new development is required to provide sidewalks in accordance to Section 1341.01.
    a. New Major Residential Subdivision Developments may request to waive the requirement of sidewalks on both side of the street, only one side of the street or eliminate the requirement

of sidewalks throughout all or part of the plat per Section 1111.05.D.1.e.

b. The Director of Public Services and/or City Engineer must review the waiver request to determine if the new development extends an established pattern of roadway design that has been shown to adequately serve the area's transportation needs.

2.Lot Depth to Width Ratio as contained in Section 1111.07.B.8.

3. Site Grading & Drainage as contained in Section 1113.17.B

4. Design waiver for Architectural Standards contained in Sections 1115.11.B and 1115.11.C.

5. Exceptional Signs. Exceptional sign reviews are proposals that do not meet the current requirements of the sign regulations or those cases where a certain sign design is not an authorized type of sign. This review cannot authorize sign types or design elements which are prohibited by the sign regulations. The Exceptional Sign Waiver applies to the following:

   a. Signage that does not meet a design standard established by the sign regulation (e.g. sign style, LED timing restriction, etc.)

   b. Signage that does not meet the definitions for sign types authorized by the sign regulations (e.g. sign projecting more than 12 inches from the façade, etc.)

6. *Landscape Waivers*. The Planning Commission shall have the authority to grant waivers or modifications of the landscaping, screening, and buffering requirements contained in Section 1113.07.

7. *Major Parking Waivers*. In extraordinary cases in which the requirements of Section 1113.11.F. would create a hardship in the use of a particular site, the Planning Commission may consider granting a Parking Waiver reduction of more than 20% of the required parking spaces.

   a. *When Required***.** Parking Waivers are required when an applicant wishes to provide less parking than required, or when an applicant wishes to use on street parking spaces that are not directly adjacent or abutting the development site, or parking spaces located in a public parking lot to meet the minimum number of spaces required.

   b. *Standards for Approval*. The following standards are applicable to parking waivers only. In granting Major Parking Waivers the Planning Commission must find:

      1. The parking waiver is in compliance with the Comprehensive Plan;
      2. The applicant made a good faith effort to provide as many parking spaces as possible on the site, on other property under the same ownership, or through joint use agreements;
      3. Adjacent or nearby properties will not be affected; and
      4. A professional parking study was provided which shows the requirements in Section 1113.11.F. do not accurately depict the parking needs of the proposed use and the requested reduction will accommodate the parking demand to be generated by the proposed use.

   c. Parking Studies.

      1. *When Required.* A parking study shall be required when any of the following occurs:
         i. An applicant requests a major parking waiver to allow the provision of less parking than required.
         ii. The Director of Public Services and/or City Engineer, upon consultation with the Zoning Administrator, requests a Parking Study due to unusual circumstances on or near the site.
         iii. Exception: A Parking Study shall not be required if a corridor or area specific parking plan has been conducted that includes the development site in questions or if the waiver request is for a reduction of 20% or less.

      2. *Content*. A Parking Study submitted to satisfy requirements of this Part shall include the following information. The Director of Public Services and/or City Engineer, upon consultation with the Zoning Administrator, may waive any of these required contents or require additional information depending upon the specifics of the application. The Parking Study shall be reviewed by and must be acceptable to the Director of Public Services and/or City Engineer upon consultation with the Zoning Administrator.
         i. An analysis of the peak parking demand for two similar or like facilities in terms of use and size. The analysis should include the facilities' peak parking days of the week and hours of the day, as depicted by a study of the existing parking spaces hourly during the peak hours of usage and hourly four(4) hours before and after that time for each facility. It should also include the number of spaces each facility contains; or

ii. The results of at least three (3) separate site surveys, conducted on different days, which depict the usage of the existing parking spaces hourly during the peak hour of usage and hourly four hours before and after that time. Site surveys are not needed for any portion of the period four (4) hours before and after the peak hour in which the use is not in operation. One of the days surveyed should be the peak day or busiest day of operation, if one can be determined for the specific use(s); and

iii. Any other information requested by the Director of Public Services and/or the City Engineer; and

iv. A map showing the location of on-street and off-street parking spaces used in the parking study. The map shall clearly delineate the location and number of spaces used in the study.

D. Waivers Approved by Staff. The below waivers can be approved by the Zoning Administrator in accordance with the review process outlined in Section 1105.15.C and must meet the standards for approval as listed in Section 1105.13.E. The Zoning Administrator may choose to bring the waiver to the Planning Commission for further review, notice of this meeting shall be in accordance with Section 1105.13.B.

1. Minor Parking & Loading Waiver.
    a. Reductions of 20% or less, or five (5) spaces or less (no matter the percentage); and
    b. Off-street loading requirements for uses that are required to provide fewer than five (5) loading spaces, or any other uses if it can be demonstrated by the applicant that the proposed use has no need for off-street loading.
2. Exceptional Sign Waiver requesting one (1) additional ground sign on the premises.
    a. This provision may only apply to corner lots.
    b. One ground sign may be permitted for each street frontage.
3. A waiver to allow the residential portion of Live/Work development in the Urban Core Overlay District to be located on the upper floor(s).
4. Design waiver for *Architectural Standards for Nonresidential Land Uses.*
    a. Building Design and Mass
        1. A waiver to reduce the percentage of the cap, base, or body by 20% or less.
        2. Elimination of cap architectural features as described in Section 1115.11.
    b. Landscape Waivers. Waiver requests for reduction of five (5) or fewer trees or a reduction constituting less than 10% of the total tree canopy required, whichever is less.

E. Standards for Approval. The following factors shall be considered and weighed in determining whether practical difficulty exists sufficient to warrant a waiver:

1. Whether the waiver will have an adverse effect on adjacent property owners;
2. Whether the proposed development is in conformance with the principles of the City's Comprehensive Land Use Plan.
3. Whether the applicant can show that the regulation will cause a practical difficulty or strict application of the provisions of the regulations would deprive the applicant of the reasonable use of the land;
4. Whether the proposed development design, site arrangement, and/or anticipated benefits of the proposed development justify any deviation from the design standards found herein;
5. Whether the applicant has incorporated other design measures that exceed the minimums of the requirement and compensate for non-compliance with the requirements to be waived (net beneficial effect).

A. *Expiration of the Waiver.* Waivers shall expire one year from the date of enactment unless otherwise specified by the Planning Commission. The applicant shall apply for a Certificate of Zoning Compliance in accordance with the granted waiver within 90 days of the approved waiver. There shall be no modification of major waivers except by further consideration of the Planning Commission. Requests for renewal of an expired waiver shall be considered to be the same as an application for a waiver and shall meet all requirements for application and review pursuant to Section 1105.13.

B. Extension of waivers, without modification, may be applied for at least 30 days prior to the date of expiration, if the waiver does not carry a prohibition against the extension. Extensions may be granted by the Zoning Administrator if the requested extension is 90 days or less. The Planning Commission must approve an extension request more than 90 days. Extensions may be granted by the Planning Commission if it finds that the requested extension is consistent with the purpose, policies, intent of, and the specifications of the UDO.

~~A. *General.* The following general requirements shall apply:~~

~~1. Each development approval shall include an application provided by the DPPM with the submittal;~~

~~2. The City of Riverside shall process only complete applications. The DPPM shall make determination as to completeness;~~

~~3. The DPPM may request additional supporting information that in their professional judgment is necessary to fully explain the applicant's proposal. The applicant shall supply the requested additional information; and~~

~~4. The full application fee shall be presented to the City of Riverside with the application.~~

~~B. *Accessory Uses and Structures—Major.* The submittal for approval of a Major Accessory Uses and Structures shall include an application form for an Accessory Use Major/Certificate of Zoning Compliance, a Site Plan, related materials, and fee. The application shall include at a minimum:~~

~~1. Name and mailing address of the current property owner or designated agent;~~

~~2. Property address, parcel identification number and zoning classification of the subject property;~~

~~3. Description of the existing and proposed use;~~

~~4. Extent of any proposed interior building alterations that may be required as a result of the change in use; and~~

~~C. *Accessory Uses and Structures—Minor.* The submittal for approval of a Minor Accessory Uses and Structures shall include an application form for an Accessory Use Minor/Certificate of Zoning Compliance, a sketch or Site Plan when applicable, related materials, and fee. The application shall include at a minimum:~~

~~1. Name and mailing address of the current property owner or designated agent;~~

~~2. Property address, parcel identification number and zoning classification of the subject property;~~

~~3. Description of the existing and proposed use;~~

~~4. Extent of any proposed interior or exterior building alterations that may be required as a result of the change in use; and~~

~~D. *Certificate of Zoning Compliance.* The submittal of a Certificate of Zoning Compliance shall include an application and the appropriate sketch or Site Plan. The application shall include at a minimum:~~

~~1. Name and mailing address of the current property owner or designated agent;~~

~~2. Name of applicant. If the applicant is not the owner than written consent from the owner should be submitted;~~

~~3. Address, parcel identification number, and zoning classification of the subject property;~~

~~4. Description of the existing and proposed use;~~

~~5. Extent of any proposed interior or exterior building alterations that may be required as a result of the change in use; and~~

E. *Certificate of Zoning Occupancy*. The submittal of a Certificate of Zoning Occupancy shall include an application, description of proposed use, and appropriate sketch or Site Plan. The application shall include at a minimum:

1. Name and mailing address of the current property owner or designated agent;
2. Name of applicant. If the applicant is not the owner than written consent from the owner should be submitted;
3. Address, parcel identification number, and zoning classification of the subject property;
4. Description of the existing and proposed use;
5. Extent of any proposed interior or exterior building alterations that may be required as a result of the change in use; and

F. *Change in Use*. The submittal for approval of a Change in Use shall include an application form for a Certificate of Zoning Occupancy with related materials and fee. The application shall include at a minimum:

1. Name and address of the current property owner or designated agent;
2. Name of applicant. If the applicant is not the owner than written consent from the owner shall be submitted;
3. Address, parcel identification number, and zoning classification of the subject property;
4. Description of the existing and proposed use;
5. Extent of any proposed interior or exterior building alterations that may be required as a result of the change in use; and

G. *Conditional Use*. The submittal for approval of a Conditional Use shall include an application form for a Conditional Use with related materials and fee. The application shall include at a minimum:

1. Name and address of the current property owner or designated agent;
2. Name of applicant. If the applicant is not the owner then written consent from the owner shall be submitted;
3. Property address, parcel identification number, and zoning classification of the subject property;
4. A sketch or site plan and other drawings to scale including a digital image of all plans, showing the existing and proposed use of the site, all pertinent natural and man made features, and adjacent development character and buildings;
5. A statement of need for the proposed use, its location and a report identifying the effects of the proposed use on the surrounding properties and the neighborhood; and
6. A plan of how the potential negative effects of the proposed use will be mitigated including traffic, parking, noise, light intrusion, solid waste storage, odor, fumes and removal.

H. *Development Plan*. The following outlines the submittal requirements for Preliminary and Final Development Plan. Relative to the approval process, each Preliminary and Final Development Plan must be approved through the same process.

1. *Preliminary Development Plan*. Application for a Preliminary Development Plan shall be provided at the time of submittal. The Preliminary Development Plan shall be comprised of the following information:
    a. A general supporting statement. This is a narrative that explains what is being proposed and why. The narrative shall explain the development proposal in context of existing structures on the property and adjoining properties and shall provide the approximate allocation of land use by acreage and type and shall provide an estimate of the population of the project at build out;

b. An existing conditions plan at a scale determined by the DPPM indicating existing topography, property boundaries, trees, structures, pavements, utilities, and the location of existing directly adjacent properties and their structures;

c. Proposed site plan at a scale determined by the DPPM indicating pavement, structures, service areas, loading areas, parking circulation, trash dumpsters, setbacks, vegetation to remain, points of access, proposed grading required screens and buffers, and related site improvements. This plan shall include the location of existing contiguous properties and their structures;

d. Conceptual architectural design and landscape planting;

e. Elevation drawings of the site sections. The scale of these sections shall be determined by the DPPM;

f. Engineering feasibility comments, report or study from a civil engineer for water, sanitary sewer and storm water utilities, traffic flow impacts; and

g. All plan documents should be accompanied by digital images in a format accepted by the DPPM.

h. Any other information as requested by the DPPM.

2. *Final Development Plan*. Application for a Final Development Plan shall be provided at the time of submittal. In addition to the Preliminary Development Plan requirements outlined in subsection G.1. above, the Final Development Plan shall include the following:

a. Boundaries of the tract and legal description;

b. Locations of buildings, streets, drives and parking areas. Locations and dimensions of rights-of-way, easements and all land to be dedicated to the City of Riverside or reserved for specific uses;

c. Proposed building floor plans at one-eighth inch equals one-foot minimum;

d. Proposed building elevations at one-eighth inch equals one-foot minimum;

e. Proposed exterior material schedule which identifies all exterior and site structure materials and color, including specifications defined by the Planning Commission;

f. Illustration of general architectural concepts including perspective renderings and building/site cross sections, which may be needed to explain concepts, if applicable or requested;

g. Location of existing trees or tree cover that will remain. Location of all individual trees on the site plan with diameters/calipers of six inches or greater;

h. Location of public utility services, including storm drainage;

i. Indicate whether streets and utilities are to be publicly or privately owned and maintained;

j. The location and dimensions of rights-of-way, easements and all lands to be dedicated to the City of Riverside or reserved for specific uses;

k. Location of proposed construction limits and areas to remain undisturbed;

l. Proposed landscape plan prepared by a registered engineer, architect, or landscape architect, as defined by Chapter 1117 integrated with a grading plan, at a scale determined by the PPMD indicating existing trees to be saved, new plantings, and a schedule of plant material showing proposed sizes and quantities;

m. Location, dimensions, (including height, square feet and language) and elevations of all signs;

n. Exterior lighting plan and specifications including light color temperature, cut off angle, distribution plan, intensity in foot candle value within the light distribution area produced by the fixture(s) proposed, and the values of these foot candle levels at all property lines;

o. Elevation drawings of the site sections. The scale of these sections shall be determined by the PPMD;

p. Grading plan including storm drainage plans drawn by a licensed civil engineer;

q. Engineering plans for sanitary sewer, storm sewer and pavements by a licensed civil engineer;

r. A plat of the proposed development area showing street right-of-way, subdivided and common land and easements in accordance with the requirements of the UDO which shall be in form for recording; and

s. A text describing the character of the proposed development and includes standards that are supplemental to, and supportive of, the development standards contained within in the UDO.

3. *Effect of Approval.* Detailed Site Plan approval is assured based on good faith compliance with the approved Development Plan. The approval shall be for a period of two years to allow for the submission of a Certificate of Zoning Compliance. Unless the required Certificate of Zoning Compliance is properly submitted and approved within the two year period, the approval shall be voided unless written request for time extension is submitted to and approved by the City Council. Such an extension shall not exceed six months.

I. *Final Plat.* An application form shall be completed by the developer/subdivider and submitted with the Final Plat. The application form shall be provided by the PPMD. The required fees shall be paid at the time of application submittal. The following supplementary information shall be supplied in addition to these requirements:

1. *Boundary Lines.* All plat boundary lines with lengths of courses to hundredths of a foot and bearings to half minutes. These boundaries shall be determined by an accurate survey in the field, which shall be balanced and closed with an error of closure of not to exceed one to 10,000.

2. *Recorded Streets.* The exact location and the width along the property line of all existing recorded streets intersecting or paralleling the boundaries of the tract.

3. *Bearings.* True bearings and distances to nearest established street bounds, patent or other established survey lines, or other official monuments, which monuments shall be located or accurately described on the plat. Any patent or other established survey or corporation lines shall be accurately monument marked and located on the plat, and their names shall be lettered on them.

4. *Monuments.* The accurate location and material of all permanent reference monuments.

5. *Site Layout.* The exact layout including:

a. Streets and alley lines their names, bearings, angles of intersection and widths (including widths along the line of any obliquely intersecting street);

b. The chord length of all arcs radii, points of curvature and tangent bearings;

c. All easements and rights-of-way, when provided for or owned by public services (with the limitation of the easement rights definitely stated on the plat); and

d. All lot lines with dimensions in feet and hundredths, and with bearings and angles to degrees, minutes and seconds if other than right angles to the street and alley lines.

6. *Lot Numbers.* Lots shall be numbered in numerical order.

7. *Property Offered for Dedication.* The accurate outline of all property which is offered for dedication for public use, and of all property that may be reserved by covenant in the deeds for the common use of the property owners in the subdivisions, with the purpose indicated thereon. All lands dedicated to public use other than streets or roads shall be marked "Dedicated to the Public". Streets and roads not dedicated shall be marked "Private Street."

8. *Setback Lines.* As shown on the preliminary plat. Side and rear setbacks marked "for reference only" do not constitute a separate covenant.

9. *Name of Subdivision.* Name of subdivision and name or number of the largest subdivision or tract of which the tract now subdivided, forms a part and section number, if part of a larger subdivision.

10. *Adjoining Subdivision.* Names and locations of adjoining subdivisions and location and ownership of adjoining unsubdivided property.

11. *Names of Owners.* Names and addresses of the owner of record, the subdivider, and of the engineer or surveyor.

12. All plat plans shall include a north arrow, scale, date and title.

13. *Engineer's Certificate.* A certificate by a registered professional engineer or surveyor to the effect that said plat was prepared by him, pursuant to an actual survey of the premises and that said plat is correct.

14. *Owner's Certificate.* A certificate by the owner of the land to the effect that he has caused said land to be platted and that he dedicates to public use the streets, open space and other lands indicated on the plat as intended for public use. The certificate shall be executed as a conveyance is executed.

15. *Bond, Letter of Credit or Certificate to Ensure Street Construction.* Security must be accepted by the City of Riverside with the review and approval of the Law Director, City Engineer and Finance Director, to ensure that street improvements will be satisfactorily completed.

J. *Preliminary Plat.* A preliminary plat shall be approved by the Planning Commission prior to submitting a Final Plat. A Preliminary Plat is a map of a subdivision of land that is submitted to the Planning Commission for purposes of preliminary consideration and approval.

1. Standards for Approval: The following standards shall be considered in the review of a Preliminary Plat application:

   a. The proposed Preliminary Plat meets all applicable standards of the UDO;

   b. The proposed lots shall have adequate space to accommodate the building area and other site requirements;

   c. The property has been surveyed to provide boundary, topographic, utility and other information relating to the property; which shall be submitted with the application;

   d. The proposed lots have been approved for access management, utility management and storm water management; and

   e. The proposed lots have been approved relative to emergency services access.

K. *Floodplain Permit.* Application for a Floodplain Permit shall be made on forms, furnished by the PPMD, and may include but not be limited to: site specific topographic plans drawn to scale showing the nature, location, dimensions and elevations of the area in question; and existing or proposed structures, fill, storage of materials, drainage facilities and the location of the foregoing. A Floodplain Permit shall be provided at the time of submittal. The following information is required:

1. Elevation in relation to mean sea level of the lowest floor, including basement, of all proposed structures located in special flood hazard areas where base flood elevation data are utilized;

2. Elevation in relation to mean sea level to which any proposed structure will be flood proofed in accordance with Section 1113.19 where base flood elevation data are utilized;

3. Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development and certification by a registered professional engineer that the flood carrying capacity of the watercourse will not be diminished; and

4. A U.S. Army Corps of Engineer's 404 Permit; as may be required.

L. *Landscape Plan*. A Landscape Plan shall be submitted to the PPMD to coordinate review by City of Riverside departments. Proposed landscape treatment shall be indicated on the Landscape Plan and shall not be shown on any separately required Site Plan. Landscape plans shall be submitted with Site Plans and Development Plans as required in Section 1105.09. Landscape plans may be submitted to the PPMD subsequent to Development/Site Plan approval and prior to the issuance of a CZC. Each landscape plan shall be drawn to scale, show the placement of individual plants and include the following information in print as well as in digital format:

1. Project name and address;

2. Project owner's name, address and telephone number;

3. Name, address and telephone number of landscape architect;

4. Distance from the property to nearest intersecting street;

5. Signature panel for the PPMD;

6. North arrow, scale (determined by the PPMD), date and/or date of revisions;

7. A notation stating, "This landscape plan has been reviewed and approved by the owner/responsible agent who understands that any changes, substitutions, or deletions may require review and approval by the responsible reviewing authority" and a listing of proposed trees and plant material;

8. The species (common name and botanical name), location and crown spread to scale of all trees existing on the site prior to construction with a caliper of six inches or greater at common breast height. An indication of which trees are to be retained and which are to be removed, including a plan for how those to be retained will be preserved;

9. Existing and proposed buildings and accessory structures to include existing and proposed signs;

10. Zoning District boundaries and zoning designations of the site and adjacent properties;

11. Parking and loading spaces showing all required wheel stops, curbs, including full depth curbing around all internal parking lot landscaped islands, driveways, landscape screening, parking lot landscaping, and sidewalks or other pedestrian paths;

12. All sight distance triangles;

13. Location, width and names of all existing/proposed streets and watercourses;

14. Right-of-way lines and property lines;

15. All easements (provide dimensions and purpose);

16. Location of all existing and proposed utilities, both overhead and underground;

17. Location and type of trash disposal and details of screening;

18. Location, height, type and material of all fences, walls, screen planting and landscaping details of all buildings and grounds. Show each individual plant on the plan;

19. Location of all ground mounted heating, ventilating and cooling equipment;

20. Location of all transformers;

21. Square footage measurements of the total site, building, parking and hard surface areas, and landscape areas. Show percentage of landscape area for the total project. For parking spaces, show percentage of interior landscape area;

22. Dimensions and distances of landscape buffer yards as required in Section 1113.07, Table 1113.07-1;

23. All landscaping materials shall meet the minimum specifications and standards as may be required by the PPMD and/or City Engineer;

24. Grading plan, including mounding, and topographical lines at two one-foot intervals.

M. *Landscape Plan—Alternative*. Under certain conditions, the strict application of the regulations contained within this section may be impractical. In order to accommodate modifications to existing landscaping requirements, an Alternative Landscape Plan may be submitted to the PPMD. An Alternative Landscape Plan may be submitted as part of an overall site plan in accordance with Section 1105.09.N. for a Site. The Alternative Landscape Plan shall be provided at the time of submittal. Said Alternative Landscape Plan and justification statement shall be forwarded to the PPMD for a recommendation. Requests for Alternative Landscape Plans will be accepted for review only when one or more of the following conditions apply:

1. The site involves space limitations or is an unusually shaped lot;

2. Topography, soil, vegetation, or other physical conditions of the lot are such that full compliance is impossible or impractical;

3. Public safety considerations are involved; and

4. Impact on the environmental quality of the lot and surrounding area will be improved with the proposed Alternative Landscape Plan.

N. *Lighting Plan*. A preliminary or a final Lighting Plan shall be provided at the time of submittal of any Development or Site Plan. The plan shall be submitted along with other required site information to the PPMD to coordinate review by City of Riverside departments. A final Lighting Plan must be submitted to the PPMD subsequent to approval of any Development or Site Plan and prior to the issuance of a CZC.

1. Scaled building plans, site plans and elevations shall be submitted showing property boundaries, building location(s), parking lot layout, driveways, pedestrian pathways, all building entrances, adjacent right-of-way, north arrow, scale, address or legal description, and locations of all luminaries, controls, and electrical transformers.

2. Cut sheets (profiles) shall be submitted for all proposed exterior luminaries and poles.

3. Scaled iso foot candle plots and/or point by point foot candle layouts shall be submitted demonstrating compliance.

4. During the design and/or construction process after PPMD approval, changes shall be reviewed for re approval prior to final acceptance.

5. Preliminary Lighting Plans shall include exterior building, parking lot, and site lighting. Sample cut sheets indicating pole and luminary height, color, temperature, as well as intensity of illumination in foot candles on a point by point or iso foot candle map shall also be provided.

O. *Sign Plan*. A sign plan shall be provided at the time of the Development Plan or Site Plan submittal as may be required to assure compliance with the UDO, and will include:

1. Name and address of the owner of the sign;

2. Name and address of owner or the person in possession of the premises where the sign is located or to be located;

3. Clear and legible drawings showing the location of the sign(s) that are subject to the permit including the sign's location with respect to existing right-of-way and property lines and all other existing signs that are on the same premises; and

4. Drawings showing the dimensions, supporting structure, size, electrical wiring and components, sign materials, and method of attachment.

P. *Site Plan.* An application form shall be completed by the developer/subdivider and submitted with the Site Plan. The application form shall be provided by the PPMD. The submittal requirements for a Site Plan include the following:

1. Name and address of current property owner or designated agent;

2. An accurate legal description prepared by, or certified by, a registered surveyor of the state;

3. A property location map showing existing property lines, easements, utilities, and street rights-of-way;

4. A site plan, prepared by a civil engineer, landscape architect or architect drawn at a suitable scale not to exceed one inch equals 100 feet indicating use, location, and height of existing and proposed buildings and structures, including accessory buildings, structures and uses, along with notation of the development standards for building spacing, setback from property lines, and maximum building heights along with a notation of the development standards for maximum building height. The site plan should also show the location and conformation of off street parking and loading areas, the arrangement of internal and in out traffic movement including access roads and drives and the location of signs related to parking and traffic control;

5. Topographic maps with sufficient elevations to show existing and generally proposed grading contours, major vegetation features, wooded areas and existing trees over six inches in diameter measured at the average breast height;

6. Proposed landscaping plans indicating the preliminary description of the location and nature of existing and proposed vegetation, landscaping, screening elements and existing trees to be removed;

7. Elevation drawings of proposed structures, floor plans, exterior construction materials, by type and color;

8. Summary table showing total acres of the proposed development; number of acres devoted to each type of residential and/or nonresidential use including street (right-of-way) and open space; number of dwellings;

9. Building by type; total building square footage; and overall density (units per acre) and intensity (lot coverage);

10. Preliminary grading and storm water management plan;

11. Preliminary landscape plan indicating location of existing plants; proposed plantings, including planting height and caliper of proposed trees measured at the average breast height;

12. Other information necessary for the evaluation of existing site conditions and proposed development as deemed necessary by the PPMD and/or the Planning Commission; and

13. Final Grading Plan, Lighting Plan, Landscape Plan, Sign Plan and overall Site Plan shall be provided at the time a Certificate of Zoning Compliance is sought.

Q. *Subdivision—Major.* An application form shall be completed by the developer/ subdivider and submitted with the Major Subdivision. The application form shall be provided by the PPMD. The following information shall be provided upon submittal of an application for a Major Subdivision:

1. *Major Subdivision—Preliminary Plat Application and Base Information.* An application form shall be completed by the developer/subdivider and submitted with the Preliminary Plat and required supplemental information. The Preliminary Plat and base information shall be provided at the time of submittal. The application form shall be provided by the PPMD. The required fees shall also be paid at the time of application submittal. The PPMD shall certify the receipt of a complete application package meeting the requirements of the UDO prior to scheduling the application on the Planning Commission agenda. The Preliminary Plat shall be drawn on a 24 inch by 36 inch sheet(s) to a scale determined by the PPMD. When more than one sheet is required, an index shall be incorporated into the title block.

The PPMD may approve the consolidation of the submittal requirements provided the intent of this section is met. The Preliminary Plat shall contain the following information at a minimum:

a. Name and address of developer, property owner or designated agent, land planner, landscape architect, engineer and/or surveyor;

b. Adjoining property owners, deed references and/or recorded subdivision names, recording references and adjoining property structures within 300 feet or as specified by the PPMD;

c. Vicinity map (section and range);

d. The ownership, acreage and boundaries of all adjacent properties within 300 feet of the subdivision or as specified by the PPMD. If a recorded subdivision adjoins the subject site, the subdivision name, lot numbers and recording number shall be indicated with dashed lines;

e. North arrow;

f. Title block shall be in the lower right hand corner. The title block shall include title "Preliminary Plat", sheet title, proposed subdivision name, developer and preparer, scale of the plan, tax map and parcel numbers, sheet index, date and revisions numbered and dated;

g. Boundary of the proposed subdivision clearly indicated by a heavy line with bearings and distances; and

h. Existing topography at two foot intervals for slopes between two and ten percent and at ten foot intervals for slopes greater than ten percent. Contour lines shall be indicated at least 50 feet beyond the subdivision boundary. For slopes under two percent, one foot contour intervals shall be shown.

2. *Preliminary Plat—Existing Conditions.* The Existing Conditions Map and text shall indicate the subdivision and all property within 200 feet of the subdivision or as specified by the PPMD, with the following conditions depicted to scale:

a. Existing generalized natural features, topographic map of existing site;

b. Existing zoning;

c. Existing utilities, including: water, sanitary sewer and stormwater facilities, (indicating approximate pipe size and directions of slope); underground transmission lines; electric and telephone poles; street lights; fire hydrants; landfills; and public utility easements;

d. Existing streets and roads, including: locations, widths and names of all streets and roads; existing easements; and streets which have been preliminarily approved or recorded but which remain unimproved shall be indicated;

e. Existing community facilities, including parks and recreation facilities.

3. *Preliminary Plat—Proposed Subdivision Plan.* The following proposed improvements are to be superimposed on top of the Existing Conditions Map:

a. Proposed generalized land use, including proposed building footprint(s);

b. Proposed layout of all proposed and existing lots with approximate dimensions and minimum area in square feet (acres if lot size is greater than 100,000 square feet), section number, phase number and parcel number, building lines, lot frontages and required setbacks;

c. Lot numbers in numerical order throughout the entire subdivision;

d. The location, dimensions, use and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivisions and the location, dimensions and purposes of any proposed easements; and

e. Total number of lots, area of lots and parcels, area of public roadways, areas of public and private open space dedications, and total area of the subdivision.

4. *Preliminary Plat—Proposed Water, Sanitary Sewer, and Stormwater.* The following improvements are to be superimposed on top of the Existing Conditions Map:

   a. Proposed water system;

   b. Proposed sewer system;

   c. Proposed drainage and stormwater management systems, including: the type of structures; drainage easements; proposed changes in topography; the 100 year floodplain (floodway and floodway fringe shall be indicated separately); and

   d. A preliminary storm drainage study including an evaluation of drainage structures and/or drainage systems, both upstream and downstream, affected by the drainage from the area covered by the Preliminary Plat, as directed by the City Engineer.

5. *Preliminary Plat—Proposed Circulation.* The following improvements are to be superimposed on top of the Existing Conditions Map:

   a. Proposed streets and roads, including: widths of rights-of-way and pavements; tentative profiles of each street centerline; tentative horizontal curve data; and typical cross sections of each type of street proposed;

   b. Proposed sidewalks and bike paths, including: locations; widths of rights-of-way; surface widths; and typical cross sections; and

   c. Proposed locations of street trees and landscape features.

6. *Preliminary Plat—Proposed Sedimentation and Erosion Control.* The following improvements are to be superimposed on top of the Existing Conditions Map:

   a. Locations and extent of tentative erosion and sedimentation control measures; and

   b. A Preliminary grading plan for the entire area covered by the Preliminary Plat.

7. *Final Plat.* The Final Plat shall include the subdivision design and layout in accordance with the approved Preliminary Plat or Development Plan.

8. *Final Plat—Construction Documents.* The Final Plat shall include a set of construction drawings and specifications of improvements. This shall be a set of construction plans prepared by a registered professional engineer that shall include typical sections, plan and profile views, construction details, and estimates of quantities. A set of construction drawings and specifications for all improvements shall be provided to the City Engineer.

9. *Final Plat—Security for Construction.* In lieu of constructing improvements, the subdivider may apply for Final Plat approval by insuring completion of the required improvements by one of the following methods and review and approval by the City Law Director, the City Engineer and the Finance Director.

   a. A surety performance bond and/or irrevocable letter of credit running to the City of Riverside in an amount sufficient to cover the full cost of said improvements as estimated by the officials having jurisdiction, to assure the satisfactory installation of said improvements in accordance with its regulations;

   b. The subdivider may deposit with the City of Riverside's Director of Finance, the sum not less than the total estimated improvement cost, to be held in escrow to guarantee the satisfactory completion of said improvements within the required time, the form of said escrow agreement to be subject to the approval of the Director of Finance and the City Law Director and which agreement may provide for the making of payments from such funds from time to time upon

certificates of the City Engineer that the balance remaining after such payments will, in his opinion, be adequate to pay the remaining costs of said improvements;

c. The Subdivider may deposit with the Director of Finance a certified check in the amount of the total estimated improvement cost to be held in escrow until the satisfactory completion of construction, unless a default in the completion of said improvements occurs, in which event the check may be cashed by the Director of Finance and the proceeds thereof used to complete the improvements, to pay claims connected therewith for which the subdivider may be liable, or to cure any other default of the subdivider connected with the making of said improvements; and

d. Inspection fee(s) shall be paid at the time of scheduling an on-site inspection.

10. *Final Plat—Construction of Buildings.* Construction of buildings shall not be permitted until all improvements are completed and accepted by the City of Riverside

11. *Final Plat Regulations Concerning Improvements Required in Subdivisions.*

a. *Required Minimum Improvements.* Minimum improvements shall be installed in the case of subdivisions within the City of Riverside, in accordance with the requirements of the UDO.

b. *Time for Construction of Improvements.* All required improvements shall be constructed within two years of the acceptance of the Final Plat by the Planning Commission.

c. *Street Construction.* Streets shall be graded to full width of the right-of-way and fully constructed with asphalt pavement or concrete pavements surfaced with asphaltic or Portland cement concrete wearing surfaces, concrete curbs and gutters with tile under drain and porous backfill and proper storm drains and inlets. Streets constructed within this City of Riverside shall be in conformity with the plans and specifications for street construction adopted by City Council, duplicates of which shall be kept on file in the office of the City Manager and the City Engineer.

d. *Water Supply.* Where a public water supply main is reasonably accessible, the subdivision shall be provided with a complete loop type water distribution system adequate to serve the area being platted, including a connection for each lot and appropriately spaced fire hydrants in accordance with the requirements of the Riverside Fire Department. Water lines must be sized to provide sufficient fire flow to meet local fire department requirements.

e. *Storm Drainage*. Every subdivision shall be provided with a storm water sewer or drainage system adequate to serve the area being platted and otherwise meeting the requirements of Section 1113.17 Drainage Adjoining ground at a higher elevation must be included in stormwater design.

f. *Sewerage*. Where a public sanitary sewer main is reasonably accessible, the subdivision shall be provided with a complete sanitary sewer connected with such sewer main, including a lateral connection for each lot.

g. *Electric and Telephone Lines.* Where it is necessary to locate electric or telephone lines in the street right-of-way, said lines shall be buried, unless otherwise approved by the City Engineer, and shall be not closer less than nine feet six inches to the back of curb.

h. *Street Signs.* The City of Riverside will erect the necessary street signs. The subdivider shall reimburse the City of Riverside for the cost thereof.

i. *Construction Plans.* Construction plans, including the following, for improvements shall be furnished in accordance with the specifications of the City Engineer and shall receive approval of the City Engineer and the Fire Department before improvements are installed, and before approval of the Final Plat:

(1) The centerline or top of curb profile of each proposed street, with tentative grades indicated;

(2) The cross section of each proposed street, showing the width of pavement, the location and width of sidewalks and the location and size of the utility mains and thickness of materials specified;

(3) The plans and profiles of proposed sanitary sewers and storm water sewers, with grades and sizes indicated, or method of sewage or storm water disposal in lieu of sewers;

(4) A plan of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants;

(5) A drainage plan showing all existing and proposed storm sewers, manholes, catch basins, watercourses, culverts and other underground structures within the tract and immediately adjacent thereto, with pipe sizes and grades, and waterway openings indicated thereon. The drainage plan shall show the method to be used for the adequate disposal of all storm water, including drainage outlets, and such other data as may be required by the City Engineer and Section 1113.17; and

(6) Submit worksheets showing that storm and sanitary pipe crossings and the design of catch basins at street low points.

j. *Inspection.* Prior to the start of any work covered by the above plans, after approval thereof and the payment of inspection fee(s), arrangements shall have been made to provide for inspection of the work sufficient, in the opinion of the City Engineer, to ensure compliance with the plans and specifications as approved.

k. *Completion of Construction.* The construction of all improvements required by these rules and regulations must be completed within two years from the date of approval of the final plat by Planning Commission, unless good cause can be shown for the granting of an extension of time by authority of the Planning Commission.

l. *Maintenance After Approval.* For a period of one year from the date the constructed improvements were accepted by the City of Riverside, the subdivider shall make such repairs or replacements as may be required and assured in the maintenance bond by reason of defective workmanship or material. All other applicable warranties with also apply.

m. *Modification.* Where unusual or exceptional factors or conditions exist, the Planning Commission may modify any of the provisions of these regulations.

R. *Subdivision—Minor.* The Minor Subdivision shall be provided at the time of submittal. An application form shall be completed by the developer/subdivider and submitted with the Minor Subdivision. The application form shall be provided by the PPMD. In order to be complete and to be accepted for review and processing, all Minor Subdivision (lot split) proposals must be legible and include or comply with the following:

1. Name, address, telephone number, fax number and email address of the existing property owner;

2. Name, address, telephone number, fax number and email address of the surveyor or preparer of the submittal if different from the property owner;

3. Location and size of existing and proposed parcels, including date of creation of existing parcel to be split;

4. North arrow and bar scale;

5. Location information including: location map; adjacent or frontage roads; adjacent parcel ownership; proposed easements of access; etc.;

6. Acreage of all proposed lots and acreage of all remaining property resulting from the division of the original parcel, including existing and proposed boundaries;

~~7. Proposed building envelope, building footprint, and proposed site drainage, and grading as may be required by the TRC if existing data indicates a situation where development constraints should be addressed in detail sufficient for approving the development proposal;~~

~~8. Site drainage and 100 year floodplain (floodway and floodway fringe, elevation and boundaries);~~

~~9. Steep slopes, ravines, drainage swales, and all other natural features;~~

~~10. All other natural and built features or conditions that in the determination of the PPMD is directly relevant to the ability of the proposed lot(s) to be buildable per these regulations. Existing topography at two foot intervals for slopes under ten percent and ten foot intervals for slopes greater than ten percent or as approved by the TRC if topographic characteristics of the site and/or adjacent properties indicates a situation where development constraints should be addressed in detail sufficient for approving the development proposal;~~

~~11. Any and all proposed easements, reserve areas or no build zones; and~~

~~12. A filing fee shall be charged and must be paid at the time that the final survey is filed with the PPMD.~~

~~S. *Temporary Use.* A Temporary Use application shall be provided at the time of submittal. An application for a temporary use shall be filed with the PPMD on a form prescribed by the PPMD, along with the fee for such permit and the following information:~~

~~1. A sketch plan showing the boundaries of the property;~~

~~2. The use of adjacent properties identified and labeled;~~

~~3. The location of the temporary use or structure on the property; and~~

~~4. Location of all existing buildings, structures, parking lots, and other physical improvement on property.~~

1105.15 Variance procedure.

A. *Definition.* A variance may be granted allowing deviations from the height, mass, setback, ~~parking,~~ or other dimensional requirements established by the zoning and subdivision provisions of the UDO where practical difficulties unique to the property in question prevent full compliance with such provisions.

B. *Major Variance Process.* The BZA has the authority to grant Major Variances. The BZA may authorize, in specific cases, such variance from the terms of this UDO as will not be contrary to the public interest.

1. *Pre-application Meeting.* The applicant may meet with the ~~PPMD~~ Zoning Administrator or their designee prior to submitting a variance request for consideration by the BZA in accordance with Section 1105.03.G. Following the conclusion of the meeting, the ~~PPMD~~ Zoning Administrator may ~~shall~~ forward to the applicant a written summary of the results of the pre application meeting including recommendations and all attached comments upon the applicant's request.

2. *Preliminary Review by the Zoning Administrator ~~PPMD~~.* Upon receipt of an application, the ~~PPMD~~ Zoning Administrator shall, within ~~five~~ seven (7) business days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the ~~PPMD~~ Zoning Administrator shall advise the applicant of the deficiencies and inform the applicant that no further action will be taken on the application until all necessary and required information has been provided. If it is complete, the ~~PPMD~~ Zoning Administrator may forward the application to the TRC.

3. *Variance Review by the TRC.* The TRC may review the application after the ~~PPMD~~ Zoning Administrator determines that the application is complete and forward its comments within ~~five~~ ten business days to the Zoning Administrator ~~PPMD~~. The ~~PPMD~~ Zoning Administrator shall forward copies of all relevant documents filed with the ~~PPMD~~ City of Riverside to the BZA along with any report or recommendation of the TRC.

4. *Variance Public Hearing and Notice ~~by City Clerk of Council~~.* Within ~~five~~ seven (7) business days of determining that an application contains all the necessary and required information, the Zoning Administrator ~~Clerk of Council~~ shall place the application on the agenda of the BZA and schedule a public hearing on the proposed variance. Notice of the hearing shall be provided in accordance with Table 1105.03-1 ~~provided at least once in one or more newspapers of general circulation in the City of Riverside~~. ~~The notice shall be published at least five days before the date of the hearing.~~ The notice shall state the time and place of the hearing and a summary of the proposed variance. All documentation, including any maps and plans, shall be on file for public examination in the City of Riverside Administrative Offices ~~office of the PPMD~~.

~~5.~~ ~~*Notice to Property Owners.* Written notice of the public hearing shall be provided to all owners of property within 300 feet of the subject parcel The applicant shall provide a list (available from the County Auditor's current tax list) of the owners within 300 feet of the property for which the variance is requested to the PPMD. Such notice shall be sent, by first class mail, at least ten days before the date of the hearing addressed to the owners appearing on the County Auditor's current tax list and to such other list or lists as verified by staff.~~

5~~6.~~ *BZA Hearing.* The BZA shall conduct a public hearing and review the application.

6~~7~~. *BZA Action.* The BZA may by a vote of the majority of its members approve the variance as requested; approve with modifications ~~by the BZA~~; or deny the variance. The BZA shall indicate the specific reason(s) for its decision r~~ecommendation~~.

~~7~~8. *Additional Conditions and Safeguards.* The BZA may further prescribe any reasonable conditions and safeguards that it deems necessary to ensure that the objectives of the regulations or provisions to which the variance applies will be met.

C. *Minor Variance Process.* The ~~Planning and Program Management Department~~ Zoning Administrator has the authority to grant Minor Variances when the proposed variation is ~~15~~ 20 percent or less of the applicable standard. The ~~Planning and Program Management Department~~ Zoning Administrator may authorize, in specific cases, such variance from the terms of this UDO as will not be contrary to the public interest.

1. *Pre-application Meeting.* The applicant may meet with the ~~PPMD~~ Zoning Administrator prior to submitting a variance request for consideration in accordance with Section 1105.03.G. Following the conclusion of the meeting, the ~~PPMD~~ Zoning Administrator shall forward to the applicant a written summary of the results of the pre application meeting including recommendations and all attached comments upon the applicant's request.

2. *Preliminary Review by the Zoning Administrator ~~PPMD~~.* Upon receipt of an application, the ~~PPMD~~ Zoning Administrator shall, within five (5) business days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the ~~PPMD~~ Zoning Administrator shall advise the applicant of the deficiencies and inform the applicant that no further action will be taken on the application until all necessary and required information has been provided. If it is complete, the Zoning Administrator ~~PPMD~~ may forward the application to the TRC.

3. *Variance Review by the TRC.* The TRC may review the application after the ~~PPMD~~ Zoning Administrator determines that the application is complete and forward its comments within ~~five~~ seven (7) business days to the Zoning Administrator ~~PPMD~~. The ~~PPMD~~ Zoning Administrator shall forward copies of all relevant documents filed with the ~~PPMD~~ City of Riverside to the TRC.

5. ~~*PPMD*~~ *Zoning Administrator Action.* The ~~Planning and Program Management Department~~ Zoning Administrator may approve the variance as requested; approve with modifications; or deny the variance. The ~~Planning and Program Management Department~~ Zoning Administrator shall indicate the specific reason(s) for ~~its~~ their decision ~~recommendation~~.

6. *Additional Conditions and Safeguards.* The ~~Planning and Program Management Department~~ Zoning Administrator may further prescribe any reasonable conditions and safeguards that ~~it~~ they deem~~s~~

necessary to ensure that the objectives of the regulations or provisions to which the variance applies will be met.

D. *Expiration of the Variance.* Variances shall expire one year from the date of enactment unless indicated in the written approval. ~~prior thereto, the~~ The applicant shall apply ~~applies~~ for a Certificate of Zoning Compliance in accordance with the granted variance within 90 days of the variance approval. There shall be no modification of major variances except by further consideration of the ~~PPMD and/or BZA~~ Zoning Administrator if the requested modification a change of 10 percent or less from the approved variance. All other modification requests must be considered and approved by the BZA. ~~Extension of variances, without modification, may be applied for prior to the date of expiration, if the variance does not carry a prohibition against the extension. Extensions may be granted by the BZA if it finds that the requested extension is consistent with the purpose, policies, intent of, and the specifications of the UDO. Requests for renewal of an expired variance shall be considered to be the same as an application for a variance and shall meet all requirements for application and review pursuant to Section 1105.15.~~

1. *Extensions of Variance Approvals*. Extension of variances, without modification, may be applied for at least 30 days prior to the date of expiration, if the variance does not carry a prohibition against the extension. Extensions may be granted by the Zoning Administrator if the requested extension is 90 days or less. The BZA must approve an extension request more than 90 days. Extensions may be granted if the requested extension is consistent with the purpose, policies, intent of, and the specifications of the UDO.
2. Requests for the renewal of an expired variance shall be considered to be the same as an application for a new variance application and shall meet all requirements for application and review pursuant to Section 1105.15.

E. *Standards for Approval.* The following factors shall be considered and weighed in determining whether practical difficulty exists sufficient to warrant a variance:

1. Whether the property in question will yield reasonable return or whether there can be any beneficial use of the property without the variance;
2. Whether the variance is substantial;
3. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
4. Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewer, garbage);
5. Whether the property owner purchased the property with knowledge of the zoning restriction;
6. Whether the property owners' predicament feasibly can be obviated through some method other than a variance;
7. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.
8. See Section 1113.19.~~W~~.BB. for additional standards as they apply to a variance from the Floodplain Design Standards.

F. *Submittal Requirements.* An application for a Variance shall be filed on a form provided by the City of Riverside ~~PPMD~~, and shall be accompanied by the following requirements:

1. Name, address, email address, and phone number of applicant(s) and property owner or designated agent;
2. Proof of ownership, legal interest or written authority;
3. Legal Description of property or portion thereof;

4. Description or nature of variance requested;

5. Narrative statements establishing and substantiating the justification for the variance pursuant to Section 1105.15.E~~D~~;

6. Site plans, floor plans, elevations and other drawings at a reasonable scale to convey the need for the variance;

7. Payment of the application fee as established by City Council; and

8. Any other documents deemed necessary by the Zoning Administrator ~~PPMD~~.

1105.17 Appeals procedure.

A. *Responsibility.* This section specifies the appeal procedure of administrative and Planning Commission decisions. ~~identifies the responsibility for hearing appeals and establishes the appeals process for decisions made by the Administration and BZA~~. Appeals may be taken to the Board of Zoning Appeals by any aggrieved party, the City Manager, or the City Manager's designee.

1. *Appeal of Administrative Action.* ~~Any person adversely affected by any order, requirement, decision, or determination made by the PPMD, or a designated representative, in the administration or enforcement of the UDO may appeal to the BZA~~. Notwithstanding other specific appeal procedures in the UDO, the Board of Zoning Appeals (BZA) shall hear and decide upon appeals where it is alleged there is an error in any written order, requirement, decision, interpretation, or determination by City of Riverside staff in the enforcement of the UDO.

2. *Appeals of Planning Commission Decisions.* ~~Any person adversely affected by any order, requirement, decision, determination, or referral or failure to issue a decision by the Planning Commission in the administration or enforcement of the UDO may appeal to the BZA~~. The BZA shall hear and decide upon appeals where it is alleged there is an error in the written decision made by the Planning Commission in the enforcement or interpretation of the UDO.

3. *Appeals of BZA.* Appeals of BZA decision shall be to the Montgomery County Court of Common Pleas.

B. *Appeals to BZA.* The following outlines the appeals process and notification requirements for appeals to the BZA from an administrative decision:

1. An appeal to the BZA may be taken by any person aggrieved by a decision of the ~~PPMD~~ City of Riverside Administrative Staff or the Planning Commission in their enforcement of this UDO. Such appeal shall be made within ten (10) days from the date of the action appealed from by filing an ~~notice of~~ appeal application ~~with~~ at the City of Riverside Administrative Offices ~~Clerk of Council~~. The appeal application shall include:

   d. A statement citing the specific provision of the Zoning Code that are alleged to have been interpreted in error or the specific action being appealed and the grounds on which the appeal is being made;

   e. A statement as to why the appellant has a standing as an aggrieved party to pursue the appeal;

   f. Such other information as the City of Riverside or any of its, Boards, Commissions, Departments, or Officers may reasonably require; and

   g. The required application fee.

   The ~~PPMD~~ Zoning Administrator shall transmit to the BZA all the papers constituting the record upon which the action appealed from was taken.

2. Upon the filing of the appeal, the ~~Clerk of Council~~ Zoning Administrator shall give notice by one publication in a newspaper of general circulation at least ten (10) days before the date of the hearing

and shall give notice of the hearing to the parties in interest and the property owners within 300 feet of the subject site. For appeals of a Planning Commission decision interested parties identified at the public hearing shall be notified.

3. The BZA shall hear the ~~application or~~ appeal at its first meeting occurring after such required publication and notice. It shall decide the case within 30 days from the date of such hearing and provide for its findings in writing. At the hearing, any party may appear in person or be represented by an agent or attorney.

~~1105.19 Waiver procedure.~~

~~A. *Definition*. A waiver is the modification, reduction or special exception of the development standards and minimum requirements established by this Unified Development Ordinance which cannot be modified by a dimensional variance. Use, conditional use, density, and lot coverage cannot be modified by this process. Only site, building and structure design elements are subject to the waiver provisions of the UDO. Regulations that prohibit certain structures or activities, and other non-design related standards may not be waived. Standards based on public health and safety concerns may not be waived.~~

~~B. *Waiver Process.* The Planning Commission has the authority to grant Waivers. The Planning Commission may authorize, in specific cases, such waivers from the terms of this UDO as will not be contrary to the public interest.~~

~~1. *Pre-Application Meeting*. The applicant may meet with the zoning staff prior to submitting a waiver request for consideration by the Planning Commission. Following the conclusion of the meeting, the zoning staff shall forward to the applicant a written summary of the results of the pre application meeting including recommendations and all attached comments.~~

~~2. *Preliminary Review by Staff.* Upon receipt of an application, the zoning staff shall, within five days, review the application and determine whether it provides all necessary and required information. If it is incomplete, the staff shall advise the applicant of the deficiencies and inform the applicant that no further action will be taken on the application until all necessary and required information has been provided. If it is complete, the staff may forward the application to the TRC~~

~~3. *Review by the TRC.* The TRC may review the application after the staff determines that the application is complete and forward its comments within five days to the staff. The staff shall forward copies of all documents filed with the staff to the Planning Commission along with any report or recommendation of the TRC.~~

~~4. *Public Hearing and Notice*. Within five days of determining that an application contains all the necessary and required information, the zoning staff shall place the application on the agenda of the Planning Commission and schedule a public hearing on the proposed waiver. Notice of the hearing shall be provided at least once in one or more newspapers of general circulation in the City of Riverside. The notice shall be published at least five days before the date of the hearing. The notice shall state the time and place of the hearing and a summary of the proposed waiver. All documentation, including any maps and plans, shall be on file for public examination in the office of the zoning staff.~~

~~5. *Notice to Property Owners.* Written notice of the public hearing shall be provided to all owners of property within 300 feet of the subject parcel. The applicant shall provide a list (available from the County Auditor's current tax list) of the owners within 300 feet of the property for which the waiver is requested to the staff. Such notice shall be sent, by first class mail, at least ten days before the date of the hearing addressed to the owners appearing on the County Auditor's current tax list and to such other list or lists as verified by staff.~~

~~6. *Planning Commission Hearing.* The Planning Commission shall conduct a public hearing and review the application.~~

7. *Planning Commission Action.* The Planning Commission may by a vote of the majority of its members approve the waiver as requested; approve with modifications by the Planning Commission; or deny the waiver. The Planning Commission shall indicate the specific reason(s) for its decision.

8. *Additional Conditions and Safeguards.* The Planning Commission may further prescribe any conditions and safeguards that it deems necessary to ensure that the objectives of the regulations or provisions to which the waiver applies will be met.

C. *Waivers Approved by Planning Commission*. The below waivers can be approved by the Planning Commission in accordance with the review process outlined in Section 1105.19.B and must meet the standards for approval as listed in Section 1105.19. E unless otherwise specified in this UDO. Notice shall be sent in accordance with Section 1105.19.B.

1. *Sidewalks Waiver.* Any new development is required to provide sidewalks in accordance to Section 1341.01.

   a. New Major Residential Subdivision Developments may request to waive the requirement of sidewalks on both side of the street, only one side of the street or eliminate the requirement of sidewalks throughout all or part of the plat (Section 1111 05.D.1 e).

   b. The Director of Public Services and/or City Engineer must review the waiver request to determine if the new development extends an established pattern of roadway design that has been shown to adequately serve the area's transportation needs.

2. Lot Depth to Width Ratio as contained in Section 1111.07.B.8.

3. Site Grading & Drainage as contained in Section 1113.17.B

4. Design waiver for Architectural Standards contained in Sections 1115.11.B and 1115.11.C.

5. *Exceptional Signs.* Exceptional sign reviews are proposals that do not meet the current requirements of the sign regulations or those cases where a certain sign design is not an authorized type of sign. This review cannot authorize sign types or design elements which are prohibited by the sign regulations. The Exceptional Sign Waiver applies to the following:

   a. Signage that does not meet a design standard established by the sign regulation (e.g. sign style, LED timing restriction, etc.)

   b. Signage that do not meet the definitions for sign types authorized by the sign regulations (e.g. sign projecting more than 12 inches from the faade, etc.)

6. *Landscape Waivers.* The Planning Commission shall have the authority to grant waivers or modifications of the tree canopy requirements contained in Section 1113.07.

7. *Major Parking Waivers.* In extraordinary cases in which the requirements of Section 1113.11.F. would create a hardship in the use of a particular site, the Planning Commission may consider granting a Parking Waiver reduction of more than 15 percent of the required parking spaces.

   a. *When Required.* Parking Waivers are required when an applicant wishes to provide less parking than required, or when an applicant wishes to use on street parking spaces that are not directly adjacent or abutting the development site, or parking spaces located in the public parking lot to meet the minimum number of spaces required

   b. *Standards for Approval.* The following standards are applicable to parking waivers only. In granting Major Parking Waivers the Planning Commission must find:

      1. The parking waiver is in compliance with the Comprehensive Plan; and

      2. The applicant made a good faith effort to provide as many parking spaces as possible on the site, on other property under the same ownership, or through joint use agreements; and

3. Adjacent or nearby properties will not be affected; and

4. A parking study was provided which shows the requirements in Section 1113.11.F. do not accurately depict the parking needs of the proposed use and the requested reduction will accommodate the parking demand to be generated by the proposed use

c. *Parking Studies*.

1. *When Required*. A parking study shall be required when any of the following occurs:

i. An applicant requests a major parking waiver to allow the provision of less parking than required.

ii. The Director of Public Services and/or City Engineer, upon consultation with the Zoning Administrator, requests a Parking Study due to unusual circumstances on or near the site.

iii. Exception: A Parking Study shall not be required if a corridor or area specific parking plan has been conducted that includes the development site in questions or if the waiver request is for a reduction of 15 percent or less

2. *Content*. A Parking Study submitted to satisfy requirements of this Part shall include the following information. The Director of Public Services and/or City Engineer, upon consultation with the Zoning Administrator, may waive any of these required contents or require additional information depending upon the specifics of the application. The Parking Study shall be reviewed by, and must be acceptable to the Director of Public Services and/or City Engineer upon consultation with the Zoning Administrator

i. An analysis of the peak parking demand for two similar or like facilities in terms of use and size. The analysis should include the facilities' peak parking days of the week and hours of the day, as depicted by a study of the existing parking spaces hourly during the peak hours of usage and hourly four hours before and after that time for each facility. It should also include the number of spaces each facility contains; or

ii. The results of at least three separate site surveys, conducted on different days, that depict the usage of the existing parking spaces hourly during the peak hour of usage and hourly four hours before and after that time. Site surveys are not needed for any portion of the period four hours before and after the peak hour in which the use is not in operation. One of the days surveyed should be the peak day or busiest day of operation, if one can be determined for the specific use(s); and

iii. Any other information requested by the Director of Public Services and/or the City Engineer; and

iv. A map showing the location of on-street and off-street parking spaces used in the parking study. The map shall clearly delineate the location and number of spaces used in the study.

D. *Waivers Approved by Staff*. The below waivers can be approved by the Zoning Administrator in accordance with the review process outlined in Section 1105.15.B and must meet the standards for approval as listed in Section 1105.19.E. Notice shall be sent in accordance with Section 1105.19.B. Based on public comments the Zoning Administrator may choose to bring the waiver to the Planning Commission for further review, notice of this meeting shall be in accordance with Section 1105.19.B.

1. Minor Parking & Loading Waiver.

a. Reductions of 15 percent or less, or five spaces or less (no matter the percentage); and

b. Off-street loading requirements for uses that are required to provide fewer than five loading spaces, or any other uses if it can be demonstrated by the applicant that the proposed use has no need for off-street loading

2. Exceptional Sign Waiver requesting one additional ground sign on the premises.

a. This provision may only apply on corner lots.

b. One ground sign may be permitted for each street frontage.

3. A waiver permitting a privacy fence in the front yard.

a. The fence cannot exceed 36 inches in height

b. The fence cannot be placed in a manner which obstructs sight triangles.

4. Accessory Structures Footprint in Excess of Principal Structure Footprint.

a. The accessory structure is located in the R-1 Low Density Single-Family or R-2 Medium-Density Single-Family District.

b. The footprint of the accessory structure is no more than one and one-half times the footprint of the principal structure or total building coverage of the lot including proposed accessory structure shall not exceed 25%, whichever is less;

c. The accessory structure is located at least ten feet from a side or rear property line;

5. A waiver to allow the residential portion of Live/Work development in the Urban Core Overlay District to be located on the upper floor(s).

6. Design waiver for Architectural Standards for Nonresidential Land Uses.

a. *Building Design and Mass.*

1. A waiver to reduce the percentage of the cap, base, or body by 15 percent or less.

2. Elimination of cap architectural features as described in Section 1115.11.

b. *Landscape Waivers.*

1. Waivers for spacing and alignment in order for existing trees to meet street tree requirements that the trees are similar to those required by Section 1113.07.

2. Waiver requests for reduction of five or fewer trees or a reduction constituting less than 10 percent of the total tree canopy required, whichever is less.

E. *Standards for Approval.* The following factors shall be considered and weighed in determining whether practical difficulty exists sufficient to warrant a waiver:

1. Whether the waiver will have an adverse effect on adjacent property owners;

2. Whether the extent of waiver of the regulation is the minimum necessary to afford relief;

3. Whether the applicant can show that the regulation will cause a practical difficulty or strict application of the provisions of the regulations would deprive the applicant of the reasonable use of the land;

4. Whether an alternative arrangement has been provided that will provide a comparable level of protection imposed by the original regulations or standard;

5. Whether the applicant has incorporated other design measures that exceed the minimums of the requirement and compensate for non-compliance with the requirements to be waived (net beneficial effect).

F. *Expiration of the Waiver.* Waivers shall expire one year from the date of enactment unless prior thereto, the applicant applies for a Certificate of Zoning Compliance in accordance with the granted waiver. There shall be

~~no modification of waivers except by further consideration of the Planning Commission Extension of waivers, without modification, may be applied for prior to the date of expiration, if the waiver does not carry a prohibition against the extension. Extensions may be granted by the Planning Commission if it finds that the requested extension is consistent with the purpose, policies, intent of, and the specifications of the UDO. Requests for renewal of an expired waiver shall be considered to be the same as an application for a waiver and shall meet all requirements for application and review pursuant to Section 1105.19.~~

MEETING DATE: July 20, 2023
AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Josh Rauch, City Manager

SUBJECT: 23-R-2856 – A resolution appointing Nia J. B. Holt to the position of Community Development Director.

EXPLANATION
The City has been operating without a Community Development Director in place for more than a year. This has created operational constraints and highlighted the need for greater coordination and collaboration among staff.

Ms. Holt has exceeded expectations in her role as Zoning Administrator and has demonstrated significant abilities to undertake the role of Community Development Director. I intend to offer Ms. Holt the Director position to further our organizational goals and her professional growth.

RECOMMENDATION
It is respectfully recommended that the Mayor and City Council approve the attached legislation.

FISCAL IMPACT
The net cost impact of this promotion are to be determined subject to the outcome of the City's classification and compensation study.

SOURCE OF FUNDS
General Fund

EXHIBITS
N/A

23-R-2856

A RESOLUTION CONFIRMING THE CITY MANAGER'S APPOINTMENT OF NIA J.B. HOLT TO THE POSITION OF COMMUNITY DEVELOPMENT DIRECTOR FOR THE CITY OF RIVERSIDE, OHIO.

WHEREAS, the position of Community Development Director for the City of Riverside has been established and approved by Riverside City Council; and

WHEREAS, the City Manager has identified Nia J.B. Holt as the best, most qualified individual to assume the Community Development Director for the City of Riverside, Ohio; and

WHEREAS, the City Manager hereby appoints Nia J.B. Holt to the position of Community Development Director;

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO, THAT:

Section 1: Pursuant to Article 7, Section 7.01 of the City Charter, the Riverside City Council does hereby approve the City Manager's appointment of Nia J.B. Holt to the position of Community Development Director.

Section 2: A copy of this Resolution, upon its execution, shall be forwarded to the City Manager and Nia J.B. Holt.

Section 3: This Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF _____.

APPROVED:

_____
MAYOR

ATTEST:

_____
CLERK

23-R-2856

CERTIFICATE OF THE CLERK

I, _____, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 23-R-2856 passed by the Riverside City Council on _____.

IN TESTIMONY WHEREOF, witness my hand and official seal this day _____.

_____
CLERK

MEETING DATE: July 20, 2023
AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kathy Bartlett, PE Public Services Director

SUBJECT: Resolution No. 23-R-2857 – A resolution authorizing the city manager to enter into a contract with Security Fence Group, Inc. the lowest and best bidder for the 3-Year 2023 Maintenance Contract.

EXPLANATION:

- Bids were received from three companies for this 3-year Guardrail Maintenance contract.
- This is an on-call service to make repairs as needed for the City's guardrail and fencing.
- The annual budget amount is $15,000 for replacement of outdated guardrail. Two damaged property funds can also be used for this work.

RECOMMENDATION

It is respectfully recommended that the Mayor and City Council approve the attached resolution.

FISCAL IMPACT

- Does this item require a new appropriation? No; All funds were accounted for in the 2023 budget.
- What is the total cost, if applicable? $15,000 in 2023 plus damaged property repairs
- Are we receiving any grants/offsets to reduce cost? No
    - If yes, from whom, and how much?
- What is the net cost impact to the Department/City? $15,000 in 2023

SOURCE OF FUNDS

Which fund/line item will be used to pay for this, if applicable? 4702-335-350-534070, 2202-225—350—524200, 2202-225-350-524201

EXHIBITS

See attached Resolution.

23-R-2857

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SECURITY FENCE GROUP, INC. THE LOWEST AND BEST BIDDER FOR THE 3-YEAR 2023 MAINTENANCE CONTRACT.

WHEREAS, the City has a number of guard rails that require maintenance and/or replacement on a regular basis; and

WHEREAS, the City of Riverside has advertised for bids for the 3-Year 2023 Maintenance Contract; and

WHEREAS, the Security Fence Group, Inc. is the lowest and best bidder for the 3-Year 2023 Maintenance Contract.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO, THAT:

Section 1: That upon review and consideration of the bids that have been submitted, and in accordance with the recommendations of the City Manager and Public Services Director this Council does herewith determine that Security Fence Group, Inc. is the lowest and best bidder for the 3-Year 2023 Maintenance Contract in accordance with its bid in an amount of $105,923.80 covering items as described in the bid tab. Accordingly, the City Manager is authorized to enter into said contract and said contract, together with all bid documents and specifications shall constitute the entire agreement between the parties. Said amounts shall be paid from accounts 24702-225-350-534070, 2202-225-350-524200, and 2202-225-350-524201 and future appropriations by this Council.

Section 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of the within Resolution to the City Manager, Director of Public Services and the Finance Director.

Section 3: This Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF _____.

APPROVED:

_____
MAYOR

ATTEST:

_____
CLERK

23-R-2857

CERTIFICATE OF THE CLERK

I, _____, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 23-R-2857 passed by the Riverside City Council on _____.

IN TESTIMONY WHEREOF, witness my hand and official seal this day _____.

_____

CLERK

City of Riverside
Pride • Progress • Possibilities

MEETING DATE: July 20, 2023
AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kathy Bartlett, PE Public Services Director

SUBJECT: Resolution No. 23-R-2858 – A resolution authorizing the city manager to enter into a contract with the Aero Mark Company LLC as the lowest and best bidder for the 2023 Paint Striping Project.

EXPLANATION:

- Bids were received from three companies through the Miami Valley Communication Council (MVCC) to paint all needed areas in Riverside.
- Paint Striping will be performed this Summer/Fall
- The paint striping used will be paint in accordance to ODOT specifications. Not all roadways need painted because when they were constructed, thermoplastic material was placed. This material lasts approximately 5 years.
- Because nearly all streets were painted last year, this year's project includes Woodman/Harshman and Valley (west).

RECOMMENDATION
It is respectfully recommended that the Mayor and City Council approve the attached resolution.

FISCAL IMPACT

- Does this item require a new appropriation? No; All funds were accounted for in the 2023 budget.

What is the total cost, if applicable? $38,586.89

- Are we receiving any grants/offsets to reduce cost? No
  - If yes, from whom, and how much?
- What is the net cost impact to the Department/City? $38,586.89

SOURCE OF FUNDS
Which fund/line item will be used to pay for this, if applicable?
2209-225-350-554002

EXHIBITS
See attached Resolution.

23-R-2858

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE AERO MARK COMPANY LLC AS THE LOWEST AND BEST BIDDER FOR THE 2023 PAINT STRIPING PROJECT.

WHEREAS, on June 1, 2023, the City Council of Riverside, Ohio, approved Resolution No. 23-R-2847 to enter into a contract with First Star Safety LLC for the City of Riverside's 2023 Paint Striping Project; and

WHEREAS, First Start Safety LLC has notified the City that they are unable to perform the work required; and

WHEREAS, in accordance with the bid through MVCC Cooperative bid, the City Manager and Public Services Director does determine that Aero Mark Company LLC is the lowest and best bidder for the 2023 Paint Striping Project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:

Section 1: That upon review and consideration of the bids that have been submitted, and in accordance with the recommendations of the City Manager and Public Services Director this Council does herewith determine that the Aero Mark Company LLC is the lowest and best bidder for the 2023 Paint Striping Project in accordance with its bid through Miami Valley Communications Council Cooperative bid in an amount not to exceed $38,586.89. Accordingly, the City Manager is authorized to enter into said contract and said contract, together with all bid documents and specifications shall constitute the entire agreement between the parties. Said amounts shall be paid from account 2209-225-350-554002.

Section 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of the within Resolution to the City Manager, Director of Public Services and the Finance Director.

Section 3: This Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF _____.

APPROVED:

_____
MAYOR

23-R-2858

ATTEST:

_____
CLERK

CERTIFICATE OF THE CLERK

I, _____, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 23-R-2858 passed by the Riverside City Council on _____.

IN TESTIMONY WHEREOF, witness my hand and official seal this day _____.

_____
CLERK

City of Riverside
Pride • Progress • Possibilities

MEETING DATE: July 20, 2022
AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kathy Bartlett, Public Service Director

SUBJECT: Resolution No. 23-R-2859 - A resolution authorizing the city manager to enter into final consent legislation with the Ohio Department of Transportation for the Spinning Road Phase 1 agreement.

EXPLANATION
This resolution is required by the Ohio Department of Transportation (ODOT) to proceed with the Spinning Road Phase 1 Project. This resolution commits the City to our share of the project or $133,052.00. This project has not yet bid. Our share was determined by ODOT's independent estimate. We should not see additional costs unless bids come in higher than estimated in August.

RECOMMENDATION
It is respectfully recommended that the Mayor and City Council approve the attached legislation

FISCAL IMPACT
Our share of this nearly $900k project is $133,052.00 after subtracting Federal and Ohio Public Works Commission grants.

SOURCE OF FUNDS
Funds for this project will come from American Rescue Plan Act monies

EXHIBITS
See resolution attached

PID No. **113392**

F I N A L R E S O L U T I O N

The following Final Resolution enacted by the City of **Riverside,** Ohio, hereinafter referred to as the Legislative Authority/Local Public Agency or "LPA", in the matter of the stated described project.

WHEREAS, on the **3rd day of November, 2022**, the LPA enacted legislation proposing cooperation with the Director of Transportation for the described project:

The project consists of improvements to Spinning Road from Linden Avenue to Eastman Avenue, including pavement planing, full depth repairs, resurfacing, and pavement markings, along with replacing several catch basins and existing asphalt curb, lying within the City of Riverside; and

WHEREAS, the LPA shall cooperate with the Director of Transportation in the above described project as follows:

The City agrees to assume and bear one hundred percent (100%) of the entire cost of the improvement within the city limits, less the amount of Federal-Aid funds set aside by the Director of Transportation for the financing of this improvement from funds allocated by the Federal Highway Administration, U. S. Department of Transportation.

The share of the cost of the LPA is now estimated in the amount of **Six Hundred Thirty-Three Thousand Fifty-Two and - - - - 00/100 Dollars, ($633,052.00) LESS OPWC in the amount of Five Hundred Thousand and - - - - 00/100 Dollars, ($500,000.00) leaving a balance of One Hundred Thirty-Three Thousand Fifty-Two and - - - - 00/100 Dollars, ($133,052.00),** but said estimated amount is to be adjusted in order that the LPA's ultimate share of said improvement shall correspond with said percentages of actual costs when said actual costs are determined; and

WHEREAS, The Director of Transportation has approved said legislation proposing cooperation and has caused to be made plans and specifications and an estimate of cost and expense for improving the above described highway and has transmitted copies of the same to this legislative authority; and

WHEREAS, The LPA desires the Director of Transportation to proceed with the aforesaid highway improvement.

NOW, THEREFORE, be it resolved:

I. That the estimated sum, of **Six Hundred Thirty-Three Thousand Fifty-Two and - - - - 00/100 Dollars, ($633,052.00) LESS OPWC in the amount of Five Hundred Thousand and - - - - 00/100 Dollars, ($500,000.00) leaving a balance of One Hundred Thirty-Three Thousand Fifty-Two and - - - - 00/100 Dollars, ($133,052.00)** is hereby appropriated for the improvement described above and the fiscal officer is hereby authorized and directed to issue an order on the treasurer for said sum upon the requisition of the Director of Transportation to pay the cost and expense of said improvement. We hereby agree to assume in the first instance, the share of the cost and expense over and above the amount to be paid from **Federal** funds.

II. That the LPA hereby requests the Director of Transportation to proceed with the aforesaid highway improvement.

III. That the LPA enter into a contract with the State, and that the **City Manager** be, and is hereby authorized to execute said contract, providing for the payment of the LPA the sum of money set forth herein above for improving the described project.

IV. That the LPA transmit to the Director of Transportation a fully executed copy of this Resolution.

This is to certify that we have compared the foregoing copy of Resolution with the original record thereof, found in the record of the proceedings of the LPA, and which Resolution was duly passed by the LPA on _____, and that the same is a true and correct copy of the record of said Resolution and the action of said LPA thereon.

We further certify that said Resolution and the action of said LPA thereon is recorded in the minutes of the City of Riverside council meeting dated _____.

Legislative Authority of the
City of **Riverside**, Ohio

_____
City Manager

SEAL
(If Applicable)

_____
Clerk (Secretary Ex-Officio)

PID No. **113392**

FISCAL OFFICER'S CERTIFICATE
(Chapter 5521 and Section 5705.41, Ohio Revised Code)

I hereby certify to that the money, to wit: **$133,052.00** required for the payment of the cost other than that thereof assumed by the **Federal** Government, for the improvement of that portion of **Spinning Rd Ph 1**, lying within the corporate limits of the City of **Riverside**, more particularly described as follows:

> **The project consists of improvements to Spinning Road from Linden Avenue to Eastman Avenue, including pavement planing, full depth repairs, resurfacing, and pavement markings, along with replacing several catch basins and existing asphalt curb, lying within the City of Riverside;** and

has been lawfully appropriated for such purpose and is in the treasury to the credit of, or has been levied placed on the duplicate and in process of collection for the appropriate fund, and not appropriated for any other purpose; or is being obtained by sale of bonds issued on account of said improvement, which bonds are sold and in process of delivery.

I further certify that this certificate was made, sealed and filed with the legislative authority of the City of **Riverside**, Ohio, after said legislative authority passed the final resolution in connection with the within described project; and that this certificate was forthwith recorded in the record of the proceedings of said legislative authority, namely the minutes of the City of Riverside council meeting dated_____.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal as said fiscal officer, this _____ day of _____, 20____.

(Fiscal Officer's Seal)
(If Applicable)

_____
Fiscal Officer of the City of
Riverside, Ohio

C O N T R A C T
(Chapter 5521, Ohio Revised Code)

This contract is made by and between the State of Ohio, Department of Transportation, acting through its director (hereinafter referred to as the "STATE"), 1980 West Broad Street, Columbus, Ohio 43223, and the City of **Riverside**, (hereinafter referred to as the legislative authority/Local Public Agency or "LPA").

WITNESSTH:

WHEREAS, Chapter 5521 of the Ohio Revised Code provides that the legislative authority may cooperate with the STATE in a highway project made by and under the supervision of the Director of Transportation; and

WHEREAS, through the enactment of preliminary legislation, the LPA and the STATE have agreed to cooperate in the highway project described below; and

WHEREAS, through the enactment of final legislation, the LPA has committed to pay an estimated amount of money as its share of the total estimated cost and expense of the highway project described below; and

WHEREAS, the fiscal officer of the LPA has filed with the LPA a certificate stating that sufficient moneys are available, as required by Chapter 5521 and Section 5705.41 of the Ohio Revised Code. A duplicate certificate is attached hereto; and

WHEREAS, in accordance with the final legislation, the LPA hereby enters into this contract with the STATE to provide for payment of the agreed portion of the cost of the highway project and any additional obligations for the highway project described below.

NOW, THEREFORE, in consideration of the premises and the performances of mutual covenants hereinafter set forth, it is agreed by parties hereto as follows:

SECTION I: RECITALS

The foregoing recitals are hereby incorporated as a material part of this contract.

SECTION II: PURPOSE

The purpose of this contract is to set forth requirements associated with the highway project described below (hereinafter referred to as the "PROJECT") and to establish the responsibilities for the administration of the PROJECT by the LPA and the STATE.

SECTION III: LEGAL REFERENCES

This contract is established pursuant to Chapter 5521 of the Ohio Revised Code.

SECTION IV: SCOPE OF WORK

The work to be performed under this contract shall consist of the following:

The project consists of improvements to Spinning Road from Linden Avenue to Eastman Avenue, including pavement planing, full depth repairs, resurfacing, and pavement markings, along with replacing several catch basins and existing asphalt curb, lying within the City of Riverside.

SECTION V: FINANCIAL PARTICIPATION

1. The STATE agrees to provide the necessary funds as enumerated in this section and allowed by law for the financing of this project.

2. The STATE may allocate the money contributed by the LPA in whatever manner it deems necessary in financing the cost of construction, right-of-way, engineering, and incidental expenses, notwithstanding the percentage basis of contribution by the LPA.

3. The total cost and expenses for the project are only an estimate and the total cost and expenses may be adjusted by the STATE. If any adjustments are required, payment of additional funds shall correspond with the percentages of actual costs when said actual costs are determined, and as requested, by the Director of Transportation.

4. The LPA agrees to pay to the STATE its share of the total estimated cost expense for the above highway project in the amount of **Six Hundred Thirty-Three Thousand Fifty-Two and - - - - 00/100 Dollars, ($633,052.00) LESS OPWC in the amount of Five Hundred Thousand and - - - - 00/100 Dollars, ($500,000.00) leaving a balance of One Hundred Thirty-Three Thousand Fifty-Two and - - - - 00/100 Dollars, ($133,052.00).**

5. **The City agrees to assume and bear one hundred percent (100%) of the entire cost of the improvement within the city limits, less the amount of Federal-Aid funds set aside by the Director of Transportation for the financing of this improvement from funds allocated by the Federal Highway Administration, U. S. Department of Transportation.**

6. The LPA agrees to assume and bear One Hundred Percent (100%) of the cost of any construction items required by the LPA on the entire project, which are not necessary for the improvement, as determined by the State and Federal Highway Administration.

7. The LPA agrees that change orders and extra work contracts required fulfilling the construction contracts shall be processed as needed. The STATE shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

SECTION VI: RIGHT-OF-WAY AND UTILITIES

1. The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

2. The LPA agrees that all utility accommodation, relocation, and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual, including that:

   A. Arrangements have been or will be made with all utilities where facilities are affected by the described PROJECT, that the utilities have agreed to make all necessary removals and/or relocations to clear any construction called for by the plans of this PROJECT, and that the utilities have agreed to make the necessary removals and/or relocations after notification by the LPA or STATE.

   B. The LPA shall, at its own expense, make all removals and/or relocations of publicly-owned utilities which do not comply with the reimbursement provisions of the ODOT Utilities Manual. Publicly-owned facilities which do comply with the reimbursement provisions of the ODOT Utilities Manual will be removed and/or relocated at project expense, exclusive of betterments.

   C. The removals and/or relocation of all utilities shall be done in such a manner as not to interfere with the operation of the contractor constructing the PROJECT and that the utility removals and/or relocations shall be approved by the STATE and performed in accordance with the provisions of the ODOT Construction and Materials Specifications.

SECTION VII: ADDITIONAL PROJECT OBLIGATIONS

1. The STATE shall initiate the competitive bid letting process and award the PROJECT in accordance with ODOT's policies and procedures.

2. The LPA agrees:

   A. To keep said highway open to traffic at all times;
   B. To maintain the PROJECT in accordance with the provisions of the statutes relating thereto,
   C. To make ample financial and other provisions for such maintenance of the PROJECT after its completion;
   D. To maintain the right-of-way and keep it free of obstructions in a manner satisfactory to the STATE and hold said right-of-way inviolate for public highway purposes;

E. To place and maintain all traffic control devices conforming to the Ohio Manual of Uniform Traffic Control Devices on the project in compliance with the provisions of Section 4511.11 of the Ohio Revised Code;

F. To regulate parking in accordance with Section 4511.66 of the Ohio Revised Code, unless otherwise controlled by local ordinance or resolution.

SECTION VIII: DISPUTES

In the event that any disputes arise between the STATE and LPA concerning interruption of or performance pursuant to this contract, such disputes shall be resolved solely and finally by the Director of Transportation.

SECTION IX: NOTICE

Notice under this contract shall be directed as follows:

City of Riverside
5200 Springfield Street, Suite 100
Riverside, Ohio
45431

Ohio Department of Transportation
Office of Contract Sales & Estimating
1980 West Broad Street, 4th Floor
Columbus, Ohio 43223

SECTION X: FEDERAL REQUIREMENTS

1. In carrying out this contract, LPA shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, or age. LPA will ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, color, sex, national origin (ancestry), disability, genetic information, or age (40 years or older), sexual orientation, or military status (past, present, future). Such action shall include, but not be limited to, the following: Employment, Upgrading, Demotion, or Transfer; Recruitment or Recruitment Advertising; Layoff or Termination; Rates of Pay or other forms of Compensation; and Selection for Training including Apprenticeship.

2. To the extent necessary under Ohio law, LPA agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. LPA will, in all solicitations or advertisements for employees placed by or on behalf of LPA, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin (ancestry), disability, genetic information, age (40 years or older), sexual orientation, or military status (past, present, future). If applicable, the LPA shall incorporate the foregoing requirements of this paragraph in all of its contracts for any of the work prescribed herein (other than subcontracts for standard commercial supplies or raw materials) and will require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.

3. LPA agrees to fully comply with Title VI of the Civil Rights Act of 1964, 42 USC Sec. 2000. LPA shall not discriminate on the basis of race, color, or national origin in its programs or activities. The Director of Transportation may monitor the Contractor's compliance with Title VI.

SECTION XI: GENERAL PROVISIONS

1. This contract constitutes the entire contract between the parties. All prior discussions and understandings between the parties are superseded by this contract.

2. Neither this contract nor any rights, duties or obligations described herein shall be assigned by either party hereto without the prior express written consent of the other party.

3. Any change to the provisions of this contract must be made in a written amendment executed by both parties.

4. This contract and any claims arising out of this contract shall be governed by the laws of the State of Ohio. Any provision of this contract prohibited by the law of Ohio shall be deemed void and of no effect. Any litigation arising out of or relating in any way to this contract or the performance thereunder shall be brought only in the courts of Ohio, and the LPA hereby irrevocably consents to such jurisdiction. To the extent that the STATE is a party to any litigation arising out of or relating in any way to this contract or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.

5. All financial obligations of the State of Ohio, as provided in this contract, are subject to the provisions of Section 126.07 of the Ohio Revised Code. The financial obligations of the State of Ohio shall not be valid and enforceable unless funds are appropriated by the Ohio General Assembly and encumbered by the STATE. Additionally, it is understood that this financial obligation of the LPA shall not be valid and enforceable unless funds are appropriated by the LPA's legislative body.

6. This contract shall be deemed to have been substantially performed only when fully performed according to its terms and conditions and any modification thereof.

7. LPA agrees that it is currently in compliance and will continue to adhere to the requirements of Ohio Ethics law as provided by Section 102.03 and 102.04 of the Ohio Revised Code.

SECTION XII: SIGNATURES

Any person executing this contract in a representative capacity hereby warrants that he/she has been duly authorized by his/her principal to execute this contract on such principal behalf.

Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or e-mail. Each party hereto shall be entitled to rely upon a facsimile signature on any other party delivered in such a manner as if such signature were an original.

IN WITNESS THEREOF, the parties hereto have caused this contract to be duly executed in duplicate.

SEAL
(If Applicable)

OHIO DEPARTMENT OF TRANSPORTATION

_____
Director of Transportation

LOCAL PUBLIC AGENCY
City of **Riverside**

_____
City Manager

_____
Date

Approved:
Dave Yost
Attorney General of Ohio

By:_____
Corinna Efkeman
Unit Coordinator, Transportation
Executive Agencies Section

Attested: _____
Katie Lewallen, Clerk of Council

_____
Joshua Rauch, City Manager

Attested: _____
Law Director, City of Riverside, OH

_____
Peter Williams, Mayor

CITY MANAGER PREVIOUS UPDATES

City of Riverside
Pride • Progress • Possibilities

MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Josh Rauch, City Manager

DATE: June 16, 2023

SUBJECT: Weekend Update

CC: Department Directors, City Clerk, Law Director

City Manager's Office/Administration

- I've been invited to participate in a panel at this year's International City/County Management Association (ICMA) conference regarding how small cities manage budget challenges. I'm excited to take this opportunity to talk about our story and share some successes and highlights with other professionals from around the country. The conference will take place in late September/early October.
- This week I coordinated closely with Finance and other staff to continue account management reallocation and coordinate billing practices in the wake of Chris's departure.
- Attended the monthly Citizen Budget Committee meeting and presented income tax revenue information as well as an update on ClearGov.
- Kicked off meetings with Clemans Nelson regarding labor negotiation process for this year.
- Coordinated with legal regarding Wright Point lease renewals approved by Council.
- **As a reminder, City Administrative Offices will be closed Monday, June 19th in observance of Juneteenth. Offices will reopen Tuesday, June 20th for regular business hours.**

Community Development Department

- The Community Development Department will submit two CDBG applications: code enforcement and home repair pilot program
- Zoning:
    - The Planning Commission meeting will be held on Wednesday, June 21st to accommodate the holiday.
- Economic Development
    - Lori presented at the DDC-LEDO meeting this week.
    - We are working with the Service Department to pursue a Source Water Protection Grant for "Sensitive Groundwater" signs throughout the city.

Finance Department

- We've made an offer for the full-time Finance Assistant position. We expect the new hire to start June 26th.
- Ongoing implementation with ClearGov.

City of Riverside
Pride • Progress • Possibilities

Fire Department

- 103 runs for the week (15 runs per day average)
- 2,329 runs for the year to date (14 runs per day average) On pace for over 5,000 calls for service for 2023.
- Engine 5 will be going to Cummins in West Chester next week for an engine alarm diagnosis that is either the turbo or wiring harness
- Crews continue to train at the house on Airway Rd. until its eventual demolition
- Full time interviews will be conducted on 6/27 for the two vacancies. The intention is to create a list for any future needs should we be awarded a SAFER Grant for 3 additional
    - We have had a total of 12 applicants. 10 will be interviewed for the positions. 5 of the 12 are paramedic qualified. 7 of the 12 are in paramedic school
- We have additional part time applicants that we will be moving through the hiring process as well.
    - In our most recent hiring of 5, 1 has already left the department. The remaining are working towards counting for manpower.
- Long tenured part time firefighter/medic Brendan Deere has verbally tenured his resignation and turned in his uniforms and department property. He will be emailing me an official resignation in the coming days. He has accepted a position at Huber Fire as a Captain.

Police Department

- All Flock cameras are now installed and operational.
- We currently have access to over 1000 FLOCK cameras.
- June Lexipol Daily Training Bulletins issued.
- Lexipol Major policy updates and review
- Cruiser mileage update for 2023
- One new officer has completed the hiring process.
- Cruiser 218 blown motor
- Snow cones with Cops at Brantwood on June 14th.
- Cop and Popsicles at Saville on June 7th.
- St Helen's went over very well. We took 1 trespass complaint and called to a fight/ theft with no arrest. Juvenile parents wanted no charges. We used 47.5 hours of overtime for the 3-day event.
- Officer Newton is now solo patrol on Sgt Schmidt's Day shift Watch.
- Officer Matt Jackson is at Ohio Tactical Officers Associate leadership and supervision training.

Public Service Department

Engineering/Administration:

- Service department is interviewing for full time and part-time workers.
- Met with MKSK and CMT on Woodman/US 35 Landscaping Grant Application
- Met with CMT on Redwood Development Plan Review
- Met with Redwood Developer on Project review status
- Met with CMT and Community Development on 2600 Valley Pike
- Attended Harshman/Beatrice and Harshman Valley intersection improvement projects scope meeting with ODOT and CMT

- Met with Clemans/Nelson about CWA negotiations
- Working with Choice One to prepare two grant applications each for CDBG and Montgomery County Solid Waste District Recycle grants for toddler play structures in Rohrer and Community parks.

Projects:

- Shellabarger sign replacement has been ordered, expected to be 6 weeks before installation.
- Olentangy bridge replacement is about finished, just some punch list items left to do.
- Airway bridge replacement started this week.
- Springfield street reconstruction is working around Northcliff.
- Residential tree trimming is being done throughout the City.
- Staff is reviewing, approving and inspecting multiple right of way permits.

Crews:

- Cleaned up multiple downed trees and branches in our parks
- Pulled the 215 temporary NO PARKING signs installed for the St Helen's Festival
- Made sign repairs throughout the City
- Cleaned graffiti from RTA stops and replaced some glass
- Applied over 3 tons of asphalt on residential streets
- Fixed a vandalized picnic table at Rohrer Park
- Mowed the parks and cemetery (Thursday/Friday)
- Cleaned parks at beginning and end of the week

City of Riverside
Pride • Progress • Possibilities

MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Josh Rauch, City Manager

DATE: June 23, 2023

SUBJECT: Weekend Update

CC: Department Directors, City Clerk, Law Director

City Manager's Office/Administration

- Our new HR Manager, April Davis, starts in her new role on Monday. Welcome April! April has significant HR experience in Fairborn and Montgomery County and is SHRM certified as well. We're excited to have her aboard and helping to develop our organizational structure and culture.
- This week Kim continued to work on developing our ClearGov implementation. I played around with the budget module and am very pleased with how the tool operates. Looking forward to presenting more later this year (likely August/September).
- I signed off on the Fire Chief recruitment brochure this week. I expect the position will be posted in the coming week through the usual professional channels (IAFC, IAFF, other venues). Once the consultant has posted the position, we'll replicate the post on the City's website.

Community Development Department

- Code Enforcement
    - Rob is out until next Tuesday; Lane has taken on the daily inspections of the non-compliant properties in his absence.
- Zoning
    - The Planning Commission recommended approval of the Chapter 1105 Development Procedures text amendment this week. The full meeting can be viewed online.
    - Nia attended the first planning meeting for the 2024 Water Festival this week.
- Economic Development
    - Lori attended the two-day 2023 VAD Academy hosted by Center for Community Progress.

Finance Department

- Michelle Elliott (Public Service Administrative Assistant) has accepted the Finance Assistant position and will begin stepping into her new role over the next week. We will have a few transitional weeks where she continues to shoulder Public Service responsibilities while we backfill that position.

City of Riverside
Pride • Progress • Possibilities

Fire Department

General

- Approximately 95 calls for service between June 17th and June 23rd. This averages to about 13.5 calls per day. This is a mixture of EMS and Fire calls.
- Full time interviews are scheduled for Tuesday June 27th.

Training

- Fire training is continuing daily at the donated hose at 6030 Airway Rd.
- Ongoing fire engine driver/operator training has been going on with employees in that phase of their training.
- Ongoing orientation training for new employees.

Maintenance

- E5 had a check engine light related to the motor. It's currently at Bridgeway Cummins in Fairfield. E5 is currently out of service
- E7 running in service at station 5 while E5 is out for repairs.

Police Department

- Officer Gregory Marlow started on Tues June 20 completing policy signoffs. He will be on the road Friday with his FTO, Officer Brewer, working days for his first Phase training.
- We have posted opening for Police Officer on the National Testing Site.
- Sgt Crigler assisted Flock Safety with a camera install on Woodman at Airway, already alerted to a stolen car.
- We have applied for 3 officers to be trained in NIBIN, through ATF. This training will assist us in reviewing casings from scenes to link crimes together.
- Preparing for Bike Rodeo on July 8.
- Major Jackson did an impeccable job this week keeping the ship afloat during Chief Robinson's absence and Maj. Sturgeon's scheduled leave. I know both Majors will continue to keep a steady hand at the helm.

Public Service Department

Engineering/Administration:

- Had first meeting with CWA union
- Held Department monthly staff meeting
- Met with Redwood development on infrastructure items
- MKSK was authorized too begin on two concept plans
- Received drafts of our CBDG and Recycling grants to review

Projects:

- Airway bridge replacement continues.

- Springfield street project is installing street lighting on the south side of the roadway.
- Staff has reviewed, approved and inspected multiple right of way permits.
- 2023 Residential tree trimming project has been completed.
- Service department has hired 2 seasonal help for the summer.
- 2022/2023 crack sealing has started on city roadways.
- Service department is still interviewing for a full time maintenance worker.
- Staff is working with 83 construction on repairing/recovering our salt dome.
- Blade Cutters is in the process of obtaining permits to tear down Rohrer park concession stand.

Crews:

- Applied 2.5 tons of asphalt on City streets
- Cleaned up roadside debris
- Removed deteriorated tile and replaced with new tile under the road on Sheller Ave; after base settles, we will complete the asphalt surface
- Repaired Little Library at Drennen park. Repaired the Doggie Doo dispenser at Shellabarger Park
- Repaired and /or replaced multiple signs
- Celebrated the retirement of Chad McBee
- Began interviews for Chad's replacement
- Cleaned the parks at the beginning and end of the week
- Replaced glass at multiple RTA shelters

MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Kathy Bartlett, Public Service Director

DATE: June 30, 2023

SUBJECT: Weekend Update

CC: Department Directors, City Clerk, Law Director

City Manager's Office/Administration

- Josh was on leave this week and will return to the office July 5th.

Community Development Department

- Code Enforcement
  - Today is the deadline for 717 Spinning Rd. Enforcement staff will re-inspect the property on Monday.
  - Staff met with the property owner of 1304 Ames this week. A plan has been agreed upon with timelines to bring the property into compliance.
- Zoning
  - Planning Commission packet will be sent out next week.
  - The Floodplain permit application was revised and received approval from ONDR.
- Economic Development
  - Follow-up emails were sent out this week to businesses within the Source Water Protection Area to inform them about the updated Water Overlay District standards and grants available through the SWPP.

Finance Department

- Finance had the new finance assistant start part-time Monday. She is a quick study and is a great addition to the finance team.
- Financial statement finalization has been approved by the Auditor of State for a two-week extension. The 2022 audit will be in full swing after the financials are finalized.

Fire Department

- E-5 @ Cummins for a turbo issue. Repairs underway
- M-105 in service @ Station 5 with M-5 needing brakes. Working on setting up repairs
- Training has been refresher on a CyanoKit used for victims of smoke inhalation.
- Training at the Airway Road house will continue with a demolition date of 7/24
- Interviewed 7 candidates for the full time spots. Expect to extend offers next week when the CM returns.

- Awarded an Assistance to Firefighters Grant last Friday. Part of the project was removed, which was not known last week. Total award is for $124,370.00 with a 10% of those funds coming from the city.

Police Department

- Participating in the OVI Taskforce Saturday Night with Dayton and Montgomery County
- Notices of open patrol officer positions posted in National Testing Center and social media
- Officer Marlowe completed his first week on the road with his FTO
- Officer Vendetti will be attending Taser instructor School
- Approved tow block party permits for the holiday
- Received Award Acknowledgment for Bullet Proof Vest Program our agency is allowed to be reimbursed up to $8,798.82 – This is through the State of Ohio

Public Service Department

Engineering/Administration:

- Service department staff is interviewing for a maintenance worker position.
- Submitted Community Development Block Grant Applications for Toddler play structures at Rohrer and Community Parks.
- Beginning R/W acquisition on Woodman Phase 1 (US 35 to Eastman).
- Staff is working on the lease agreement at Community Park with the Tomahawks football association.

Projects:

- 2023 Crack Sealing program is more than 50% complete.
- Airway bridge replacement continues.
- Springfield street reconstruction is installing a cul-de-sac at Northcliff and North garden.
- Staff has reviewed, approved and inspected multiple right of way permits.
- Staff has responded to multiple residential complaints.

Crews:

- Worked on training 2 seasonal workers that started on Monday
- Secured the concession stand at Rohrer Park again after another break in
- Mowed the parks and most of the corridor and City owned properties
- Worked on concrete repairs of catch basins in Bayside and Beverly Gardens plats per the 2023 portion of the 5-year Storm Sewer clean out/repair program
- Did some pesticide applications in parts of the City owned properties and right of way
- Picked up multiple dead animals
- Trimmed bushes and pulled weeds at the police/Fire Department at 1791 Harshman
- Made repairs to the fence at Shellabarger park
- Applied more than 5 tons of asphalt addressing citizen complaints and as part of our street by street goal for the year

- Removed fallen tree from Motco property
- Made equipment repairs
- Made sign repairs
- Cleaned parks at the beginning and end of the week

MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Josh Rauch, City Manager

DATE: July 7, 2023

SUBJECT: Weekend Update

CC: Department Directors, City Clerk, Law Director

City Manager's Office/Administration

- I've returned from leave and began digging out of the usual email backlog. Special thanks to Kathy for filling in while I was out, and to all the Department Heads and senior staff for all their dedication and diligence!
- Thanks to all the Department Heads and staff who took time to welcome April Davis (HR Manager) to our organization last week and this week! We're off to a great start and April is hitting the ground running.
- Our July 13th work session meeting will be a Special Meeting for Council to act on accepting two Federal grant awards: one is for our SS4A grant agreement (Woodman corridor design), and the other is a FEMA Assistance to Firefighters Grant for facility ventilation systems at our fire stations. We'll also address a few work session/discussion items at the meeting. Please contact me with any questions.
- We're experiencing problems with some WordPress plugins that are causing content not to appear correctly on our website. I've reported the issue to our website management company (Radiant).

Community Development Department

Code Enforcement:

- 76 Violations were opened in June. 34 of those cases have been closed.
- 717 Spinning has been cleaned up and cleared of debris.

Planning & Zoning:

- 30 zoning permit, 1 BZA application, and 4 Planning Commission applications were submitted in June.
- There will be Planning Commission and Board of Zoning Appeals meeting this month.

Economic Development:

- Lori will submit the Source Water Protection mid-year report to the SWPP Board on behalf of Riverside.

Finance Department

- Michelle Elliott (formerly the part-time Public Service Assistant) accepted the Finance Assistant role and transitioned to working full-time last week. We're glad to have her join our Finance Team! HR and Public Service will work to backfill Michelle's position.

Fire Department

- Fire Chief recruitment went live last week. We've received a good number of qualified applicants to-date. Application deadline is July 21, 2023. You can see the official job posting on our website here: https://www.riversideoh.gov/government/careers/#1688764456324-f30881a9-54e9.
    - The recruitment brochure is available here: https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:b00e7cf3-f198-4ec0-b0e3-817f1b2aecef

Police Department

- Officer Brookshire attended advanced latent prints development class.
- National Night out preparation is ramping up. August 1st, 6-8 pm.
- Bike Rodeo July 15th, 11 am to 1 pm. City Hall building.
- 2 new cruisers are being upfitted, 1 is at the dealership awaiting a transfer to be upfit.
- Car 218 has a blown, we are searching for a motor to replace it.
- Detectives are still taking tips and following leads in regard to the shooting at the Dollar store on Valley Street.

June Monthly Report:

- Officers generated 205 reports
- Made 132 traffic stops, issued 100 citations, and gave 79 traffic warnings.
- Self-Initiated 139 calls.
- 57 misdemeanor and 8 Felony arrest.
- 26 Property Damage crashes.
- 17 Injury crashes

Front Desk:

- Answer/Make Calls 748
- Walk Ins/ Window 220
- Background Checks 95
- Records Request 189

School Resource Officer:

- Attended Mad River School Lunches
- Chalk and Popsicles
- Snow Cones With a Cop

Detective Section:

- Felony Cases 29
- Felony Theft Cases 6
- Auto Thefts 5
- Rape Cases 3

Property Room:

- Narcotics 18
- Guns 4
- Money 4
- Total logged in 118
- Total Released 4
- Narcotics Destroyed 11

Parking

6/6/2023	4240 Arrowrock	HWX3238	No Parking			D.Schmidt
6/6/2023	4366 Arrowrock	DQR4886	In-op Flat tire			D.Schmidt
5/30/2023	Penn @ Mayville	Red BMW	No plates/ junk	Already towed		M Jackson
6/16/2023	4977 Kolmar Ave	White Chevy Trail Blazer	inop/no left tire on stands	Towed		Decker
6/18/2023	3501 Valencia	Ford Expedition	No plate	Moved/driveway		Anderson
6/27/2023	2241 Encore	80's Buick	No Plate/junk vehicle	Gone		Anderson

Public Service Department

Engineering/Administration:

- Several staff members were on leave this week.
- Attended monthly technical review committee meeting.
- Attended monthly project update meeting with CMT.
- Coordinated with ODOT on right of way use at the Woodman/US 35 interchange for future landscaping.
- Worked with OPWC getting our 2022 award agreements signed and sent to ODOT.

Projects:

- No Updates

Crews:

- Made repairs to the asphalt box and the pesticide spray trailer
- Applied 3 tons of asphalt as part of street by street effort to patch the whole City in 2023
- Made repairs to 2 sidewalk areas to improve wheelchair accessibility
- Picked up multiple dead animals
- Pressure washed the shelters and floors at Shellabarger and Community Parks; Rohrer water still shut off until after concession stand demolition
- Took accumulated scrap metal to the recycling center

- Cut and removed multiple tree limbs downed in the parks
- Replaced a sheet of plexiglass in an RTA bus stop shelter
- Training for the seasonal workers is ongoing with increasing exposure to equipment, processes and safety practices.
- Cleaned parks at the beginning and end of the week