Pride ~ Progress ~ Possibilities

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

August 3, 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)



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Council meetings in aubergine.

Work sessions in pale yellow.

 New Year's Day Jan 1 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

RIVERSIDE CITY COUNCIL

Riverside Administrative Offices 5200 Springfield Street, Suite 100 Riverside, Ohio 45431 Thursday, August 3, 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) PRESENTATION: EMS Award
- 8) FIREFIGHTER SWEAR-IN: Evan Berger, Matthew Kleinschmidt
- 9) MINUTES Approval of minutes from the July 13, 2023, special meeting and work session, and the July 20, 2023, council meeting.
- 10) ACCEPTANCE OF CITIZEN PETITIONS
- 11) DEPARTMENT UPDATES:
 - A) Police Department
 - B) Fire Department
 - C) Public Service Department
 - D) City Manager Report
- 12) PUBLIC COMMENT ON AGENDA ITEMS
- 13) UNFINISHED 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. (2nd reading, public hearing, adoption)
- II) **Ordinance No. 23-O-834** An ordinance amending Chapter 1105 Development Procedures of the City of Riverside, Ohio Unified Development Ordinance. (2nd reading, public hearing, adoption)

14) NEW BUSINESS

A) ORDINANCES

- Ordinance No. 23-O-833 An ordinance to levy special assessments for the construction and repair of curbs, sidewalks, drive approaches, and related appurtenances associated with the 2021 Paving Program. (1st reading)
- II) **Ordinance No. 23-O-835** An ordinance determining to proceed with the improvement of certain streets between certain termini in the City of Riverside, Ohio, by lighting the same with electricity. (1st reading)
- III) **Ordinance No. 23-O-836** An ordinance to levy special assessments for the construction and repair of curbs, sidewalks, drive approaches, and related appurtenances associated with the 2022 Paving Program 5 years. (1st reading)
- IV) **Ordinance No. 23-O-837** An ordinance to levy special assessments for the construction and repair of curbs, sidewalks, drive approaches, and related appurtenances associated with the 2022 Paving Program 10 years. (1st reading)

B) RESOLUTIONS

- Resolution No. 23-R-2860 A resolution appointing a representative to the Ohio Benefits Cooperative Council.
- II) Resolution No. 23-R-2861 A resolution authorizing the City Manager to enter into an additional contract with Scodeller Construction, Inc. for a change order to the 2023 Crack Seal Program.
- 15) PUBLIC COMMENT ON NON-AGENDA ITEMS
- 16) COUNCIL MEMBER COMMENTS
- 17) ADJOURNMENT

MINUTES

CALL TO ORDER: Mayor Williams called the Riverside, Ohio, Special City Council Meeting and Work Session to order at 6:00 p.m. at the Riverside Administrative Offices, 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, present; Ms. Fry, absent (arrived at 6:07 pm); Mr. Joseph, present; Ms. Lommatzsch, absent; Mr. Maxfield, absent; and Mayor Williams, present.

Staff present was as follows: Josh Rauch, City Manager; Brian Taylor, Interim Fire Chief; Kim Baker, Finance Administrator; Nia Holt, Zoning Administrator; and Katie Lewallen, Clerk of Council.

EXCUSE ABSENT MEMBERS: Mr. Joseph moved, seconded by Mrs. Franklin, to excuse Ms. Fry, Deputy Mayor Lommatzsch, and Mr. Maxfield. All were in favor. **Motion carried**.

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

APPROVAL OF AGENDA: Mr. Denning moved, seconded by Mr. Joseph, to approve the agenda. 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.

NEW BUSINESS

A. RESOLUTIONS

I) Resolution No. 23-R-2854 – A resolution authorizing the city manager to accept a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) in the amount of \$113,068.18 with a ten percent city match requirement of \$11,306.82, totaling \$124,375.00.

Acting Fire Chief Brian Taylor stated the grant is for a diesel exhaust system for both fire stations. Hoses will hook up to the fire trucks and ambulances that are stored in the buildings, so that when the vehicles are started in the buildings the exhaust will be exhausted outside of the premises rather than inside. Since diesel exhaust is a known carcinogen, this is a great health and safety measure for both fire stations. The award is for \$124.375.00. FEMA will pay \$113,068.18 as a reimbursable. Mr. Rauch stated that because it is reimbursable, they may need to come back to council later this year with a supplemental ordinance that will allow them to spend the money upfront and recoup the costs later on. The net spend from the city will be \$11,306.82.

Mr. Denning moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2854.

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

II) Resolution No. 23-R-2855 – A resolution authorizing the city manager to accept the U.S. Department of Transportation (DOT) Safe Streets for All (SS4A) Grant for the Woodman Corridor Study Project in the amount of \$700,000 with a twenty percent city match requirement of \$175,000, totaling \$875,000.

Mr. Rauch stated they were awarded funding for the Safe Streets For All through the Federal Highway Administration. This is a \$700,000 reimbursable grant to reimagine the Woodman corridor from Springfield Street to US-35. This authorizes the city to execute their side of the agreement and proceed with the Montgomery County Transportation Improvement District (TID) and city consultants to begin that study process and deliver the action planning grant for this project. They may have a scope change with the TID that will come their way in the next month or two. This will align the work with this grant.

Mr. Denning moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2855.

Mr. Rauch explained that the city has worked with the TID in the past on the preliminary design with Springfield Street at Woodman and Harshman wall repairs. The TID will continue the work but under the expanded scope under the whole corridor. Mr. Joseph asked about the \$175,000. Mr. Rauch stated they are going to use monies previously budgeted for wall repairs for most of that match. A little bit will come out of pocket, but not a lot.

Ms. Fry arrived at 6:07 pm.

All were in favor. Motion carried.

WORK SESSION:

A) Land Use Plan – Ms. Holt stated that there have been two minor changes since the Land Use Plan booklet has been provided to council. An updated letter from the city manager, and they moved one label on the map on page 35. Mrs. Franklin asked about the map that had brackets indicated "Overlay District" and what that meant. Ms. Holt explained that is a special zoning district for Valley Street. When they update the zoning code, it can be a special corridor or business district. Valley Street is a unique area having industrial, residential, and commercial right next to each other. Mrs. Franklin asked if they would include an overlay district in the new zoning. Ms. Holt replied yes. There is existing overlay in the most recent update with the water protection overlay for all areas in the source water protection area. Mr. Rauch stated it is that type of an overlay as well as a lot of the discussion in that document about zoning in general. These are the kinds

of things they will have ready when they proceed to the next step of the process using the plan as the basis for looking hard at the zoning code, and what they need to do with the code to bring the plan to life.

Ms. Fry asked how they anticipate the timing and the steps in the plan. Ms. Holt stated that in the back of the plan it has recommended steps: short term, medium term, and long term. They need to look at the budget for possibly bringing on a consultant to look at the code and see if they need to change it from their traditional code with different districts and what is permitted by use or to a form based code that looks at design over uses. They have already started doing some things like a stormwater utility fee. Ms. Fry asked if they planned to proceed by checking items off the list. Mr. Rauch stated that they would check off items, but the would have this as a standing item at work sessions. He added that in the first quarter of the year they would review what they are prioritizing for the year. There are some processes that will take years to do. They would like to knock out quick wins but continue to stay abreast of the more complex work and continue talking about the plan with council.

Mayor Williams stated that now that there is an updated plan, it will not just go on a shelf. Council needs to protect the investment of the time, energy, and money that went into this plan and updating where they are as a community. It will take more investment to get a zoning code rewrite. He hopes as a council they will not shy away from necessary investments in things like consultants that will work with staff to move them forward as a community. Mrs. Franklin stated to make this new plan and not build on it would be a loss. Mr. Rauch stated that many staff have a sense of pride and ownership in this product and have a sense of ownership. Their goal is to continue to prioritize it and give council touchpoints on where they need to make those investments and move forward from there. He stated in September they have a partnership with ClearGov that will put together the budget book and transparency pieces; he is also plugging in council's strategic plan into that. They can additionally do the same thing with the land use plan. They will use this to make it public facing and transparent as to where the city is with plan implementation and what is coming next.

Mr. Joseph asked as they have continual touch bases with the action items on the plan, would it make sense to attach a goal date on those items. Mr. Rauch stated the ability to prioritize and talk about that work has to include those elements. The ClearGov tool will help to show that as it provides a progress indicator on why they may be delayed or ahead of schedule. If they don't do that, then they will lose the accountability. Ms. Holt stated it is a community effort and will be working with the planning commission and the BZA. This plan is just the beginning. Ms. Fry stated to set expectations that while the plan should last five to ten years, they also need to realize that they don't necessarily have the resources to do everything. She asked what they can expect from the plan in the first five years. Mr. Rauch replied that the immediate value they gain is the baseline vision, the reference point for any future development. It helps them make more

informed decisions about the city's assets. On the other side, a reasonable expectation is to get the code in a place where they can really support themselves in the business community, and the residents, to create the community envisioned in the plan. Those are two chunks that are the most long lasting in regard to impact on the community. They are immediate and complex. Discussion continued on development in the community and future goals. Mr. Rauch added that they are already starting to do the work. When they got the SS4A grant award, they were asked to provide the land use plan as part of the process because if they are going to do it, then they have to build the roads, infrastructure, and accessibility into the physical infrastructure to attract residents, businesses, and investments. They are already starting the process. This is a synergy of what they are doing falling in line.

B) Text Amendment - Chapter 1105 Development Procedures - Ms. Holt stated they have been working hard to rework what they can. They are looking at the development chapter; this is what she works with everyday along with the planning commission and BZA. This chapter has all the procedures for rezoning, conditional uses, site plans, and notifications. This rewrite tightens up notifications and making that consistent with how it actually works. The code indicates they have five days to turn around and review; however, that is really not realistic. It is now updated for 10 business days, so they can review and dig into the information provided to ensure there is good development in Riverside. They are also looking at appeals that go before the BZA. No longer can an applicant appeal because they do not like the decision made. Now, they will have to cite the code and grounds for their appeal. Mr. Rauch asked how long this has been in front of planning commission. Ms. Holt stated they have been working on it for about nine months. They looked at other cities and their processes. She added that there is an addition for neighborhood meetings as they want to make sure the community is involved in the process, and they have a voice when it comes to specific developments. Before a developer submits their application to the city, they have to host a neighborhood meeting close the development site at a location that has enough room for the people they will invite. Once they have the meeting, they can submit their application. They also will require pre-application meetings to walk them through the process and provide clarity. Mr. Rauch added that it is basically best practice that is happening in communities across the country. Discussion was held on people not knowing what was happening in their community and how this can rectify that.

Mr. Joseph stated he was cautious of council going to the community meetings and then being asked how they feel about a particular development prior to the developer coming to the city. Ms. Holt stated the meeting is a chance for the neighborhood to ask questions of the developer and the developer to share their initial plan. Mayor Williams stated one such meeting was held around Thanksgiving last year on Spaulding Road. He was asked if he was going to attend. He stated he was not because this was for the neighbors and the potential private property owner; it is not for the city council to be involved at this point. The meeting a developer has with the community may cause a

modification to the initial plan before the city is even involved. Ms. Holt added that as part of the application, developers must put in the questions that were asked at the community meeting and how they responded. Mr. Joseph asked if someone from the city would be at those meetings. Mr. Rauch stated by the code they are not required. He added that from a staff perspective, he does not want to put staff in a position where they could color the outcome of the situation or because they are there it will take on a different tone. The purpose of the meeting is to create a touch point between the developers and the neighborhood and to build a relationship, and if the neighborhood has concerns about a development, what is a good way for them to work together to come to a consensus to accommodate one another. Staff presence may make it seem more official than it really is. Ms. Holt stated that during the preapplication meeting it tells the applicant how to run their meeting. Mr. Rauch stated they are asking developers to take this step to make sure they are comfortable going forward. There are several touchpoints for the community to share their side of what happens at the community meeting with the city. Ms. Holt added that once they submit the application, those records of the meeting become public record.

- C) Upcoming Assessments Mr. Rauch stated at the August meeting they will be bringing a series of assessments to them for approval: annual street lighting, roadwork on Lynnhaven/Meyer, and roadwork on Honeyleaf. He stated the county has changed their process for the ordinances. One ordinance will be done on Honeyleaf as no one asked for a hardship extension to pay over 10 years. There will be an ordinance for a five-year repayment on Lynnhaven/Meyer and an ordinance for a 10-year repayment on Lynnhaven/Meyer. Discussion was held on the deadline for assessments to be turned in to the county. Mr. Denning asked when the lights would be up on Beatrice. Mr. Rauch stated he will ask Ms. Bartlett where they are in the process.
- D) City Manager Updates Mr. Rauch stated that earlier this year they became members of the Ohio Benefits Collaborative and appointed Ms. Myers and Mr. Lohr to be representatives. Since they are no longer with the city, they will need to appoint someone else, so a resolution stating the HR Manager will be the representative with the city manager being the alternate will be forthcoming. He stated that the crack sealing and the guard rail resolutions will be at the next meeting. The last resolution with ODOT regarding Spinning Road will also be forthcoming; this resolution finalizes the amount the city is likely to pay. He stated the fire chief recruitment deadline is July 21, 2023. There is a solid applicant pool; they are on track to have someone selected by early fourth quarter. He added that Ms. Lewallen is out of the office next week and asks for grace as he will be running the meeting for both city council and planning commission. Mayor Williams asked if any of the assessments would be emergencies or if they will get the two readings. Mr. Rauch stated they have enough time to do the two readings.

COUNCIL MEMBER COMMENTS: Mr. Denning hoped everyone had a great 4th of July.

He thinks many neighbors are getting together and doing their fireworks away from the pets. Interim Fire Chief Taylor stated they had no incidents reported outside of the day-to-day work.

Mayor Williams stated that letters are now arriving at homes regarding the aggregation and asked the city manager to explain that, briefly. Mr. Rauch stated SOPEC selected AEP as the energy provider. AEP is rolling out letters in batches as there are many customers in the city. They will be doing this throughout the month. The letter describes the rate SOPEC negotiated, just north of .07. The market rate is around .10 or .11. If you receive a letter and don't opt out of aggregation, residents will then expect to see some savings on their electricity bill. No action is required to receive this, but if a resident wants to opt out of this, then the letter explains how to do this along with the numbers needed to call. The rate is locked in for over a 22-month period. The next time they go out to bid, they will bid at the same time as larger cities thus making the bidding pool much larger to get a competitive rate. The gas aggregation will be coming at a later date.

EXECUTIVE SESSION: Mr. Denning moved, seconded by Mr. Joseph, to enter into Executive Session for the following: 103.01(1) Unless the City employee or official requests a public hearing; to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a city employee or official or the investigation of charges or complaints against a City employee or official. Roll call went as follows: Mr. Denning, yes; Mr. Joseph, yes; Mrs. Franklin, yes; Ms. Fry, yes; and Mayor Williams, yes. Council entered Executive Session at 6:50 pm.

RECONVENE: Council reconvened at 7:39 pm.

Pete Williams, Mayor

ADJOURNMENT: Mr. Denning moved, seconded by Mrs. Franklin, to adjourn. All were favor. Motion carried. The meeting adjourned at 7:40 pm.	e in

Clerk of Council

CALL TO ORDER: Mayor Williams called the Riverside, Ohio, City Council Meeting to order at 6:02 p.m. at the Riverside Administrative Offices, 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, absent; Mr. Maxfield, present; and Mayor Williams, present.

Staff present was as follows: Josh Rauch, City Manager; Tom Garrett, Finance Director, Brian Taylor, Interim Fire Chief; Kim Baker, Finance Administrator; Nia Holt, Zoning Administrator; and

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

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

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE: Mayor Williams led the Pledge of Allegiance. He asked all for a moment of silence for an unfortunate accident this morning at the US-35/Woodman bridge construction site that resulted in a crash fatality.

PROCLAMATION: Mayor Williams presented Ms. Ellie Faye Turlington with a proclamation honoring her as a hometown hero. He recognized Ms. Turlington for her work adding a little library to Shellabarger Park and for assisting in saving many plantings of the flower bed at Shellabarger Park after an accident. Ms. Turlington stated she saved the plants because she knew the six of them needed soil; three of them survived. The other three became brown so they composted them. Mayor Williams told her he was grateful for the little library on the walking trail in Shellabarger and is grateful for the work she and her family have done.

BOARD AND COMMISSION APPOINTMENTS: Mr. Ron Brohm stated that the most recent project they have completed are the message boards. He thanked Kevin Miller, Kathy Bartlett, Josh Rauch, and the mayor for the message boards. He contacted the head of the Miami Valley Boy Scouts to see if they could assist with putting signs up and a Centerville Boy Scout put up at three parks (one was already up at Brennan Park by another Boy Scout). They now have a professional presentation of assets at the parks and the programs being offered. He added that he has calculated the mileage of all the trails at Community Park and added it all the way up to a marathon and posted this in

the message board. He stated two things are coming up. First, the 'Any Day 5K Your Way' poster is up for anyone who comes to the park, but the 5K can be done anywhere. It is easy and free. Record the 5K and email it in to list you did it. They partnered with a T-Shirt company so those who do the 5k can get a tee (they will need to pay for that). The other thing he is working on is the 'Citizen Science Junction'. He is going to combine all the tree trekkers program and nature programs into a citizen science junction. He recently received a citizen science certificate from Cornell University, and he wanted it to be professional, but he is establishing partnerships to offer something to residents to utilize the parks and do programs. Schools or anyone who wishes to do this can participate. He states he loves what he does on the parks and recreation commission.

Mr. Denning moved, seconded by Mr. Maxfield, to appoint the following via letters of appointment: Mr. Ron Brohm to the Parks and Recreation Commission, Ms. Francesca Hary to the Personnel Advisory Board, Mr. David Owens to the Planning Commission, Mr. Anthony Rodgers to the Planning Commission, and Mr. Harold Vazquez to the Planning Commission. All were in favor. **Motion carried.**

MINUTES: Mr. Denning moved, seconded by Mr. Joseph, to approve the June 8, 2023, council work session minutes and the June 15, 2023, council business meeting minutes. 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 city manager to be called upon.

DEPARTMENT UPDATES

A) Finance Department – Mr. Garrett stated they have had a typical but successful month. Income tax is coming along well. They are about \$1.0 million ahead of where they forecasted they would be having received nearly \$5.3 million through June. This past Monday, they received another \$700,000 distribution from CCA. They do expect a slight decline as they just got through filing season and will work through returns. Financial statements were filed with the state auditor last week. He stated that curb assessments will be coming to them at the next council meeting for Honeyleaf and Lynnhaven/Meyer. He stated the finance department did advertise for a finance position that Michelle Elliott has accepted and will move from the street department. Mr. Rauch stated that while the income tax numbers are encouraging, they have noticed the last couple of payments have been larger even under the new rate environment. They are going to reach out to CCA to find if they have been collecting more in delinquency or are people or corporations changing frequency from quarterly to monthly. He stated he does not want people to think they are way ahead until they can figure out the story behind the numbers. They will continue to keep an eye on it for the rest of the year to make an informed assumption for next year's budget and what will happen. They will then set a revenue target from there. Mr. Joseph asked if they will recast the \$1.0 million fund

balance at any point in this year or hold on to it and use it for next year's budget. Mr. Rauch replied that it is important to remember when that money comes in they split it up, by law, 60/40 into public safety/non-public safety, respectively. There is a fund they use that holds the 60 percent. With respect to the additional revenue, assuming they have some at the end of the year, if there are capital items that make sense to prioritize, then they may look at if they have enough resources for squad cars, apparatus, or facility enhancement. The big hesitation is because they are only 20 months into this, they do not want to budget a lot of operating against this revenue. They want to make sure this is a consistent trend. Mr. Joseph asked if they were comfortable with their fund balance and what they keep in reserves. He asked if they do anything with assessing their assets and understanding any capital expenditures or capital assets they have and their conditions. Mr. Rauch stated that is a practice they anticipate developing in more fruitful ways going forward. Part of what they bought in the financial system is an asset management module with the principal purpose being for depreciation purposes. They can use that to help do some asset management scoring. They are working towards doing this in a more robust way. Discussion continued on the process of asset management. Mr. Rauch stated they are working toward a capital improvement plan. This is part of this year's budget process.

- **B)** Community Development Department Ms. Holt stated the BZA has a case they will hear this month. Mid-year report for the source water protection program has been submitted and a meeting on August 3, 2023, will take place to talk with the fund board about what the city has done thus far. She thanked residents for their patience this week as the code enforcement officer has been off and the community development tech has been doing the best he can to fill in that role to respond to complaints.
- C) Administrative Department/City Manager Report Mr. Rauch stated the fire chief recruitment application deadline is tomorrow. He is pleased with the applicant pool so far. The Rohrer Park structure damaged by fire earlier this year is scheduled for demolition this month. All the permits have been pulled; they are getting it scheduled with the contractor. When that goes down, that should reduce the attractiveness of nuisance activities. They will then start the process of engaging the neighborhood to figure out what will come next and how it gets plugged into the capital plan. He stated the citizen budget committee will meet next on September 12, 2023, and he is optimistic they will be farther along with the ClearGov implementation. He plans to use that as a tool talking point with the budget committee this year and going forward. He invited anyone interested in serving to contact the city. Finally, the community garage sale will be next week, and he will work with the clerk to publish the list of participating addresses on Monday. Anyone interested in participating should email at citymanager@riversideoh.gov or call city offices. This event does not require a garage sale permit, but sales outside of this require a permit.

UNFINISHED BUSINESS

A. ORDINANCE

I) Ordinance No. 23-R-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)

Mayor Williams stated that this is the second reading of replacing several chapters of the zoning code.

Mr. Denning moved, seconded by Mr. Maxfield, to approve the second reading by title of Ordinance No. 23-R-831. The city manager read the ordinance by title only.

Mayor Williams opened the public hearing at 6:30 pm. No one came forward to speak. Mayor Williams closed the public hearing at 6:30 pm.

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

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)

Mr. Rauch stated that he received a couple of minor comments from council that will be incorporated into the document. The substance of the report is not impacted. A finalized version will be update to the website before final adoption.

Mr. Denning moved, seconded by Mr. Maxfield, to approve the first reading by title of Ordinance No. 23-R-832. The city manager read the ordinance by title only.

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

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

Mr. Denning moved, seconded by Mr. Joseph, to approve the first reading by title of Ordinance No. 23-R-834. The city manager read the ordinance by title only.

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

B. RESOLUTIONS

 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.

Mr. Rauch stated this resolution is to promote Ms. Holt to the position of Community Development Director. In the 20+ months he has been here, he has seen her demonstrate very robust skills and sound decision-making abilities.

Mr. Joseph moved, seconded by Mr. Denning, to approve Resolution No. 23-R-2856.

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

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.

Mr. Rauch stated this is for the next three years of guard rail maintenance.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2857.

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

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

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2858.

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

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.

Mr. Rauch stated this is the final customary resolution to adopt in order to accept ODOT's final estimate before bidding the Spinning Road project. It commits the city to its local share amount of approximately \$133,000.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2859.

All were in favor. Motion carried.

PUBLIC COMMENT ON NON-AGENDA ITEMS: Mr. John Ziegler, 4238 Blue Rock, Riverside, Ohio, stated he watched the planning commission on Monday and didn't see all the facts on what would be built where the farmhouse is and wondered what was going on as it looked like the exact same plan that was shown before. He was worried about the water resource areas there and wanted to make sure they would protect that as it is like a head where the creek comes through. He asked if they were going to reduce the number of apartments or possibly move things around to work the way the waterways are underground. He commented that people from the area have told him about a cemetery in there but that he did not know about it and wondered if someone could tell him about that. He wanted to know if that was going to be moved or looked into. He would like to see a final plan and if there would be more greenspace than originally submitted. He told council he appreciated what they did and thanked them.

Mayor Williams stated he was at the planning commission meeting as was the city manager and Ms. Holt. He stated the plan was submitted and is available and can be emailed to him. The number of units proposed on Monday was consistent with the original plan submitted. There is significant water retention/detention water space on the site plan. They have increased a wildlife buffer on one end of the property that was not originally submitted. Ms. Holt stated they are protecting the wetlands that is at the rear of the property. The landscape plan also includes Ohio native plants. She added there was a small reduction of greenspace due to the wetland. They are meeting storm water requirements. The plan met every standard the city has for developments. Discussion was held on the trees and the protected area.

COUNCIL MEMBER COMMENTS: Mr. Joseph and Mayor Williams congratulated Ms. Holt on her promotion and hard work. Mayor Williams stated Ms. Holt received her AICP certification at a young age and that is an achievement that is quite impressive. He is proud she is on the city's team. He stated that the accident this morning was very sad. He thanked the public safety personnel on the scene and the level of professionalism they gave. He thanked Chief Robinson and Interim Fire Chief Brian Taylor for their leadership. Mr. Denning stated that National Night Out is August 1, 2023, from 6 – 8 pm, at Stebbins High School. This weekend, the Jaycees is trying to put together a farmers' market at the haunted house. Anyone who has extra things in their garden to sell please come as they have many people who wish to buy and need more vendors. It is no charge to set up.

ADJOURNMENT: Mr. Maxfield move	ed, seconded by Mr. Joseph, to adjourn. All were ir
favor. Motion carried. The meeting	adjourned at 6:45 pm.
Pete Williams, Mayor	Clerk of Council

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
- OBC Rep
- 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: Appointment of Community Development Director (Josh)
- Resolution: Aero Mark 2023 Paint Striping Revision (Kathy)
- Resolution: ODOT Spinning Road Final (Kathy)
- Resolution: Security Fence Guardrail Maintenance Program (Kathy)

August 3, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Presentation: EMS Award
- Firefighter Swearing-In
- Ordinance: Land Use Plan Adoption (2nd reading)
- Ordinance: Text Amendment Chapter 1105 Development Procedures (2nd reading)
- Ordinance: Street Lighting (1st Reading)
- Ordinance: Honeyleaf Assessments (1st reading)
- Ordinance: Eastman/Lynnhaven/Meyer Assessments (1st reading)
- Ordinance: Eastman/Lynnhaven/Meyer Assessments Hardship Repayment (1st reading)
- Resolution: OBC representative update (Katie)
- Resolution: Change order 2023 Crack Seal Program (Kathy)

August 10, 2023 - Work Session

- Stormwater Update
- US 35/Woodman Landscaping
- 1009 Fairfax Rezoning Request
- ProChamps Update
- Charter Review Committee

August 17, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Honeyleaf Assessments (2nd reading)

2023 COUNCIL CALENDAR

- Ordinance: Eastman/Lynnhaven/Meyer Assessments (2nd reading)
- Ordinance: Eastman/Lynnhaven/Meyer Assessments Hardship Repayment (2nd reading)
- Ordinance: Street Lighting (2nd Reading)
- Ordinance: 1009 Fairfax Rezoning (1st Reading)
- Resolution: US/35 Landscaping Application
- Resolution: OPWC Grant Application for Woodman Phase 1 (Kathy)

September 7, 2023

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

September 14, 2023 - Work Session

Glendean Land Discussion

September 21, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Resolution: Hometown Holiday donation (Katie)
- Resolution: Mad River Pee Wee Football Agreement
- Resolution: Shellabarger Park Use Agreements

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

Downing Group Presentation

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

2023 COUNCIL CALENDAR

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)

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



MEETING DATE: August 3, 2023 AGENDA ITEM: Unfinished 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.

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 THI	S DAY OF						
	APPROVED:						

MAYOR

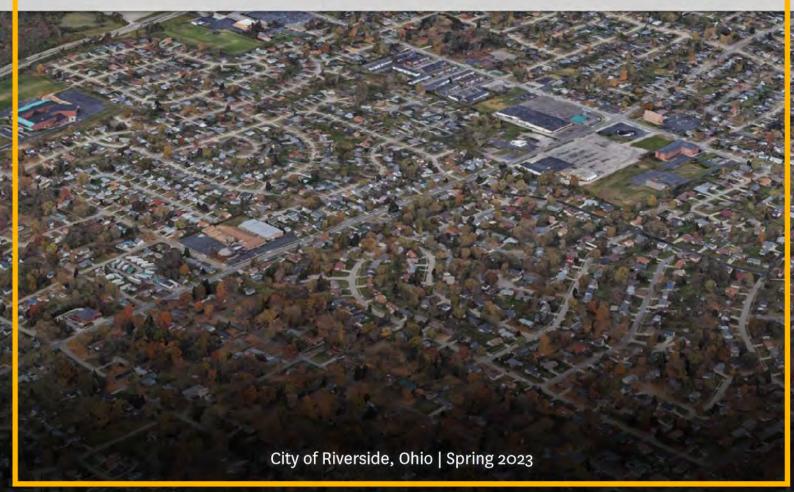
ATTEST:									
CLERK									
	<u>CERTI</u>	FICATE (OF TI	HE CLI	ERK				
I,hereby certify that to 23-O-832 passed by									
IN TESTIMONY	WHEREOF,	witness	my	hand	and	official	seal	this	day
CLERK									



ONERIVERSIDE

COMPREHENSIVE PLAN

Our Pride • Our Progress • Our Possibilities















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.

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Per very 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.

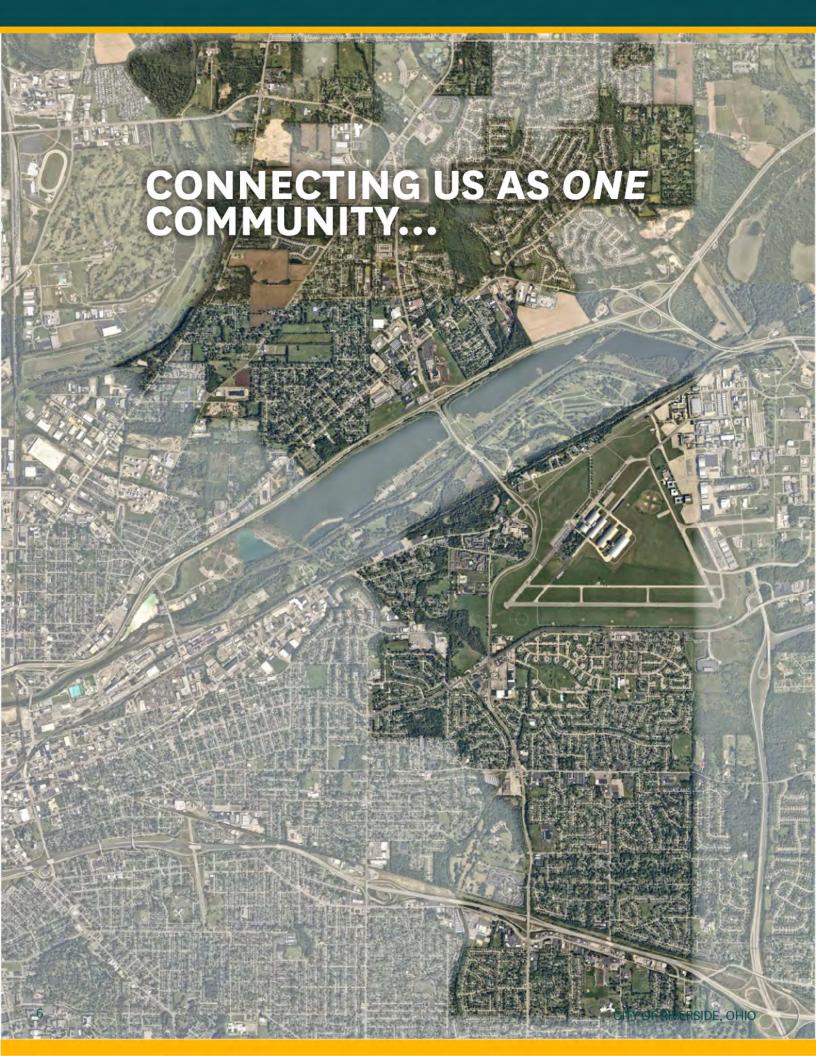
So, what's next? This plan marks a moment-in-time for Riverside. From here, we plan to address our most urgent challenges first, setting a strong and stable foundation on which to take bold action. As we take these first steps together – solidifying our revenue stream, updating our regulatory tools, 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 Rauch

oshu C Rauch

City Manager, City of Riverside, Ohio











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.



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 fastgrowing 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.

2023 COMPREHENSIVE PLAN 9

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 Columbusbased 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

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.

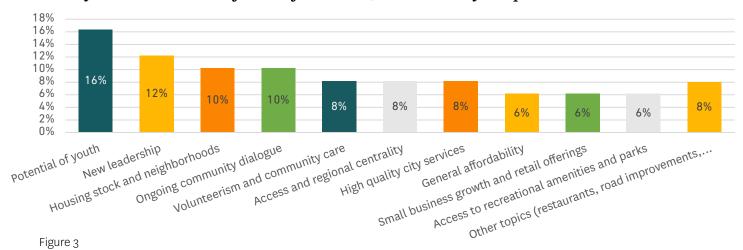
WHAT ARE YOUR HOPES & CONCERNS?

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.

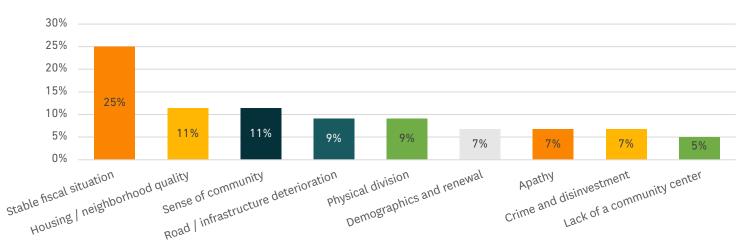


The Think BIG Riverside Kickoff was hosted on March 8, 2022 in the Mad River Schools, Administrative Offices Gymnasium. More than 50 residents attended the in-person meeting with several hundred more participating online.

Figure 2
When you think about the future of Riverside, what makes you optimistic?



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
- » Develop incentives to attract and retain small businesses
 - » Address long-term problem properties and negligent property owners
- » Leverage expanding activity around the Wright Patterson Air Force Base
 - » Expand all segments of housing, especially higher-end market rate and workforce
- » Improve access to regional trails system and proximate MetroParks

Figure 4 Ratings for draft vision and goals

Draft Vision Statement



Community Feedback

- » Emphasize ONE city, ONE community
- » Authenticity and unique
- » Inclusive and energetic

Draft Place Goal Statement



Community Feedback

- » Emphasis on smart approaches to growth management
- » Regulation and standards
- Remember the natural environment

Draft Prosperity Goal Statement



Community Feedback

- » Small businesses are a key to our success
- Fiscal revenue streams are critical

Draft Connections Goal Statement



Community Feedback

- » Ensure stronger connections between neighborhoods
- » Infrastructure is the backbone of continued investment

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,

corridors connecting these uses to the broader region run mostly east to west and present major obstacles to north-south movement. Last, nonphysical 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 passthrough 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

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

investment.

their lifestyle or life moment.

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

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.





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,

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

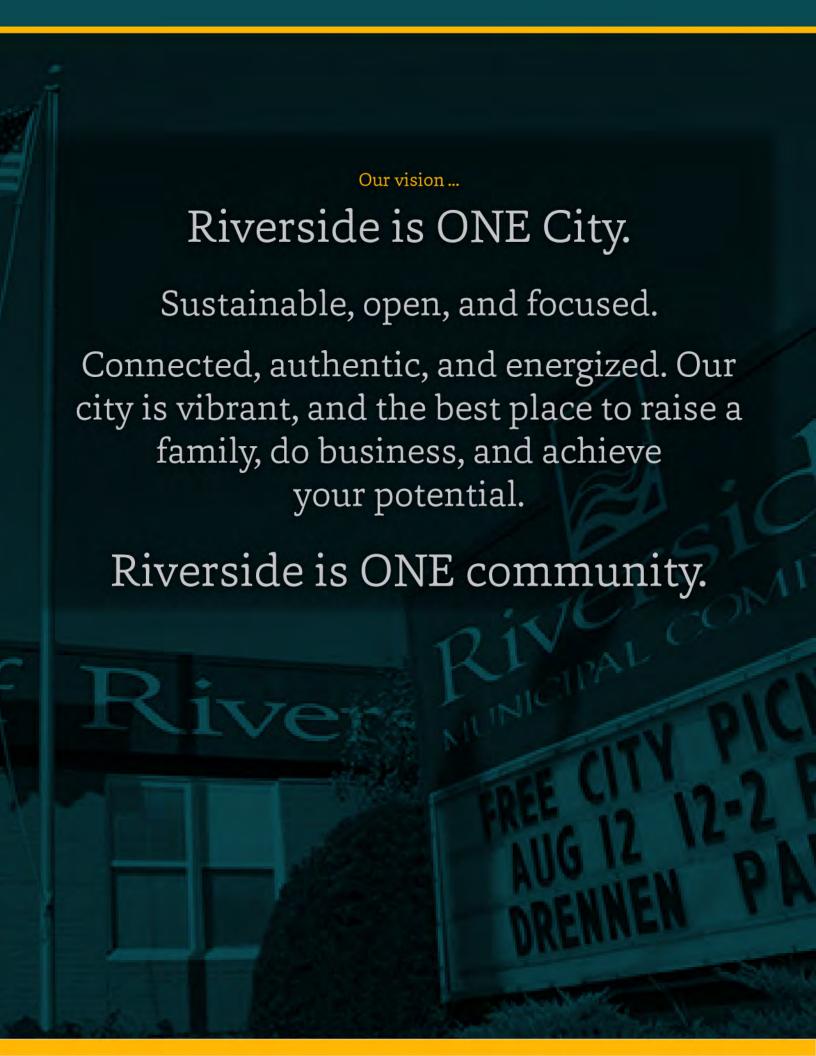
A goal is a desired outcome expressed in simple terms. These statements were produced using the public input received during the plan's engagement process. There are three community goals that support the overall vision statement.

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.



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.







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 culde-sacs and fewer points of access.

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.

Merger on paper
doesn't create unity
Riverside's geography isolates citizens

Anne Agrier have in the free check of the control of the co

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.







25

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 singlefamily 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.

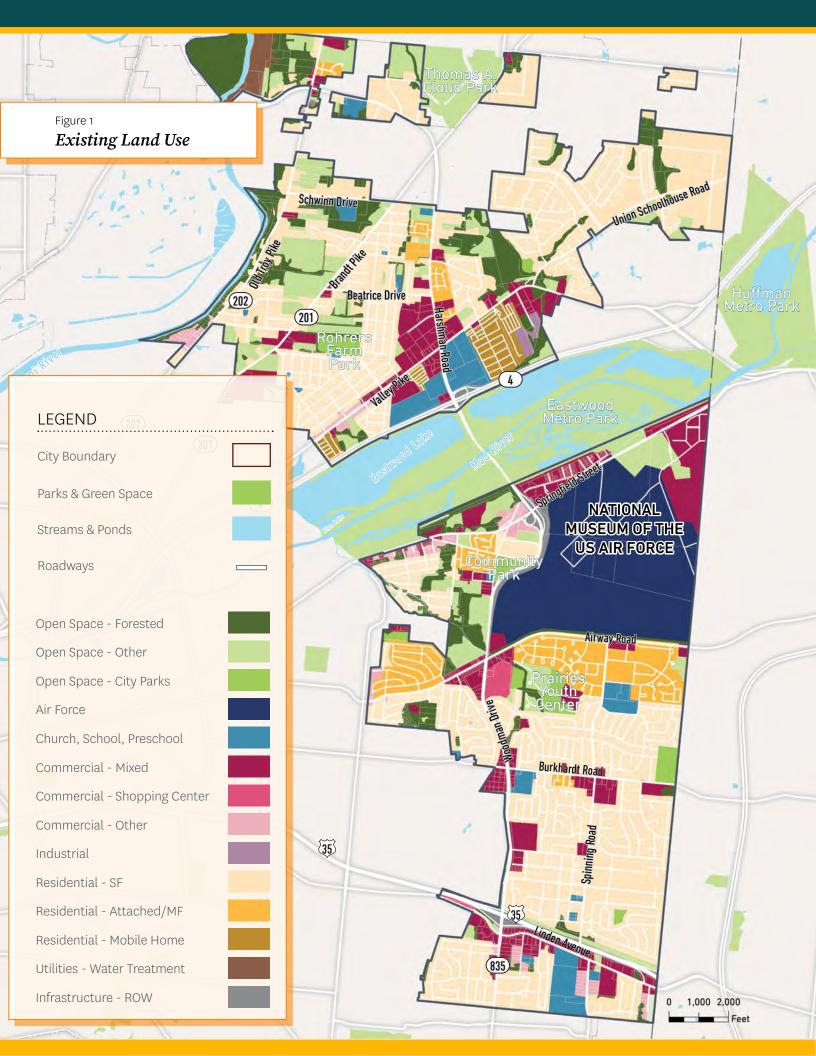
The southern neighborhoods have their own unique pattern. These areas are more Euclidean, or separated, and include the city's largest land overall use, the Wright Patterson Air Force Base. The south also has a range of housing options including multi-family to single family detached but organized into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



LAND USE DISTRIBUTION IN



Multi-Family Housing, 53



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.

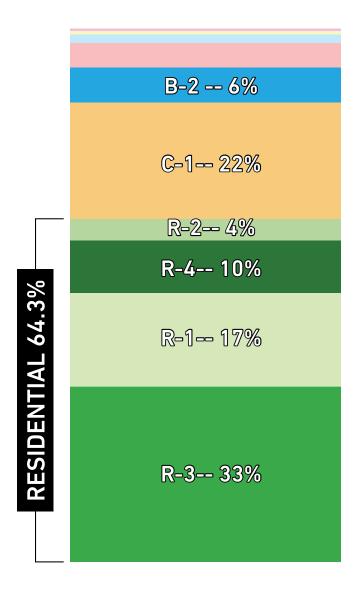
The city's zoning map has nine districts, according to 1107.05-1107.11 of the city's code. The residential district ordinance was updated in 2017, the Campus/Institutional District was added in 2018, the Business Districts updated in 2019, and the Light Industrial District updated in 2019.

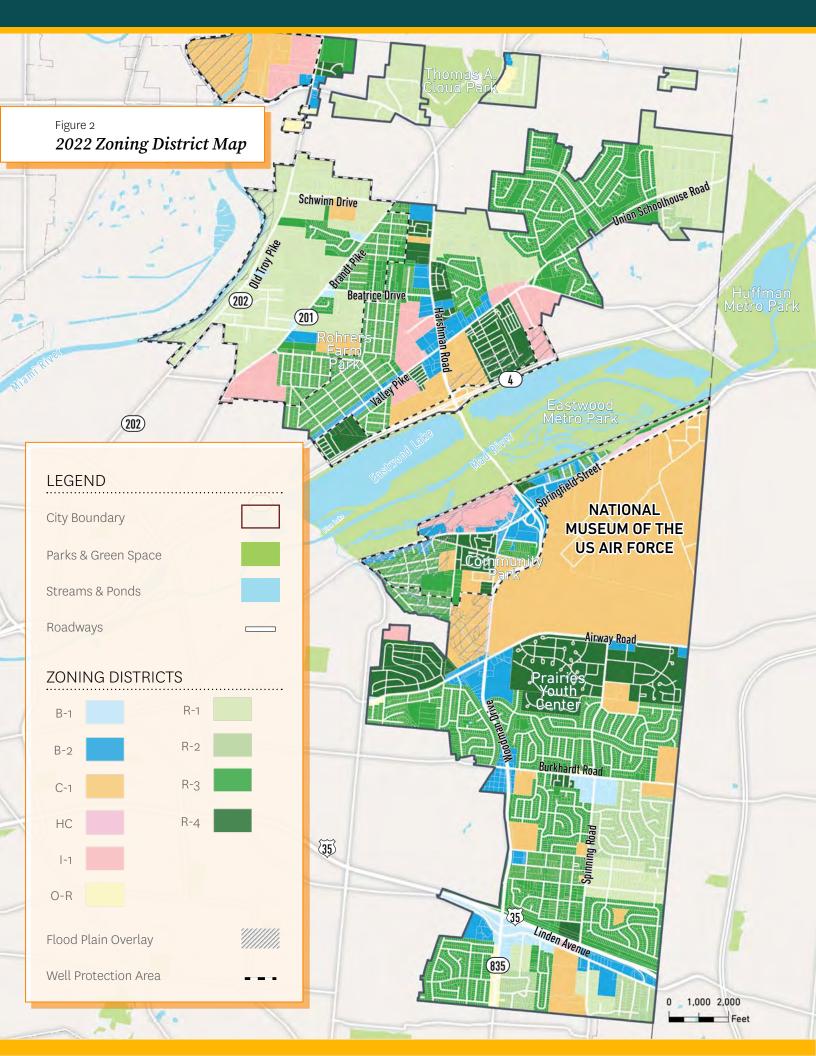
The city also has five overlay districts, according to 1107.13 -1107.19 of the City's code. They are the Floodplain District, Heavy Commerce District (HC), Neighborhood Transitional District (NT), Urban Core District, and Well Field Protection Overlay (WP). All were added in 2013, and the Floodplain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





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.

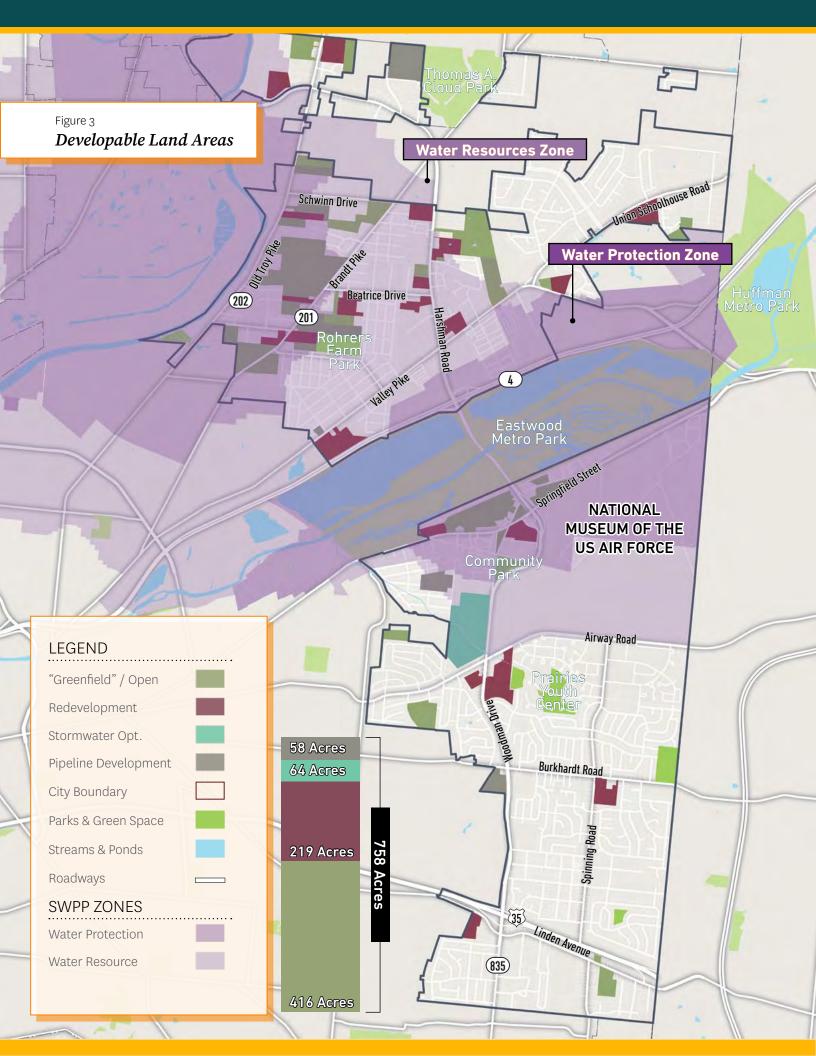
Within Riverside, the Ohio EPA does not specifically list any properties as brownfields, but this does not mean that brownfields are not present in the city. The Ohio EPA's list is a voluntary database and only identifies parcels that have been submitted to the agency or that have received funding for 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.



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

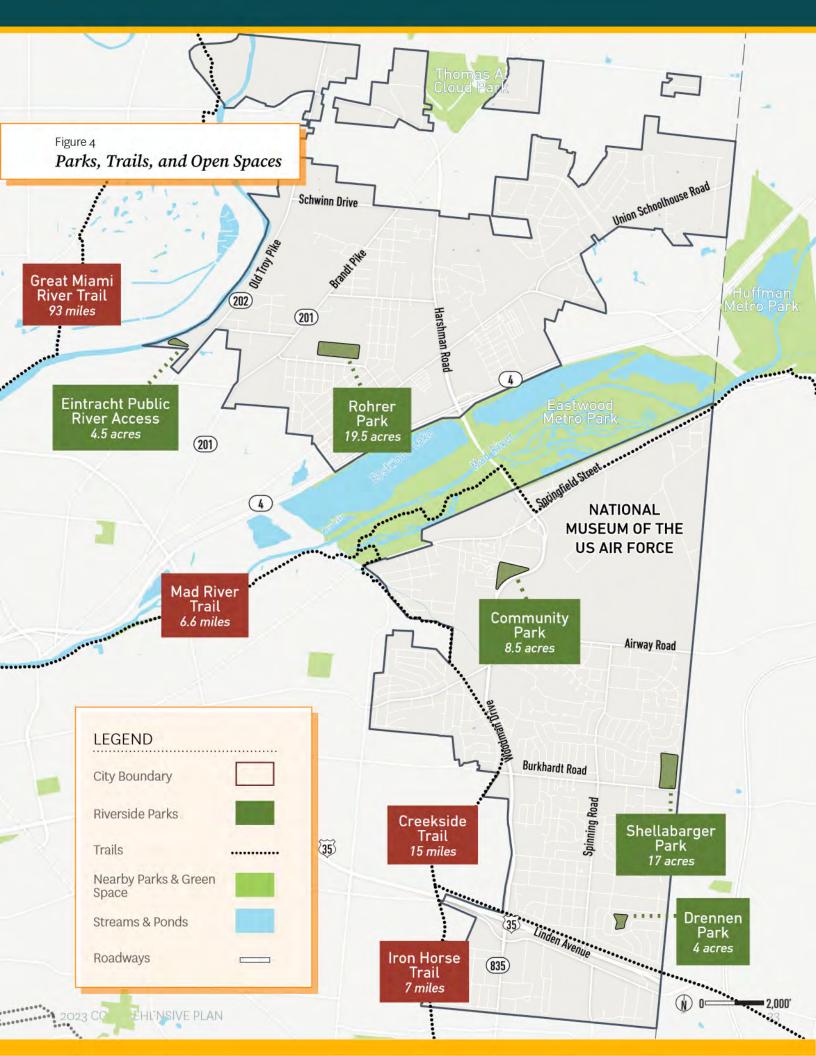
PARKS ACCESS IMPROVES CITY HEALTH

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.



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

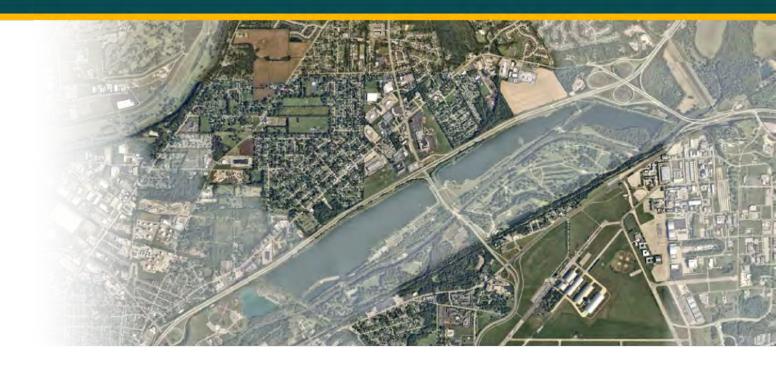
through a logical process and are made accessible to all users and modes of travel by integrating contemporary design standards and zoning codes. The quality of new development is essential to the residents of Riverside. Modern zoning codes and design guidelines will help reinforce the character of Riverside 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.



an opportunity for the

Redevelopment will reinforce the character of Riverside while providing

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 multimodal connections that are safe and accessible for all residents regardless of age or ability.



Employment
Centers are wellsited concerning
regional access
and aesthetically

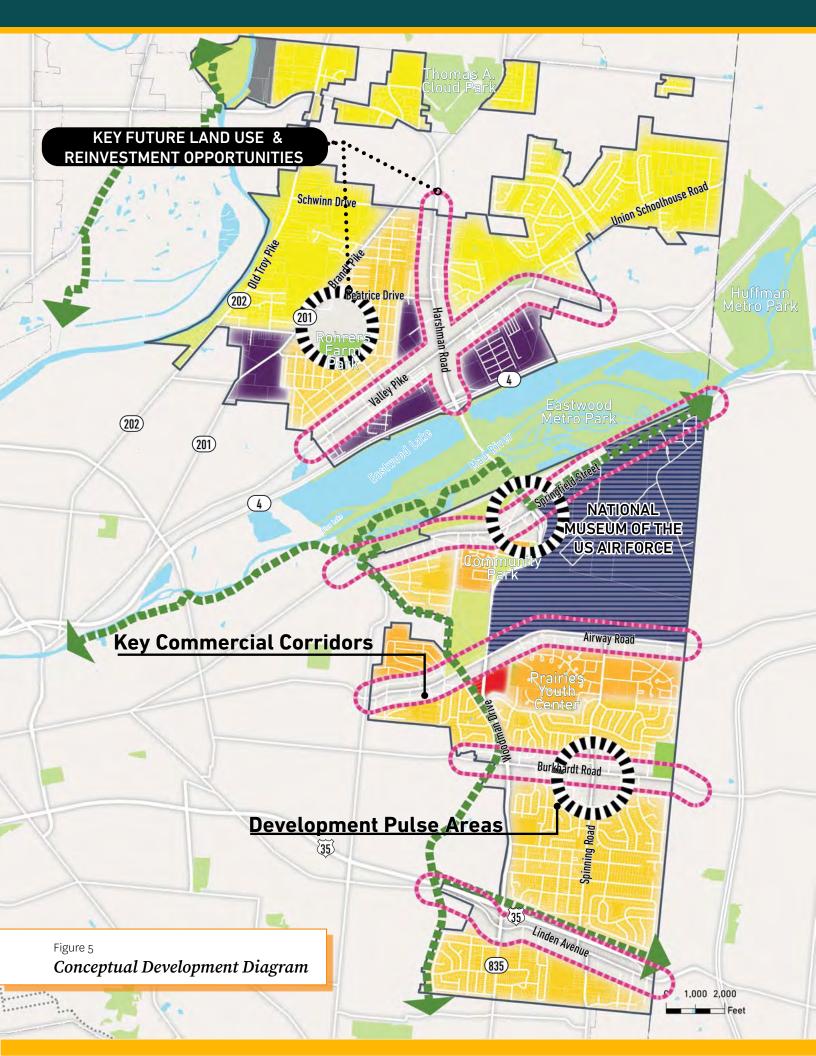
additive with distinctive architecture, integrated site, and landscape planning.

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.



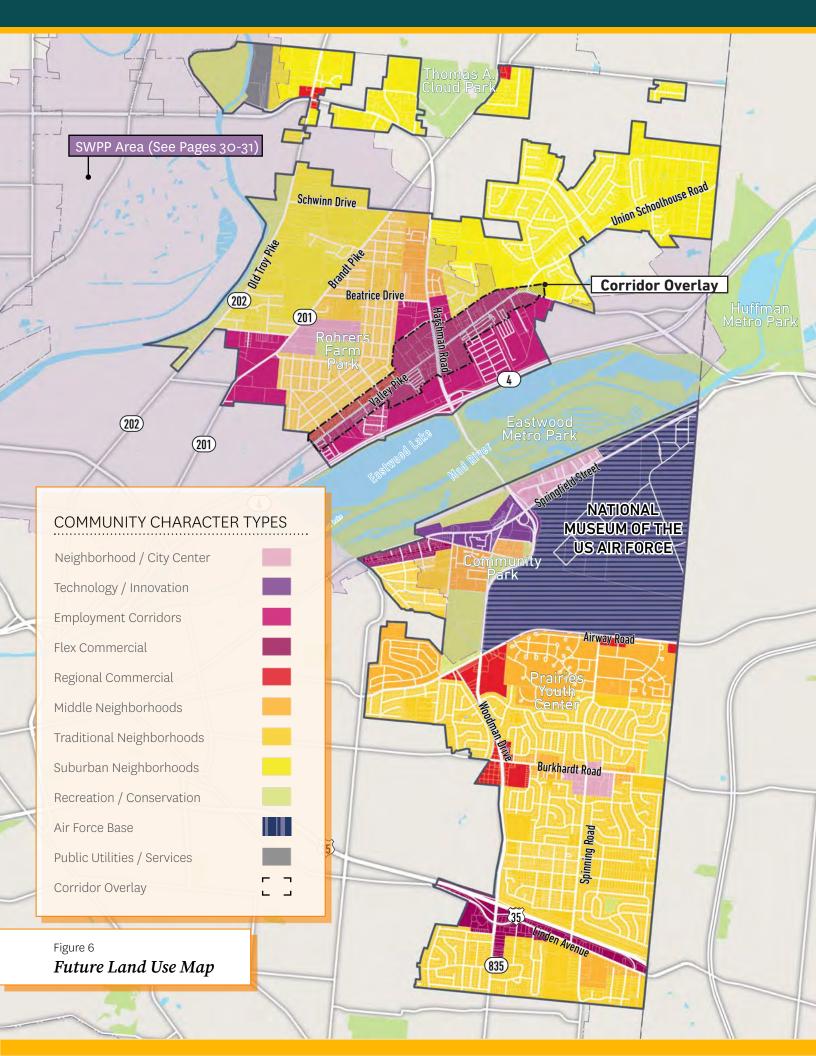


Land use planning is essential to any comprehensive plan and represents the foundation upon which the built environment stands. It is critical for all communities to provide an appropriate mix of land uses to help serve a wide variety of residents and businesses and diversify their income tax base by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



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





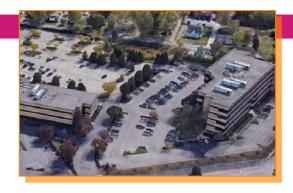


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EMPLOYMENT CENTERS / CORRIDORS

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









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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 nonresidential 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 highrise apartment buildings. These housing types include lowrise 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





CITY OF RIVERSIDE, OHIO

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

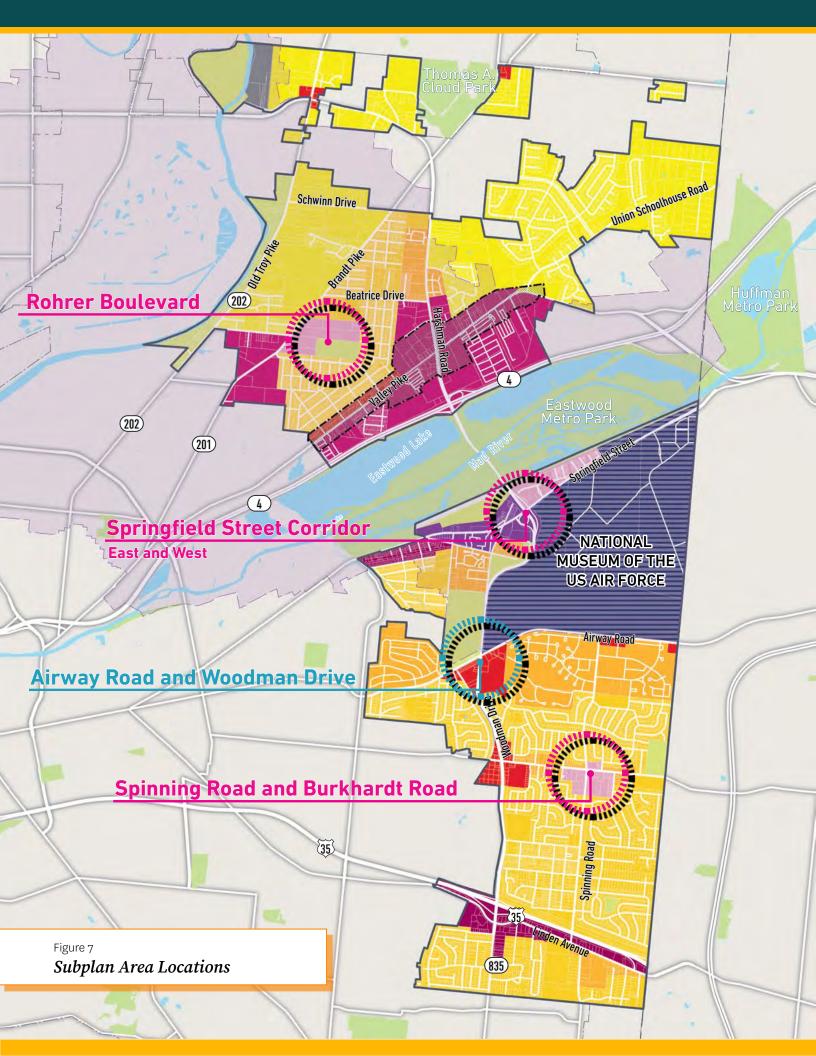
This district includes all parcels bound by Airway, Harshman, and Springfield streets currently owned by the United States of America. These contiguous parcels are part of the Wright-Patterson Air Force Base or National Museum of the US Air Force and remain limited in their availability for public use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





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 \$350ĸ

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

Acres of new park

220_K

Total square footage of new commercial space split across three districts 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 mixeduse 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





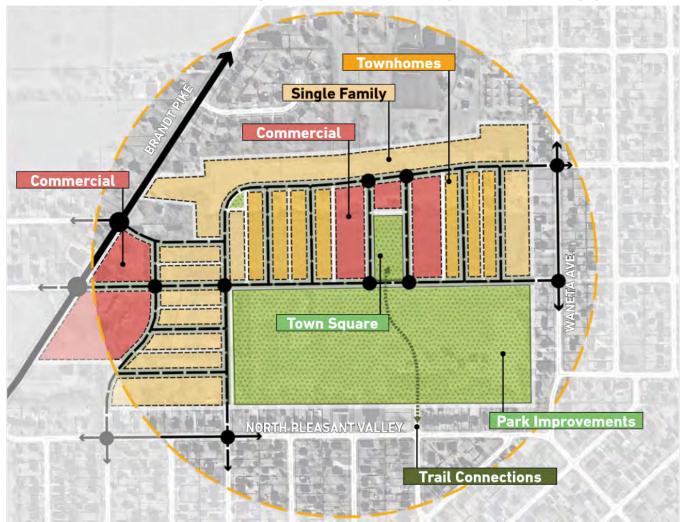




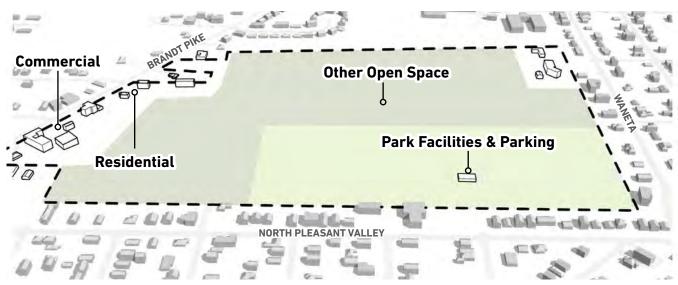
The vision for this area is a new city park that connects directly to adjacent homes and a new walkable neighborhood center. A town square at the heart of this unique neighborhood creates a centrally located open space for community events and activities. Surrounding the upgraded Rohrer's Farm Park and 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.

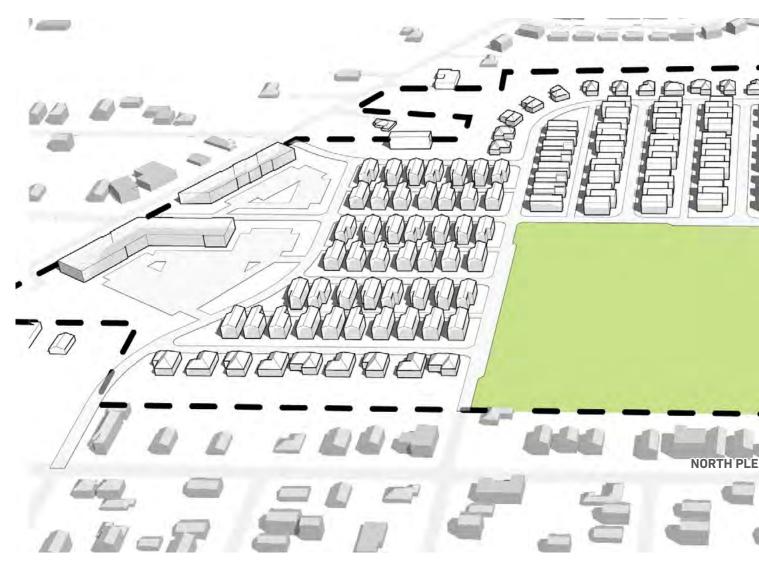
ROHRER BOULEVARD: POTENTIAL DEVELOPMENT PROGRAM



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 ARFA DETAIL:

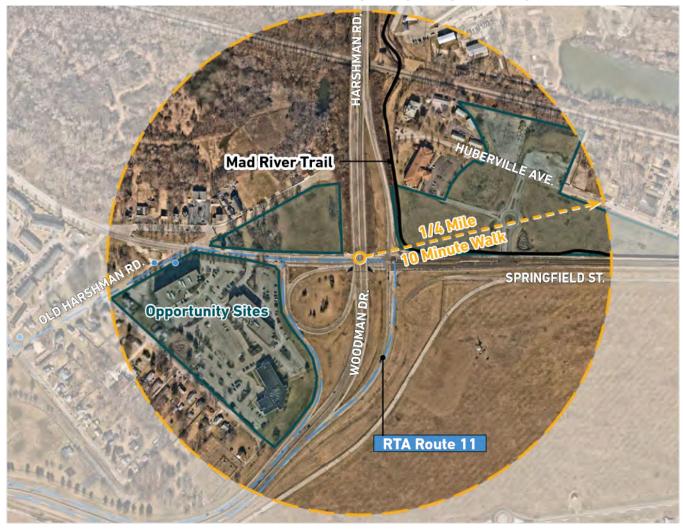
Springfield Street Corridor

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





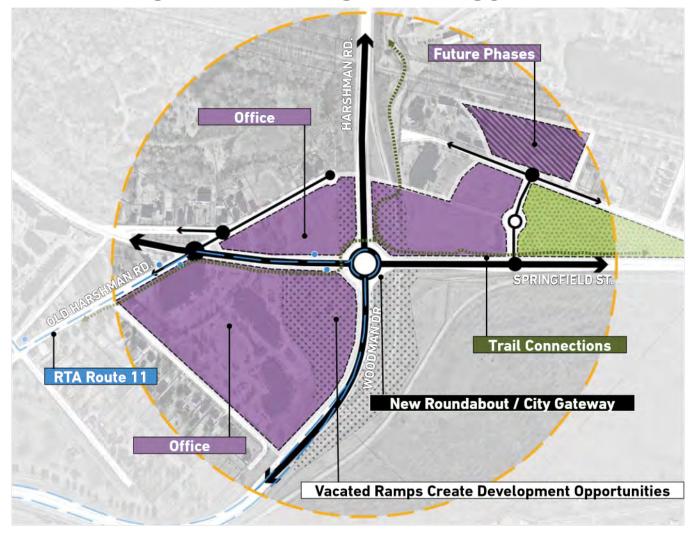




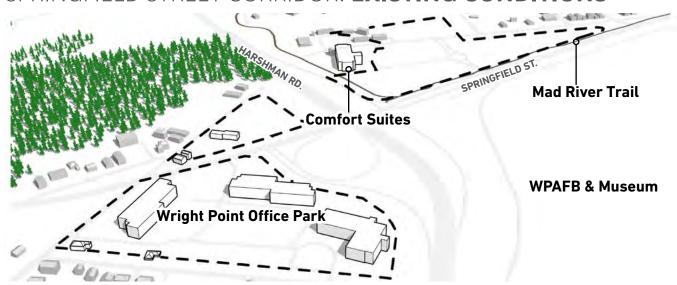
Opportunities include the City of Riverside's ownership of over 13 acres of land adjacent to the intersection, including parcels on the Northeast, Northwest, and Southwest corners. The Mad River Recreation Trail passes through the focus area, providing direct access to Eastwood MetroPark and Downtown 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.

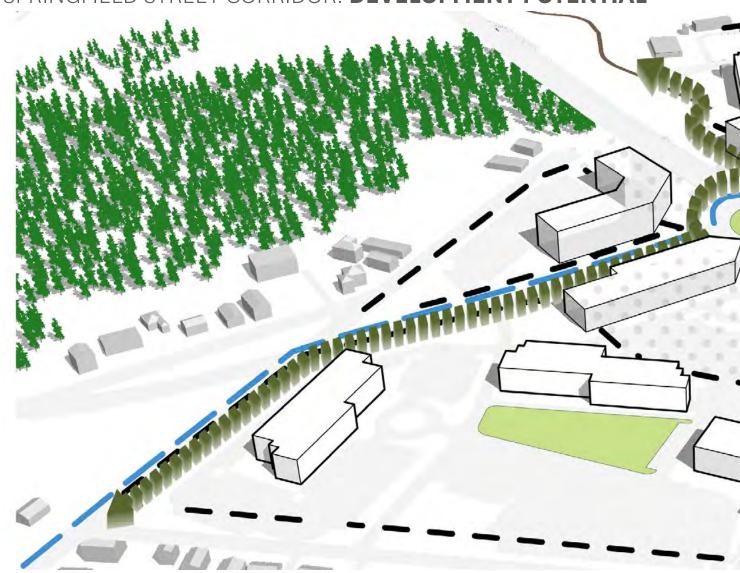
CORRIDOR: POTENTIAL DEVELOPMENT PROGRAM



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:

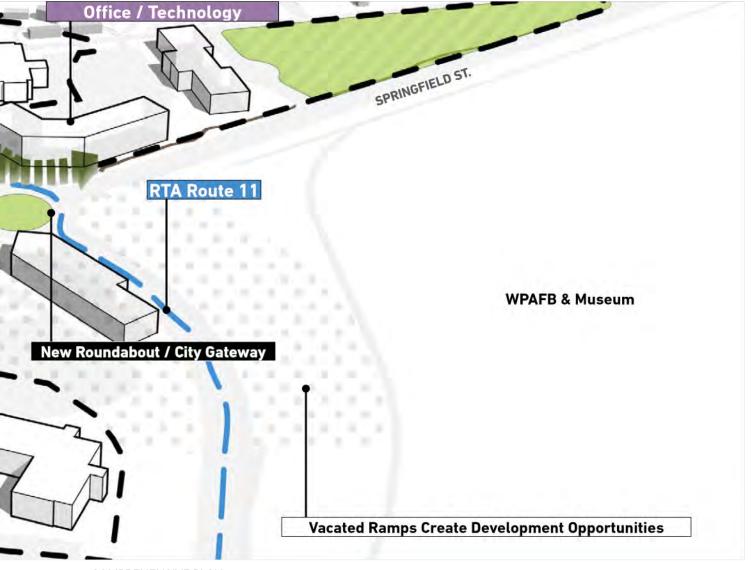
Technology & innovation

Site Area: +/-29 Acres

Potentially 40 Acres with vacated ROW

59

- · FAR: .40
- Residential Units +/- o
- 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





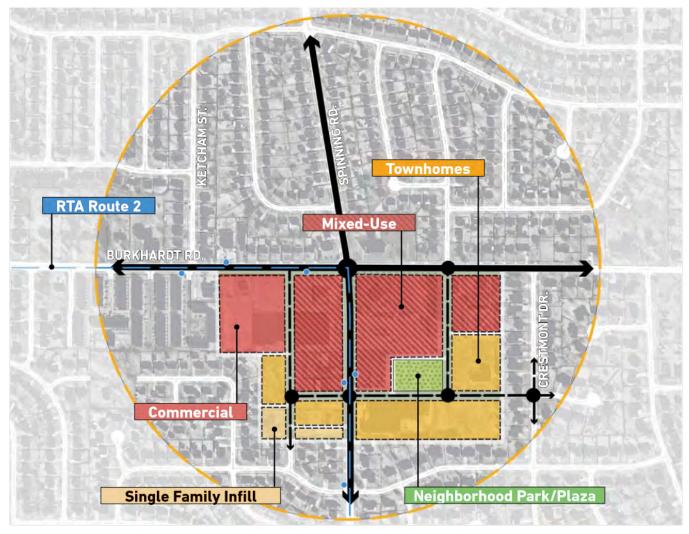




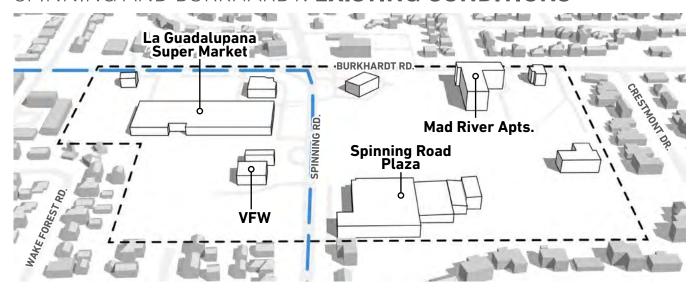
Site opportunities include the 7-acre Kroger site and adjacent properties to the north and east. The existing street, sidewalk, and bus network allow residents to directly access any new shopping, entertainment, or employment opportunities. The vision for the former Kroger site is a centrally located 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.

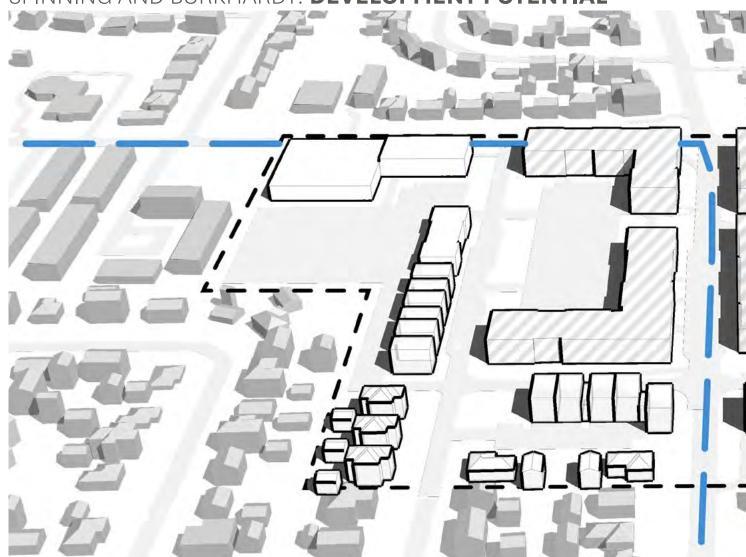
SPINNING AND BURKHARDT: POTENTIAL DEVELOPMENT PROGRAM



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:

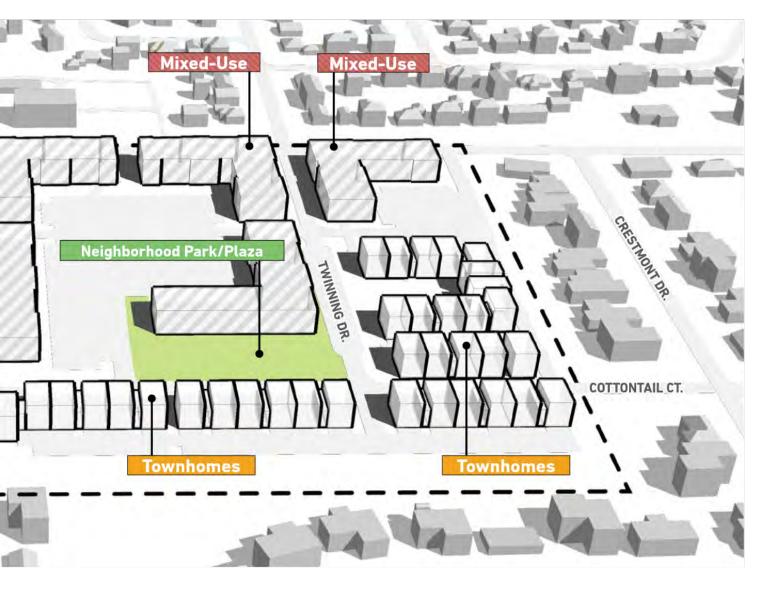
Neighborhood / City Center

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.

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.

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.

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.

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.

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.

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.

Paraluate new uses for existing publicly maintained facilities or land.

Develop Specific Local Planning Area Studies and Development Concepts for Focus Areas included in

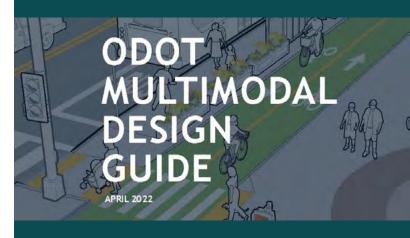
Development Concepts for Focus Areas included in the plan. Study the relocation and construction of a new City Hall.

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.

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.

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 longrange 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.



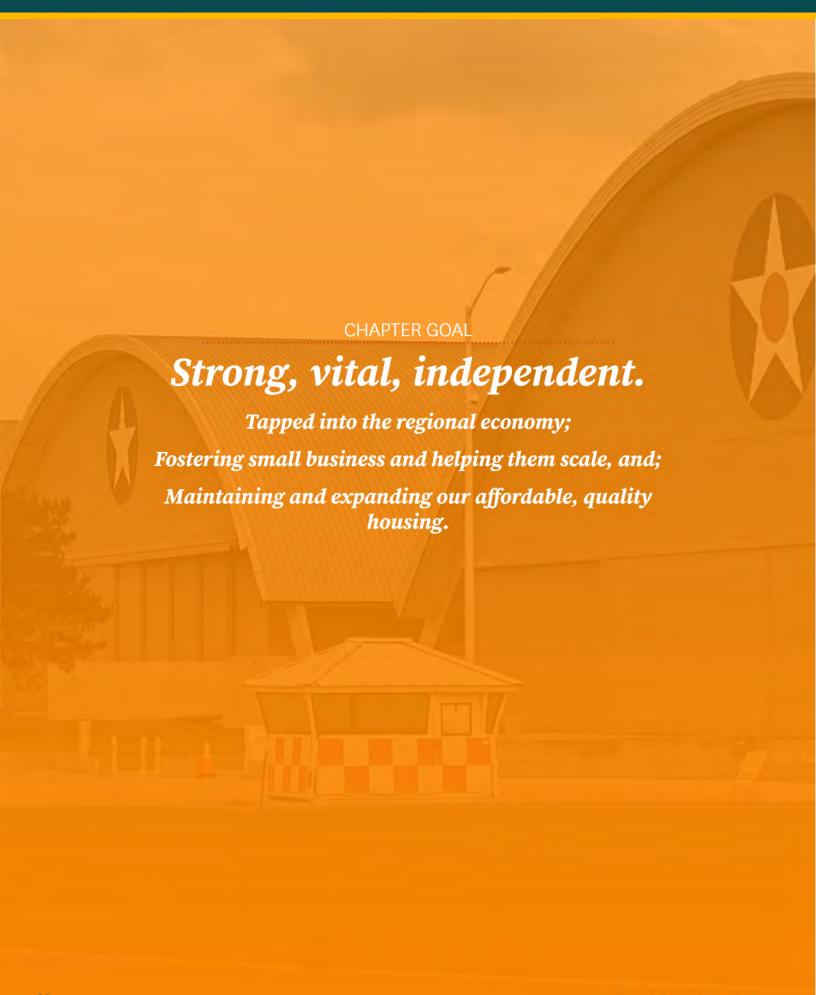
Sidebar

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.









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.



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.

CONDITIONS AND TRENDS

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%	1 27.2%
Asian alone	1.9%	2.4%	1 26.3%
Some other race alone	1.4%	2.2%	1 57.1%
Two or more races	2.8%	3.8%	1 35.7%

POPULATION CHANGE 2000 - 21



MONTGOMERY CO.
DAYTON MSA

-5% +1%

AVERAGE HOUSEHOLD SIZE 2021



MONTGOMERY CO.
DAYTON MSA

2.29

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% yearover-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.

HOMES VALUED <\$150K



76% 8,700 units

MONTGOMERY CO.
DAYTON MSA

53% 44%

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



RESIDENTIAL VACANCY



11% 1,200 units

MONTGOMERY CO.
DAYTON MSA

13% 11%

Figure 3 Housing Units by Year Built

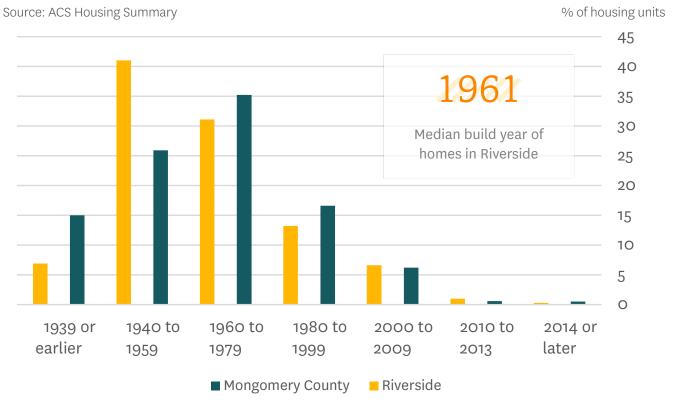
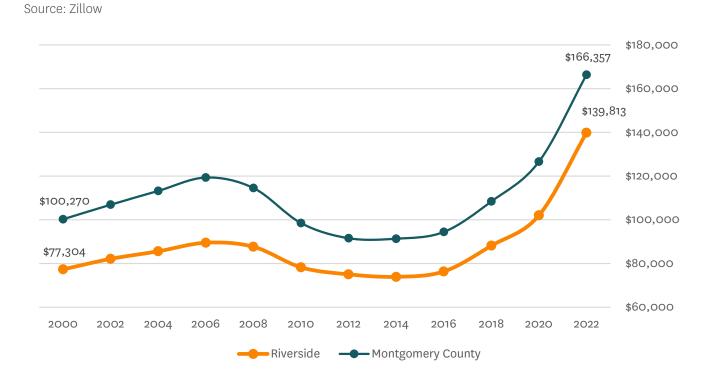


Figure 4

Average Home Values Over Time



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

Total businesses

6,741
Total Employees

77%

Service and Retail Oriented Jobs in Riverside

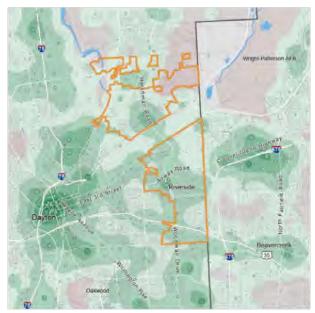
\$500

Per-employee income tax contribution

73%

City revenue derived from local income tax

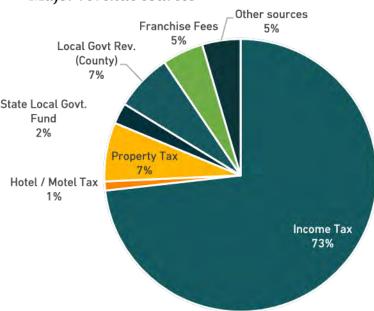
Figure 5
Where do residents work?



Source: "On the map" LODES

Figure 6

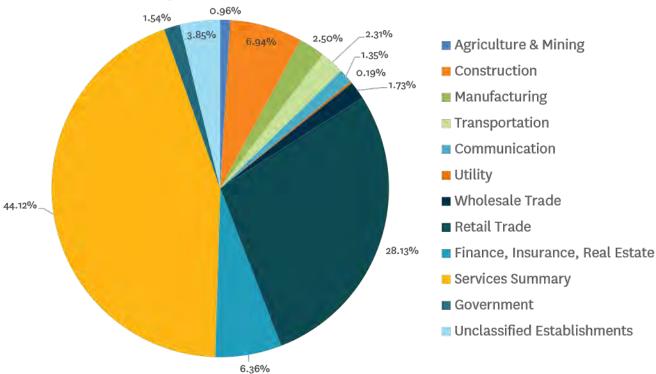
Major revenue sources



Source: City of Riverside Financial Reporting

Figure 7
Riverside Businesses by Sector





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.



Retail Market

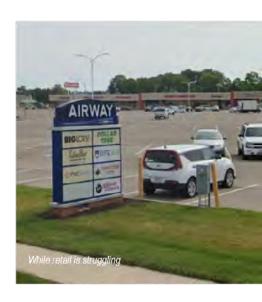
Riverside is significantly over-retailed given its relative market size. This is determined by median disposal income (referred to as demand) measured against the total retail trade supply. Given the city's access to major employment centers like downtown Dayton and Wright Patterson Air Force Base, each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

\$292м

Total retail trade and food and drink sales

130[%]

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





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
(ii) 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.

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.

Pevelop 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.

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).

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.

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.

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.



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, transitoriented development and age-friendly street design

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

Refine and modernize the commercial property inventory. Create a more userfriendly 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.

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.

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.

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 byright.

Path bousing 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.

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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.

CONDITIONS AND TRENDS

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,

232 mi.

Total mileage of streets maintained by the City

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.

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.



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, multiuse 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

20 mi.

Dedicated bike trails inside the city of Riverside

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.

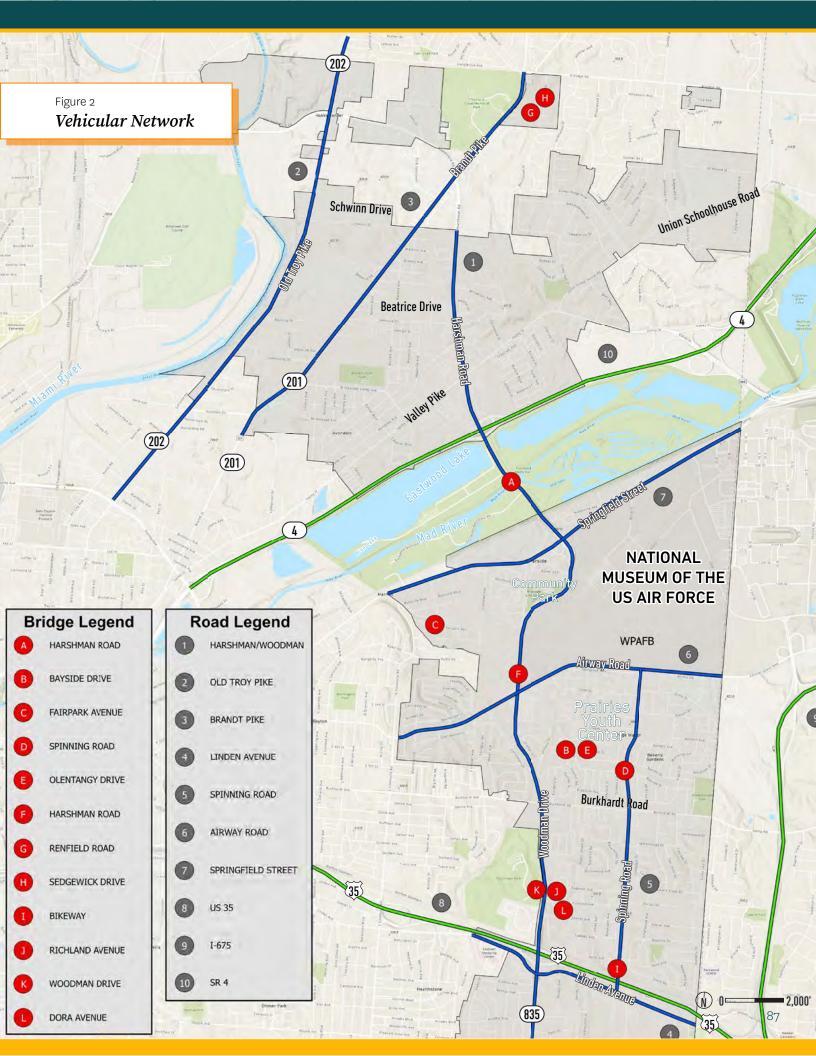
Transit

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



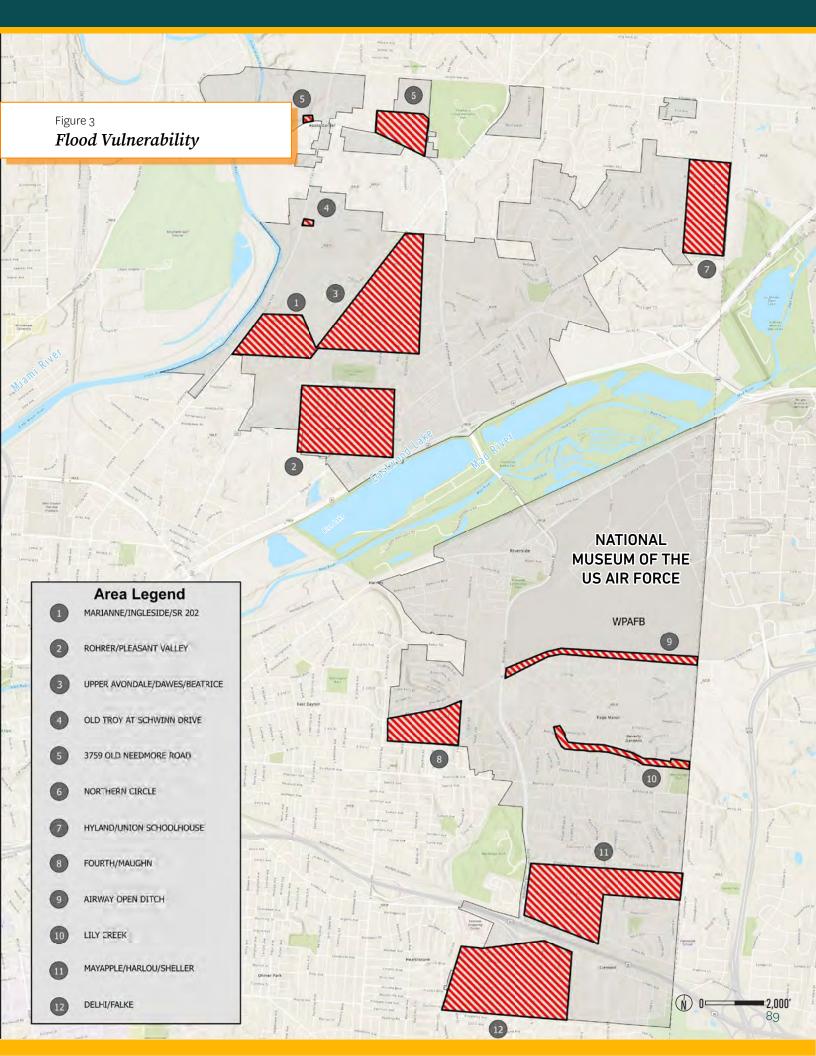
Stormwater Management

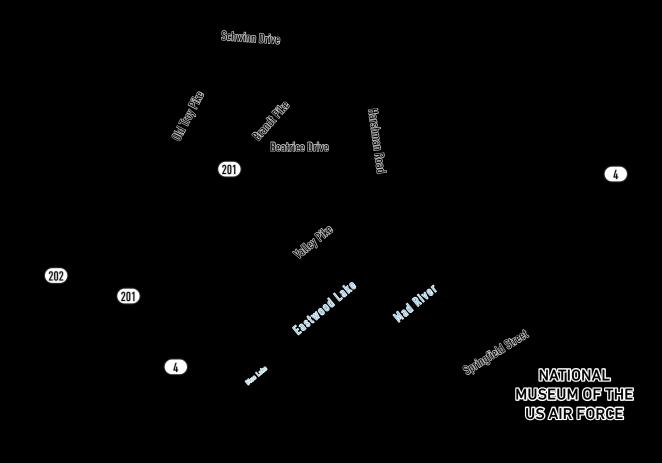
Stormwater management and control is an ongoing issue for the city. While the inherited infrastructure system has been sufficient for traffic movement and access to the community, the stormwater management system in some areas has not met the needs of the city. To demonstrate the depth of the issue, 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.

LEGEND	·······
City Boundary	
Parks & Green Space	
Streams & Ponds	
Roadways	
Flood Vulnerable	





Airway Road

LEGEND

City Boundary

Parks & Green Space

Streams & Ponds

Water Mains

Gravity Sewer

Forced Main

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

PLACES | PREPARED, BEAUTIFUL, VIBRANT. Socialize and champion the Community P1 conceptual development strategy Ongoing Minimal Leaders and and principles Groups Develop a modern zoning code and subdivision regulations that P2 Short Term Moderate Consultant reflect Riverside's future land use needs and character Strengthen commercial and residential code enforcement Р3 and maintenance protocols for Ongoing Minimal Staff properties in violation of city ordinances Montgomery Develop a brownfield P4 Short Term Moderate County Land redevelopment strategy Bank Apply for brownfield remediation P5 Short Term Minimal grants Prepare a commercial and industrial development playbook P6 Long Term Consultant Moderate and marketing strategy for key sites and opportunities Evaluate new uses for existing P7 publicly maintained facilities or Mid Term Moderate land Evaluate the establishment of a Community Development Corporation (CDC) or the re-Р8 Short Term Minimal Staff; Consultant establishment of a Community Improvement Corporation (CIC) model MVRPC; MPO; Plan and develop an internal Р9 Long Term Significant MetroParks; greenways network Consultant Develop a parks, recreation, and MetroParks; Mid Term Moderate P10 open space master plan Consultant

PROSPERITY STRONG, VITAL, INDEPENDENT.							
RECOM	MENDATIONS	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		
Rg	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		

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

Long Term

Moderate

F13

Plan and promote multi-modal

transportation alternatives

MVRPC; RTA

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

TO: Riverside City Council

FROM: Tom Garrett, Finance Director

SUBJECT: Ordinance No. 23-O-833 – An ordinance to levy special assessments for the

construction and repair of curbs, sidewalks, driveway approaches, and related

appurtenances associated with the 2021 paving project.

EXPLANATION

The 2021 Paving Project replaced curbs and driveway approaches on Honeyleaf Way and nearby intersecting streets. City policy requires property owners to pay the cost of maintaining curbs. Some property owners have already reimbursed the City. This legislation certifies the remaining costs plus interest to the Montgomery County Auditor for collection on real property tax bills.

RECOMMENDATION

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

FISCAL IMPACT

Recoups approximately \$45,415 of costs paid by the City. Assessment receipts are spread over the next five years (2024 - 2028).

SOURCE OF FUNDS

N/A

EXHIBITS

Ordinance No. 23-O-833 and Exhibit A

TO \mathbf{AN} **ORDINANCE** LEVY SPECIAL ASSESSMENTS **FOR** THE CONSTRUCTION AND REPAIR OF CURBS. SIDEWALKS, DRIVE APPROACHES, AND RELATED APPURTENANCES ASSOCIATED WITH THE 2021 PAVING PROGRAM.

WHEREAS, on August 5, 2021, this Council adopted Resolution No. 21-R-2699, a Resolution of Necessity, declaring the necessity to construct and repair curbs, sidewalks, driveway approaches, and related appurtenances, as part of the 2021 Paving Project; and

WHEREAS, notice of the passage of that Resolution of Necessity was given as required by law; and

WHEREAS, the City of Riverside subsequently constructed and/or repaired those curbs, sidewalks, driveway approaches, and related appurtenances which were not constructed or repaired by the owners of the abutting property; and

WHEREAS, the total cost of the construction has been reported to this Council; and a list of assessments of that total cost has been prepared and placed on file in the office of the Finance Director so as to be available for public inspection, and a copy of said list is attached hereto as Exhibit A and made a part of this Ordinance; and

WHEREAS, notice that the list of assessments was available for inspection and examination was published as required by law in a newspaper of general circulation; and

WHEREAS, no objections to any assessment have been filed; and

WHEREAS, this Council has now reviewed the reported assessments.

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

- Section 1: The list of assessments referred to in the above recital paragraph is hereby approved.
- Section 2: The amounts of assessment on the list are hereby and shall be levied upon the lots and lands which abut the improvements, as set forth on the list.
- Section 3: No assessment approved or levied by this Ordinance exceeds the special benefits resulting from the improvement and does not exceed any statutory limitations.

- Section 4: The Finance Director is authorized and directed to continue to keep on file in his office until all the assessments have been paid in full a list of the assessments and the description of the lots and lands so assessed.
- Section 5: The total assessment against each lot and parcel of land shall be payable in cash to the Finance Director of the City of Riverside within three (3) weeks of invoice, or, at the option of the property owner, shall be payable in not more than five (5) annual installments over a period not exceeding five (5) years. Assessments paid in annual installments shall include all costs of the County Auditor and shall also include interest at the rate of 3.55%, annually.

All assessments and assessment installments that have not been paid at the expiration of the payment period allowed by this Ordinance shall be certified by the Clerk of this Council to the County Auditor as provided by law. These assessments and installments are then to be placed on the tax duplicate and collected at the same time and in the same manner as real estate taxes are collected.

- Section 6: The Clerk of Council is authorized and directed to cause notice of the passage of this Ordinance to be published once in a newspaper of general circulation in the City; the notice shall state that the assessment have been made and are on file in the office of the Finance Director for inspection and examination by interested persons.
- Section 7: The Finance Director is authorized and directed to cause notice of the levy of the assessments to be filed with the County Auditor within twenty (20) days following passage of this Ordinance.
- Section 8: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting; and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, to the extent required by or under the Charter of this City.
- Section 9: As provided in Section 5.03 of the City Charter, this Ordinance shall be effective 30 days after adoption.

PASSED THIS DAY OF		·
	APPROVED:	
	MAYOR	

AT	TEST:									
CL	ERK									
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$\overline{\mathrm{CL}}$	ERK									

Exhibit A Ord 23-O-83x

City of Riverside

5 Year

Curb Assessment

Parcel	Code	Year	Amount	
139300215 0003		2023	708.86	708.86
139300215 0003		2024	708.86	
139300215 0003		2025	708.86	
139300215 0003		2026	708.86	
139300215 0003		2027	708.86	
139300215 0002		2023	72.97	72.97
139300215 0002		2023	72.97	
139300215 0002		2023	72.97	
139300215 0002		2023	72.97	
139300215 0002		2023	72.97	
139300215 0028		2023	312.73	312.73
139300215 0028		2024	312.73	
139300215 0028		2025	312.73	
139300215 0028		2026	312.73	
139300215 0028		2027	312.73	
139300214 0022		2023	1111.42	1,111.42
139300214 0022		2024	1111.42	
139300214 0022		2025	1111.42	
139300214 0022		2026	1111.42	
139300214 0022		2027	1111.42	
139300214 0021		2023	271.03	271.03
139300214 0021		2024	271.03	
139300214 0021		2025	271.03	
139300214 0021		2026	271.03	
139300214 0021		2027	271.03	
139300214 0002		2023	114.67	114.67
139300214 0002		2024	114.67	
139300214 0002		2025	114.67	
139300214 0002		2026	114.67	
139300214 0002		2027	114.67	
139300214 0004		2023	840.17	840.17
139300214 0004		2024	840.17	
139300214 0004		2025	840.17	
139300214 0004		2026	840.17	
139300214 0004		2027	840.17	

139300214 0006	2023	156.37	156.37
139300214 0006	2024	156.37	
139300214 0006	2025	156.37	
139300214 0006	2026	156.37	
139300214 0006	2027	156.37	
139300214 0008	2023	489.95	489.95
139300214 0008	2024	489.95	
139300214 0008	2025	489.95	
139300214 0008	2026	489.95	
139300214 0008	2027	489.95	
	-		
139300214 0010	2023	396.13	396.13
139300214 0010	2024	396.13	
139300214 0010	2025	396.13	
139300214 0010	2026	396.13	
139300214 0010	2027	396.13	
		333.23	
139300214 0015	2023	573.34	573.34
139300214 0015	2024	573.34	373.31
139300214 0015	2025	573.34	
139300214 0015	2026	573.34	
139300214 0015	2027	573.34	
133300214 0013	2027	373.34	
139300213 0015	2023	354.43	354.43
139300213 0015	2024	354.43	
139300213 0015	2025	354.43	
139300213 0015	2026	354.43	
139300213 0015	2027	354.43	
139300213 0012	2023	1367.36	1,367.36
139300213 0012	2024	1367.36	•
139300213 0012	2025	1367.36	
139300213 0012	2026	1367.36	
139300213 0012	2027	1367.36	
139300213 0006	2023	260.61	260.61
139300213 0006	2024	260.61	
139300213 0006	2025	260.61	
139300213 0006	2026	260.61	
139300213 0006	2027	260.61	
	, — ·		
139300213 0007	2023	759.76	759.76
139300213 0007	2024	759.76	
139300213 0007	2025	759.76	
139300213 0007	2026	759.76	
	7-7		

139300213 0007	2027	759.76	
139300220 0013	2023	208.49	208.49
139300220 0013	2024	208.49	
139300220 0013	2025	208.49	
139300220 0013	2026	208.49	
139300220 0013	2027	208.49	
139300220 0014	2023	281.46	281.46
139300220 0014	2024	281.46	
139300220 0014	2025	281.46	
139300220 0014	2026	281.46	
139300220 0014	2027	281.46	
139300213 0021	2023	166.79	166.79
139300213 0021	2024	166.79	
139300213 0021	2025	166.79	
139300213 0021	2026	166.79	
139300213 0021	2027	166.79	
139300215 0025	2023	1115.41	1,115.41
139300215 0025	2024	1115.41	
139300215 0025	2025	1115.41	
139300215 0025	2026	1115.41	
139300215 0025	2027	1115.41	
139300215 0029	2023	114.67	114.67
139300215 0029	2024	114.67	
139300215 0029	2025	114.67	
139300215 0029	2026	114.67	
139300215 0029	2027	114.67	
139300215 0004	2023	396.13	396.13
139300215 0004	2024	396.13	
139300215 0004	2025	396.13	
139300215 0004	2026	396.13	
139300215 0004	2027	396.13	

annual 10,072.75



MEETING DATE: August 3, 2023 AGENDA ITEM: Unfinished 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

Section 1:

CLERK

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:

That Chapter 1105 Development Procedures be amended as stated

	Section 1.	in "Exhibit A				10000		monac	a as s	
	Section 2:	This Ordinanthe earliest da				d be i	n full for	ce fron	n and	after
	PASSED TH	IIS DAY OF _					·			
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23-O-834 EXHIBIT A

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:
 - 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	Proposal to modify the zoning code. Proposed
	Amendments	zoning code amendments require a public hearing.
b.	Conditional	Conditional use applications allow for the use of
	Use Reviews	the property once a certain set of conditions have
		been met. Conditional use applications require a
		public hearing.
C.	Development	This type of review includes rezonings,
	Reviews	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	This type of approval allows for the temporary use
	Approvals	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	Not Required.
Zoning Map Amendment/PUD Preliminary Plan Conditional Use	15 calendar days prior to the neighborhood meeting.	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. The published notice shall be published at least 7 days prior to the	Written notice shall be mailed at least 14 days prior to the public hearing.
		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;
 - 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:
 - 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.
- 23. 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;
- 34. 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;
- 45. 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;
- 56. 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;
- 67. 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;
- 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;
- 409. 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
- 4110. 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
 - 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;
 - 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.
- 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.
- 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;
 - It adequately protects other property or other uses located on the same property;
 - c. It is consistent with other development on nearby property;
 - 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.
- 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.
 - Standards for Approval. The following standards shall be considered in the review of the Final Plat applications:
 - 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;
 - 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 RiversideDPPM.

- 1. Standards for Approval. The following standards shall be considered in the review of Floodplain Permit applications:
 - 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:
 - Flood proofing certification for nonresidential flood proofed structure as required in Section 1113.19.X.5.
 - 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;
 - 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;
 - I. 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;
 - 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.
- A.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;
 - 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:
 - 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;
 - Locations of buildings, streets, drives and parking areas. Locations and dimensions of rights-ofway, 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.
- 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.
- Q. L. Subdivision, Major. A Major Subdivision is a platting of land for the purposes, 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.
 - 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;
 - 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:

- Name and address of developer, property owner or designated agent, land planner, landscape architect, engineer and/or surveyor;
- 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;
- 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:

- 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.
- 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:
 - 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:

- 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
 - I. 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.
- RO. 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;
 - 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.
 - 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;
 - 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.
 - 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.
 - 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 1105.13.0. 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.
 - 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.

- 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.

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 1105.13.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;
 - 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;
 - 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:
 - Name and mailing address of the current property owner or designated agent;
 - 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;
 - 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:
 - 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;
 - 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;
 - Description of the existing and proposed use;
 - 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;

- 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-ofway, easements and all land to be dedicated to the City of Riverside or reserved for specific uses;
 - 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;
 - 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;
 - I. 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;
 - 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;

- 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;
- 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.
 - 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.
 - 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.
- 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.
 - 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:
 - 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;
 - 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;
 - 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
 - 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;
 - 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;
 - 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;
- 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);
 - 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

- 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.
- 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.
- 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.
- I. 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;
 - Location and size of existing and proposed parcels, including date of creation of existing parcel to be split;
 - 4. North arrow and bar scale;
 - Location information including: location map; adjacent or frontage roads; adjacent parcel ownership; proposed easements of access; etc.;
 - 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;
 - 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.
 - 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 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.
- 56. BZA Hearing. The BZA shall conduct a public hearing and review the application.
- 67. 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 recommendation.
- 78. 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.
 - 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.
 - 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 deems

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.
 - 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.\text{\text{\text{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.ED;
- 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.
 - 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.
 - 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:
 - 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:
 - 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.
 - 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.
 - 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:
 - 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
 - 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:
 - 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.
- 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: August 3, 2023 AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kathy Bartlett

SUBJECT: Ordinance 23-O-835 – An ordinance determining to proceed with the

improvement of certain streets between certain termini in the City of Riverside,

Ohio, by lighting the same with electricity.

EXPLANATION

The attached legislation enables the City to collect assessments for the city's various lighting districts.

The total amount to be recovered by levying this assessment is approximately \$122,919.77.

This ordinance and its Exhibit provide a detailed breakout of costs assessed by District. Each parcel is assessed according to applicable policies and state laws.

RECOMMENDATION

It is respectfully recommended that the Mayor and City Council approve the attached legislation

FISCAL IMPACT

Approximately \$122,919.77 will be assessed to property parcels in the lighting districts and recovered along with 2024 property tax payments.

SOURCE OF FUNDS

N/A

EXHIBITS

Ordinance & Exhibit A – Assessment Breakout

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CERTAIN STREETS BETWEEN CERTAIN TERMINI IN THE CITY OF RIVERSIDE, OHIO, BY LIGHTING THE SAME WITH ELECTRICITY.

WHEREAS, it has been determined to proceed with the improvement in the City of Riverside of the streets designated, between certain termini set forth in Resolution No. 23-R-2849; and

WHEREAS, the said improvement shall be made in accordance with the provisions of Resolution No. 23-R-2849, adopted June 15, 2023, and with the plans, specifications, estimate of cost and profiles heretofore approved and now on file in the office of the Director of Finance by lighting said streets with electricity for a period from January 1, 2024, through December 31, 2024.

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

- Section 1: The Council herby finds and determines that no claims for damages resulting from said improvement have been filed.
- Section 2: That portion of the cost provided in that above-mentioned Resolution of Necessity to be assessed shall be assessed in accordance with Exhibit "A" attached hereto on the lots and lands described therein.
- Section 3: That the estimated assessments heretofore prepared and filed in the office of the Director of Finance be and the same are hereby adopted.
- Section 4: The Clerk of Council is hereby directed to deliver a certified copy of this Ordinance to the Finance Director who will deliver a certified copy to the County Auditor within thirty days after its passage.
- Section 5: That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage 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 such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

PASSED THIS DAY OF	

					APPR	ROVE	D:			
ΑΤ	ΓEST:				MAY	OR				
CLI	ERK									
		<u>CERTI</u>	FICATE (OF TI	HE CLI	ERK				
	I,eby certify that tO-835 passed by		rdinance	is a t	rue and	corre	ect copy of	of Ord	inance	No.
	TESTIMONY	WHEREOF,	witness	my	hand	and	official	seal	this	day
CLI	ERK									

23-O-835 Exhibit A: Street Lighting Districts

		Total		5% County	Total Assessment
District	#of Parcels	Assessments	Lighting Cost Per Parcel	Fee	per Parcel
Aerial	89	\$1,480.11	\$16.63	\$0.83	\$17.46
Balsam	89	\$2,651.17	\$29.79	\$1.49	\$31.28
Barrett	8	\$240.84	\$30.11	\$1.51	\$31.61
Bayside	439	\$12,828.16		\$1.46	
Beverly Gardens	337	\$6,130.14		\$0.91	\$19.10
Bonnieview	26	\$873.65		\$1.68	\$35.28
Brantwood*	89	\$2,808.29	Seperate Sheet		
Chesterfield	75	\$1,762.71	\$23.50	\$1.18	\$24.68
Danforth	247	\$8,022.44	\$32.48	\$1.62	\$34.10
Deerland	108	\$1,762.71	\$16.32	\$0.82	\$17.14
Delhi	61	\$1,381.45		\$1.13	\$23.78
Denny Lane	14	\$542.37	\$38.74	\$1.94	\$40.68
Eastland	217	\$3,659.95	\$16.87	\$0.84	\$17.71
Eastman	21	\$210.50	\$10.02	\$0.50	\$10.53
Ellington	93	\$2,301.08	\$24.74	\$1.24	\$25.98
Fairpark	26	\$273.30	\$10.51	\$0.53	\$11.04
Feldman	8	\$105.25	\$13.16	\$0.66	\$13.81
Floral Park	304	\$5,447.58	\$17.92	\$0.90	\$18.82
Harlou	12	\$315.76	\$26.31	\$1.32	\$27.63
Lane Gardens	25	\$761.81	\$30.47	\$1.52	\$32.00
Leising	34	\$1,189.99	\$35.00	\$1.75	\$36.75
Longview	35	\$820.14	\$23.43	\$1.17	\$24.60
Lynnhaven	85	\$2,410.33	\$28.36	\$1.42	\$29.77
Meyer	24	\$542.37	\$22.60	\$1.13	\$23.73
Penn	407	\$8,447.80	\$20.76	\$1.04	\$21.79
Prince Albert	856	\$12,059.53	\$14.09	\$0.70	\$14.79
Rausch	20	\$532.85	\$26.64	\$1.33	\$27.97
Sanford	116	\$2,259.92	\$19.48	\$0.97	\$20.46
Sheller	12	\$210.50	\$17.54	\$0.88	\$18.42
Sheller East	34	\$736.76	\$21.67	\$1.08	\$22.75
Silverberry	25	\$663.15	\$26.53	\$1.33	\$27.85
Spinning Hills	200	\$2,433.97	\$12.17	\$0.61	\$12.78
Spinning Road	20	\$725.83	\$36.29	\$1.81	\$38.11
Tall Oaks	29	\$949.15		\$1.64	
Teaberry	128				·
Torlage	24	\$864.71		\$1.80	
Valentine	88			_	\$29.90
Valley View*	109	\$7,254.74		<u> </u>	, 1
Wagon Wheel	187	\$5,272.24		\$1.41	\$29.60
Warrendale	9	\$235.55		\$1.31	·
Woodman	39	\$820.14		\$1.05	
General District*	231	\$9,275.94		133	, ==: 00
	Lighting Costs		·		
Costs P	lus County Fee				

Exhibit A: Brantwood District

		1		5% County	Total
Parcel ID	Address	Frontage	Assessment	Fee	Assessment
139 00520 0035	500 Reading Road	194.17	\$82.72	\$4.14	\$86.86
139 00520 0036	502 Reading Road	53.37	\$22.74	\$1.14	\$23.88
139 00520 0037	504 Reading Road	50.56	\$21.54	\$1.08	
139 00520 0038	506 Reading Road	60	\$25.56	\$1.28	\$26.84
139 00520 0039	508 Reading Road	60	\$25.56		
139 00520 0040	510 Reading Road	58.33	\$24.85	\$1.24	\$26.10
139 00520 0041	512 Reading Road	53.87	\$22.95	\$1.15	\$24.10
139 00520 0042	514 Reading Road	68.28	\$29.09	\$1.45	
139 00520 0043	516 Reading Road	68.28	\$29.09	\$1.45	\$30.55
139 00520 0044	518 Reading Road	53.87	\$22.95	\$1.15	\$24.10
139 00520 0045	520 Reading Road	53.87	\$22.95	\$1.15	\$24.10
139 00520 0046	522 Reading Road	55.21	\$23.52	\$1.18	
139 00520 0047	524 Reading Road	60	\$25.56		
139 00520 0048	526 Reading Road	60	\$25.56		\$26.84
139 00520 0049	Reading Road	81.16	\$34.58		\$36.31
139 00520 0050	530 Reading Road	87.29	\$37.19		
139 00520 0051	532 Reading Road	60	\$25.56		
139 00520 0052	534 Reading Road	60	\$25.56		
139 00520 0053	536 Reading Road	60	\$25.56		
139 00520 0054	539 Reading Road	73.55	\$31.33	\$1.57	
139 00520 0055	537 Reading Road	60	\$25.56		
139 00520 0056	535 Reading Road	60	\$25.56		
139 00520 0057	533 Reading Road	60	\$25.56	\$1.28	
139 00520 0058	531 Reading Road	54.53	\$23.23	\$1.16	
139 00520 0059	2401 Brantwood Boulevard	179.45	\$76.45	\$3.82	
139 00520 0060	2403 Brantwood Boulevard	95.26	\$40.58		
139 00520 0061	526 Recess Drive	198.15	\$84.42	\$4.22	\$88.64
139 00520 0062	528 Recess Drive	60.31	\$25.69	\$1.28	
139 00520 0063	530 Recess Drive	60	\$25.56		
139 00520 0064	532 Recess Drive	60	\$25.56		
139 00520 0065	534 Recess Drive	60	\$25.56		\$26.84
139 00520 0066	536 Recess Drive	59.64	\$25.41	\$1.27	\$26.68
139 00520 0067	538 Recess Drive	58.56	\$24.95	\$1.25	\$26.20
139 00520 0068	539 Recess Drive	56.77		\$1.21	\$25.40
139 00520 0069	537 Recess Drive	60			
139 00520 0070	535 Recess Drive	60	\$25.56		\$26.84
139 00520 0071	533 Recess Drive	60	\$25.56	\$1.28	\$26.84
139 00520 0072	531 Recess Drive	60	\$25.56	\$1.28	
139 00520 0073	529 Recess Drive	58.03	\$24.72		
139 00520 0074	527 Recess Drive	53.87	\$22.95		
139 00520 0075	525 Recess Drive	167.03			
139 00520 0076	505 Reading Road	114.89			\$51.40
139 00520 0077	507 Reading Road	60	\$25.56	\$1.28	\$26.84
139 00520 0078	509 Reading Road	79.81	\$34.00		
139 00520 0079	511 Reading Road	116.24			
139 00520 0080	513 Reading Road	116.24		\$2.48	
139 00520 0081	515 Reading Road	213.62			
139 00520 0082	2402 Brantwood Boulevard	60			
139 00520 0083	2404 Brantwood Boulevard	60			
139 00520 0084	2406 Brantwood Boulevard	99.83			
139 00520 0085	2502 Brantwood Boulevard	93.27	\$39.73		
139 00520 0086	2504 Brantwood Boulevard	60			
139 00520 0087	2506 Brantwood Boulevard	227.2	\$96.79		

Exhibit A: Brantwood District

139 00520 0088	Brantwood	131	\$55.81		\$58.60
139 00520 0089	Reading Road	49.85	\$21.24		\$22.30
139 00520 0095	542 Recess Dr	59.88	\$25.51	\$1.28	\$26.79
139 00520 0096	544 Recess Dr	60	\$25.56	\$1.28	\$26.84
139 00520 0097	546 RECESS DR	60	\$25.56	\$1.28	\$26.84
139 00520 0098	548 Recess Dr	60	\$25.56	\$1.28	\$26.84
139 00520 0099	550 Recess Dr	73.63	\$31.37	\$1.57	\$32.94
139 00520 0100	3402 Carol Marie Ln	187.65	\$79.94	\$4.00	\$83.94
139 00520 0101	3404 Carol Marie Ln	48.88	\$20.82	\$1.04	\$21.87
139 00520 0102	3406 Carol Marie Ln	53.87	\$22.95	\$1.15	\$24.10
139 00520 0103	3408 Carol Marie Ln	57	\$24.28	\$1.21	\$25.50
139 00520 0104	3410 Carol Marie Ln	85.92	\$36.60	\$1.83	\$38.44
139 00520 0105	3411 Carol Marie Ln	65.55	\$27.93	\$1.40	\$29.33
139 00520 0106	3409 Carol Marie Ln	53.87	\$22.95	\$1.15	\$24.10
139 00520 0107	3407 Carol Marie Ln	53.87	\$22.95	\$1.15	\$24.10
139 00520 0108	3405 Carol Marie Ln	67.11	\$28.59	\$1.43	\$30.02
139 00520 0109	3403 Carol Marie Ln	77.65	\$33.08	\$1.65	\$34.74
139 00520 0110	3401 Carol Marie Ln	210.02	\$89.47	\$4.47	\$93.95
139 00520 0111	562 Recess Dr	44.55	\$18.98	\$0.95	\$19.93
139 00520 0112	564 Recess Dr	38.98	\$16.61	\$0.83	\$17.44
139 00520 0113	567 Recess Dr	38.98	\$16.61	\$0.83	\$17.44
139 00520 0114	565 Recess Dr	38.98	\$16.61	\$0.83	\$17.44
139 00520 0115	563 Recess Dr	60.55	\$25.80	\$1.29	\$27.09
139 00520 0116	561 Recess Dr	60.69	\$25.86	\$1.29	\$27.15
139 00520 0117	559 Recess Dr	60	\$25.56	\$1.28	\$26.84
139 00520 0118	557 Recess Dr	60	\$25.56	\$1.28	\$26.84
139 00520 0119	555 Recess Dr	57.17	\$24.36	\$1.22	\$25.58
139 00520 0120	553 Recess Dr	58.86	\$25.08	\$1.25	\$26.33
139 00520 0121	551 Recess Dr	60	\$25.56	\$1.28	\$26.84
139 00520 0122	549 Recess Dr	58.64	\$24.98	\$1.25	\$26.24
139 00520 0123	547 Recess Dr	67.02	\$28.55	\$1.43	\$29.98
139 00520 0124	545 Recess Dr	60	\$25.56	\$1.28	\$26.84
139 00520 0125	543 Recess Dr	67.02	\$28.55	\$1.43	\$29.98
139 00520 0126	541 Recess Dr	60	\$25.56	\$1.28	\$26.84
139 00520 0127	HOA Property	64.75	\$27.58	\$1.38	\$28.97
	Total Frontage	6726.45	Total	Assessment	\$3,009.16
	Charles I I aliabation at Const.	¢2.06F.60		-	-

Total Frontage 6726.45
Street Lighting Cost \$2,865.60
Minus City Share \$2,808.29
Per Foot Cost 0.4260

				I	5% County	Total
Parcel ID	Address	Street	Frontage	Assessment	Fee	Assessment
139 00814 0001	1	MATT	55	\$56.61	\$2.83	\$59.44
139 00814 0002	•	MATT	60	\$61.75	\$3.09	\$64.84
139 00814 0003		MATT	60	\$61.75	\$3.09	\$64.84
139 00814 0004		MATT	66	\$67.93	\$3.40	\$71.33
139 00814 0005		MATT	43	\$44.26	\$2.21	\$46.47
139 00814 0006		MUGAVIN	76		\$3.91	\$82.13
139 00814 0007		MUGAVIN	75	\$77.19	\$3.86	\$81.05
139 00814 0008		MUGAVIN	80	\$82.34	\$4.12	\$86.46
139 00814 0009		MUGAVIN	61	\$62.78	\$3.14	\$65.92
139 00814 0010		MUGAVIN	61	\$62.78	\$3.14	\$65.92
139 00814 0011		MUGAVIN	133	\$136.88	\$6.84	\$143.73
139 00814 0012		MUGAVIN	41	\$42.20	\$2.11	\$44.31
139 00814 0013		MUGAVIN	41	\$42.20	\$2.11	\$44.31
139 00814 0014		MUGAVIN	41	\$42.20	\$2.11	\$44.31
139 00814 0015		MUGAVIN	83	\$85.42	\$4.27	\$89.70
139 00814 0016		MUGAVIN	70	\$72.04	\$3.60	\$75.65
139 00814 0017		MUGAVIN	73	\$75.13	\$3.76	\$78.89
139 00814 0017		MUGAVIN	75	\$77.19	\$3.86	\$81.05
139 00814 0018		MUGAVIN	72	\$77.13	\$3.71	\$77.81
139 00814 0019		MUGAVIN	97	\$99.83	\$4.99	\$104.83
139 00814 0020		ATHA	61	\$62.78	\$3.14	\$65.92
139 00814 0021		ATHA	79	\$81.31	\$4.07	\$85.38
139 00814 0022			53	\$54.55	\$4.07	\$57.28
139 00814 0023		ATHA		\$86.45	\$4.32	\$57.28
		ATHA	84			
139 00814 0025		ATHA	150 77	\$154.38 \$79.25	\$7.72 \$3.96	\$162.10 \$83.21
139 00814 0026		ATHA		\$79.23	\$3.96	\$37.83
139 00814 0027		MATT MATT	35		\$5.20	
139 00814 0028 139 00814 0029		MATT	101	\$103.95 \$103.95		\$109.15
139 00814 0029		MATT	101 86	\$103.95	\$5.20	\$109.15
139 00814 0030		MATT	60	\$61.75	\$4.43	\$92.94
139 00814 0031		MATT	60	\$61.75	\$3.09 \$3.09	\$64.84 \$64.84
		MATT		·		
139 00814 0033		MATT	60	\$61.75 \$113.21	\$3.09 \$5.66	\$64.84
139 00814 0034						
139 00814 0035		MATT	87	\$89.54		
139 00814 0036		GLEASON GLEASON	54	\$55.58		·
139 00814 0037		GLEASON	63	\$64.84		
139 00814 0038			64	\$65.87	\$3.29	\$69.17
139 00814 0039		GLEASON	64	\$65.87	\$3.29	
139 00814 0040		GLEASON	64	\$65.87	\$3.29	\$69.17
139 00814 0042		GLEASON	55		\$2.83	\$59.44
139 00814 0043		GLEASON	60	\$61.75	\$3.09	\$64.84
139 00814 0044		GLEASON	60			\$64.84
139 00814 0045		GLEASON	60	\$61.75	\$3.09	\$64.84
139 00814 0046		GLEASON	40		\$2.06	
139 00814 0047		GLEASON	39			\$42.15
139 00814 0048		GLEASON	39			\$42.15
139 00814 0049	1	GLEASON	39			\$42.15
139 00814 0050		GLEASON	74			\$79.97
139 00814 0051	1	GLEASON	61	\$62.78	\$3.14	\$65.92
139 00814 0052		GLEASON	115		\$5.92	\$124.28
139 00814 0053		MATT	78			\$84.30
139 00814 0054	2047	MATT	60	\$61.75	\$3.09	\$64.84

120 00814 0055	2051	MATT	CC	¢67.02	¢2.40	¢71.22
139 00814 0055			66 58	\$67.93	\$3.40	\$71.33
139 00814 0056		MATT		\$59.69	\$2.98	\$62.68
139 00814 0057		MATT	60	\$61.75	\$3.09	\$64.84
139 00814 0058		MATT	60	\$61.75	\$3.09	\$64.84
139 01620 0001		MATT	56	\$57.63	\$2.88	\$60.52
139 01620 0002		MATT	56	\$57.63	\$2.88	\$60.52
139 01620 0003		MATT	56	\$57.63	\$2.88	\$60.52
139 01620 0004		MATT	56	\$57.63	\$2.88	\$60.52
139 01620 0005		MATT	60	\$61.75	\$3.09	\$64.84
139 01620 0006		MATT	61	\$62.78	\$3.14	\$65.92
139 01620 0007		MATT	71	\$73.07	\$3.65	\$76.73
139 01620 0008		MATT	71	\$73.07	\$3.65	\$76.73
139 01620 0009		MATT	71	\$73.07	\$3.65	\$76.73
139 01620 0010		MATT	74	\$76.16	\$3.81	\$79.97
139 01620 0011	2059	MATT	74	\$76.16	\$3.81	\$79.97
139 01620 0012	2063	MATT	61	\$62.78	\$3.14	\$65.92
139 01620 0013	2067	MATT	60	\$61.75	\$3.09	\$64.84
139 01620 0014		MATT	58	\$59.69	\$2.98	\$62.68
139 01620 0015		MATT	56	\$57.63	\$2.88	\$60.52
139 01620 0016	2079	MATT	56	\$57.63	\$2.88	\$60.52
139 01620 0017	2083	MATT	56	\$57.63	\$2.88	\$60.52
139 01620 0018	2087	MATT	56	\$57.63	\$2.88	\$60.52
139 01620 0019	2091	MATT	61	\$62.78	\$3.14	\$65.92
139 01621 0001	0	-	9	\$9.26	\$0.46	\$9.73
139 01621 0002	2095	MATT	65	\$66.90	\$3.34	\$70.25
139 01621 0003	6016	KAY	59	\$60.72	\$3.04	\$63.76
139 01621 0004	6020	KAY	59	\$60.72	\$3.04	\$63.76
139 01621 0005	6024	KAY	56	\$57.63	\$2.88	\$60.52
139 01621 0006	6030	KAY	54	\$55.58	\$2.78	\$58.36
139 01621 0007	6034	KAY	57	\$58.66	\$2.93	\$61.60
139 01621 0008	6038	KAY	38	\$39.11	\$1.96	\$41.07
139 01621 0009	6042	KAY	38	\$39.11	\$1.96	\$41.07
139 01621 0010	6051		38	\$39.11	\$1.96	\$41.07
139 01621 0011	6049	KAY	43	\$44.26	\$2.21	\$46.47
139 01621 0012	6045	KAY	60	\$61.75	\$3.09	\$64.84
139 01621 0013	6041		49	\$50.43	\$2.52	\$52.96
139 01621 0014	6039		37	\$38.08		\$39.99
139 01621 0015	6035		35	\$36.02	\$1.80	\$37.83
139 01621 0016	6031		67	\$68.96	\$3.45	\$72.41
139 01621 0017	6027		61	\$62.78	\$3.14	\$65.92
139 01621 0018	6023		65	\$66.90	\$3.34	\$70.25
139 01621 0019	6019		65	\$66.90	\$3.34	\$70.25
139 01621 0020	6015		64	\$65.87	\$3.29	\$69.17
139 01621 0021	6011		68	\$69.98	\$3.50	\$73.49
139 01621 0022		KATHERINE	66	\$67.93	\$3.40	\$71.33
139 01621 0023		KATHERINE	46	\$47.34	\$2.37	\$49.71
139 01621 0024		KATHERINE	53	\$54.55	\$2.73	\$57.28
139 01621 0025		KATHERINE	59	\$60.72	\$3.04	\$63.76
139 01621 0026		KATHERINE	65	\$66.90	\$3.34	\$70.25
139 01621 0027		KATHERINE	53	\$54.55	\$2.73	\$57.28
139 01621 0027		KATHERINE	53	\$54.55	\$2.73	\$57.28
139 01621 0029		KATHERINE	53	\$54.55	\$2.73	\$57.28
139 01621 0030		KATHERINE	31	\$31.90	\$1.60	\$37.28
139 01621 0030		KATHERINE	146	\$150.26	\$7.51	\$157.78
139 01621 0031		KATHERINE	79	\$81.31	\$4.07	\$85.38
133 01021 0032	3020	IV THEIMINE	/9	101.31	7+.∪/	٥٥.٥٥

Exhibit A: Valley View

139 01621 0033	5016	KATHERINE	123	\$126.59	\$6.33	\$132.92
139 01621 0034	5012	KATHERINE	65	\$66.90	\$3.34	\$70.25
Tota		Total Frontage	7049	Total	Total Assessment	
		Street Lighting Cost	\$7,402.80		_	
		Minus City Share	\$7,254.74			
		Per Foot Cost	1.0292			

Exhibit A: General District

					5% County	Total
Parcel ID	Address	Street	Frontage	Assessment	Fee	Assessment
139 00114 0046		Airway	1173	\$315.47	\$15.77	\$331.25
139 00202 0019		Valley	192	\$51.67	\$2.58	\$54.26
139 00202 0020		Valley	543	\$145.91	\$7.30	\$153.21
139 00202 0022		Valley	635	\$170.85	\$8.54	\$179.39
139 00202 0024		Valley	25	\$6.72	\$0.34	\$7.06
139 00202 0025		Valley	193	\$51.91	\$2.60	\$54.51
139 00202 0027		Valley	64	\$17.21	\$0.86	\$18.08
139 00202 0029		Valley	304	\$81.76		\$85.86
139 00203 0019		Valley	160	\$43.03	\$2.15	\$45.19
139 00203 0020		Valley	466	\$125.30	\$6.26	\$131.57
139 00203 0024		Valley	219	\$58.80	\$2.94	\$61.74
139 00203 0025		Harshman	924	\$248.51	\$12.43	\$260.94
139 00203 0027		Valley	1230	\$330.72	\$16.54	\$347.26
139 00203 0034		Harshman	200	\$53.79	\$2.69	\$56.48
139 00203 0039		Valley	696	\$187.26	\$9.36	\$196.63
139 00203 0046		Valley	886	\$238.30	\$11.91	\$250.22
139 00203 0051		Valley	40	\$10.76		\$11.30
139 00203 0052		Valley	81	\$21.65	\$1.08	\$22.74
139 00203 0053	0000	Valley	100	\$26.89	\$1.34	\$28.24
139 00203 0072	2700	Valley	506	\$136.02	\$6.80	\$142.83
139 00203 0077		Valley	125	\$33.62	\$1.68	\$35.30
139 00203 0078		Valley	106	\$28.63	\$1.43	\$30.07
139 00203 0080		Harshman	284	\$76.48		\$80.31
139 00204 0001		Harshman	548	\$147.31	\$7.37	\$154.68
139 00204 0002	2001	Harshman	237	\$63.61	\$3.18	\$66.79
139 00204 0004	2405	Harshman	210	\$56.48	\$2.82	\$59.31
139 00204 0005		Harshman	277	\$74.48	\$3.72	\$78.21
139 00204 0012		Harshman	326	\$87.67	\$4.38	\$92.06
139 00204 0014		Harshman	331	\$89.02	\$4.45	\$93.48
139 00204 0016		Harshman	180	\$48.41	\$2.42	\$50.84
139 00204 0017		Harshman	420	\$112.84	\$5.64	\$118.49
139 00204 0018		Harshman	192	\$51.64	\$2.58	\$54.22
139 00204 0019		Harshman	100	\$26.89	\$1.34	\$28.24
139 00204 0020		Harshman	50			\$14.12
139 00204 0021		Harshman	50			\$14.12
139 00204 0022		Harshman	66			\$18.64
139 00204 0025	2512	Harshman	76			\$21.33
139 00204 0026		Harshman	127	\$34.02		\$35.73
139 00204 0027		Harshman	127	\$34.02		\$35.73
139 00204 0030		Harshman	34			\$9.61
139 00204 0043		Harshman	303			\$85.56
139 00401 0001	3500	Valley	275			
139 00401 0003		Valley	390			\$110.16
139 00408 0001		Amston off Harshman	506			\$142.91
139 00413 0001		Harshman	73	·		\$20.68
139 00417 0002		Trade Center Cir	145			\$40.95
139 00417 0004		Trade Center Cir	99			\$28.00
139 00505 0001	3001	Old Troy	35			\$9.75
139 00505 0002		Old Troy	240			\$67.67
139 00505 0015		Old Troy	45			\$12.71
139 00505 0019		Old Troy	52	\$14.01	\$0.70	\$14.72
139 00506 0010		Troy	45			\$12.71
139 00506 0011		Old Troy	45			\$12.71

120 00507 0020	2006	Old Troy	1 00	¢26.20	ć1 22	¢27.62
139 00507 0039		Old Troy	98	\$26.30	\$1.32	\$27.62
139 00508 0024		Old Troy		\$25.03	\$1.25	\$26.28
139 00509 0001		Old Troy	503	\$135.39	\$6.77	\$142.16
139 00509 0009		Old Troy	465	\$125.18	\$6.26	\$131.44
139 00509 0010		Old Troy	108	\$29.08	\$1.45	\$30.54
139 00509 0014		Old Troy	20	\$5.38	\$0.27	\$5.65
139 00511 0001		Old Troy	45	\$12.10	\$0.61	\$12.71
139 00511 0003		Old Troy	50	\$13.45	\$0.67	\$14.12
139 00511 0025		Old Troy	50	\$13.45	\$0.67	\$14.12
139 00511 0029		Old Troy	133	\$35.77	\$1.79	\$37.56
139 00520 0018		Old Troy	300	\$80.68	\$4.03	\$84.72
139 00520 0019	3600	Old Troy	175	\$47.07	\$2.35	\$49.42
139 00520 0026		Old Troy	210	\$56.55	\$2.83	\$59.38
139 00702 0001		Valley	216	\$57.96	\$2.90	\$60.86
139 00702 0024	98	Hypathia	151	\$40.70	\$2.04	\$42.74
139 00710 0059		Valley	45	\$12.10	\$0.61	\$12.71
139 00711 0011		Valley	45	\$12.10	\$0.61	\$12.71
139 00711 0012	2307	,	45	\$12.10	\$0.61	\$12.71
139 00711 0013		Valley	45	\$12.10	\$0.61	\$12.71
139 00716 0002		Valley	40	\$10.76	\$0.54	\$11.30
139 00716 0003	2623	Valley	40	\$10.76	\$0.54	\$11.30
139 00716 0004		Valley	40	\$10.76	\$0.54	\$11.30
139 00717 0064		Valley	45	\$12.10	\$0.61	\$12.71
139 00717 0065		Valley	45	\$12.10	\$0.61	\$12.71
139 00717 0067	2612	Valley	45	\$12.10	\$0.61	\$12.71
139 00717 0068	2616	Valley	45	\$12.10	\$0.61	\$12.71
139 00717 0069	2620	Valley	118	\$31.84	\$1.59	\$33.44
139 00801 0005		Old Troy	923	\$248.24	\$12.41	\$260.65
139 00803 0027		Old Troy	124	\$33.44	\$1.67	\$35.12
139 00804 0001		Old Troy	164	\$44.21	\$2.21	\$46.43
139 00805 0001	4109	Schwinn	179	\$48.01	\$2.40	\$50.42
139 00811 0001	4542	Kalida	281	\$75.57	\$3.78	\$79.35
139 00811 0002	4542	Kalida	197	\$53.10	\$2.65	\$55.76
139 00812 0001		Old Troy	274	\$73.77	\$3.69	\$77.47
139 00914 0048	5663	Burkhardt	60	\$16.14	\$0.81	\$16.95
139 00918 0009	4939	Burkhardt	194	\$52.11	\$2.61	\$54.72
139 00918 0010	499	Woodman	280	\$75.30	\$3.77	\$79.08
139 00919 0008	501	Woodman	63	\$17.04	\$0.85	\$17.90
139 01002 0048	4422	Airway	48	\$12.87	\$0.64	\$13.52
139 01208 0001	5580	Burkhardt	205	\$55.13	\$2.76	\$57.90
139 01208 0002		Burkhardt	25	\$6.72	\$0.34	\$7.06
139 01208 0003		Burkhardt	150	\$40.32	\$2.02	\$42.34
139 01208 0004	5636	Burkhardt	60	\$16.14	\$0.81	\$16.95
139 01208 0005		Burkhardt	115	\$30.93	\$1.55	\$32.48
139 01209 0025		Spinning	84	\$22.56	\$1.13	\$23.69
139 01209 0026		Spinning	9	\$2.39	\$0.12	\$2.52
139 01209 0027		Spinning	84	\$22.56	\$1.13	\$23.69
139 01212 0001		Spinning	84	\$22.56	\$1.13	\$23.69
139 01212 0002		Spinning	84	\$22.56	\$1.13	\$23.69
139 01212 0003		Spinning	84	\$22.56	\$1.13	\$23.69
139 01212 0004		Spinning	82	\$22.05	\$1.10	\$23.16
139 01214 0001		Burkhardt	105	\$28.24	\$1.41	\$29.66
139100505 0028		Old Troy	250	\$67.16	\$3.36	\$70.52
139100505 0028		Old Troy	130	\$34.96	\$3.36 \$1.75	\$36.72
139100505 0029		Old Troy	50	\$13.45		\$14.12
133100303 0033	2021	OIG 110y		ر4.c ₊ ر	70.07	7±4.1Z

139100505 0036	2615	Old Troy	50	\$13.45	\$0.67	\$14.12
139100505 0037	2611	Old Troy	50	\$13.45	\$0.67	\$14.12
139100505 0038		Old Troy	50	\$13.45	\$0.67	\$14.12
139100505 0039		Old Troy	50	\$13.45	\$0.67	\$14.12
139100505 0040		Old Troy	50	\$13.45	\$0.67	\$14.12
139100505 0041		Old Troy	50	\$13.45	\$0.67	\$14.12
139100505 0042		Old Troy	100	\$26.89	\$1.34	\$28.24
139100505 0042		Old Troy	50	\$13.45	\$0.67	\$14.12
139100701 0014		Valley	792	\$212.94	\$10.65	\$223.59
139100701 0014		Valley	81	\$21.78	\$1.09	\$22.88
139101401 0003	2300	Sheller	46	\$12.37	\$0.62	\$13.00
139101401 0005		Sheller	46	\$12.37	\$0.62	\$13.00
139101401 0003		Sheller	46	\$12.37	\$0.62	\$13.00
139101401 0007		Sheller	46	\$12.37	\$0.62	
			46	\$12.37	\$0.62	\$13.00 \$13.00
139101401 0008	1217	Sheller Obie			\$0.62	\$13.00
139101405 0002			105	\$28.31	·	\$29.73
139101405 0003	4346	Sheller	210	\$56.37	\$2.82	\$59.19
139101405 0004		Sheller	50	\$13.45	\$0.67	\$14.12
139101405 0008		Sheller	72	\$19.23	\$0.96	\$20.20
139101405 0010		Sheller	50	\$13.45	\$0.67	\$14.12
139101406 0002		Sheller	47	\$12.64	\$0.63	\$13.28
139101406 0006		Sheller	46	\$12.37	\$0.62	\$13.00
139101406 0007		Sheller	46	\$12.37	\$0.62	\$13.00
139101406 0008	4325	Sheller	46	\$12.37	\$0.62	\$13.00
139101406 0009	4321	Sheller	46	\$12.37	\$0.62	\$13.00
139101407 0009	4415	Sheller	45	\$12.10	\$0.61	\$12.71
139101407 0011	4407	Sheller	45	\$12.10	\$0.61	\$12.71
139101407 0012	4405	Sheller	49	\$13.18	\$0.66	\$13.84
139101407 0013	4403	Sheller	49	\$13.18	\$0.66	\$13.84
139101407 0080		Sheller	25	\$6.72	\$0.34	\$7.06
139101408 0011	1125	Mayapple	44	\$11.83	\$0.59	\$12.43
139101408 0012	1125	Mayapple	43	\$11.56	\$0.58	\$12.15
139101408 0013		Mayapple	43	\$11.56	\$0.58	\$12.15
139101408 0014		Mayapple	43	\$11.56	\$0.58	\$12.15
139101408 0015	1105	Mayapple	43	\$11.56	\$0.58	\$12.15
139101408 0016		Mayapple	44	\$11.83		\$12.43
139101408 0017		Mayapple	44	\$11.83	\$0.59	\$12.43
139101408 0018		Mayapple	44	\$11.83	\$0.59	\$12.43
139101408 0035		Mayapple	23	\$6.13	\$0.31	\$6.44
139101409 0008		Ames	43	\$11.63	\$0.58	\$12.22
139101409 0013		Ames	86	\$23.03	\$1.15	\$24.19
139101409 0014		Ames	66	\$17.65	\$0.88	\$18.54
139101409 0015		Ames	131	\$35.30	\$1.76	\$37.07
139101409 0019		Sheller	250	\$67.24	\$3.36	\$70.60
139101409 0019		Ames	88	\$23.53	\$1.18	\$24.71
139101409 0022		Ames	60	\$16.14	\$0.81	\$16.95
139101409 0025		Sheller	109	\$29.18	\$1.46	\$30.64
139101409 0038		Ames	87	\$23.33	\$1.40	\$24.50
139101409 0038		Obie	76	\$23.33	\$1.17	\$24.50
139101410 0038		Mayapple	31	\$8.40	\$1.02	\$8.83
139101411 0036		Mayappie	40	\$8.40	\$0.42	
						\$11.30
139101411 0039		Mayapple	50	\$13.45	\$0.67	\$14.12
139101411 0040	1301	Mayapple	91	\$24.54	\$1.23	\$25.77
139101412 0001		Penn	525	\$141.06	\$7.05	\$148.12

Exhibit A: General District

139101501 0007	4419	Linden	197	\$53.11	\$2.66	\$55.77
139101501 0010	4317	Linden	293	\$78.79	\$3.94	\$82.74
139101502 0005	4318	Linden	151	\$40.56	\$2.03	\$42.59
139101502 0032	4215	Linden	81	\$21.73	\$1.09	\$22.82
139101502 0065	4251	Linden	155	\$41.67	\$2.08	\$43.76
139101502 0068		Rausch	29	\$7.74	\$0.39	\$8.13
139101503 0002	4433	Linden	1024	\$275.28	\$13.76	\$289.05
139101503 0005	4515	Linden	500	\$134.47	\$6.72	\$141.20
139101503 0007		Spinning-Dayton Xenia Pk	173	\$46.54	\$2.33	\$48.88
139101601 0007	4001	Linden	103	\$27.83	\$1.39	\$29.23
139101602 0001	4032	Linden	361	\$97.02	\$4.85	\$101.88
139101602 0009		Linden	263	\$70.72	\$3.54	\$74.27
139401503 0008	4524	Linden	881	\$236.83	\$11.84	\$248.67
139401503 0015	4420	Linden	142	\$38.11	\$1.91	\$40.02
139401505 0005	4601	Linden	182	\$48.89	\$2.44	\$51.34
139401505 0016	4640	Linden	377	\$101.49	\$5.07	\$106.57
139401505 0017	1371	Spaulding	116	\$31.26	\$1.56	\$32.82
139401505 0024	4700	Linden	215	\$57.71	\$2.89	\$60.60
139401505 0028	1390	Spaulding	359	\$96.68	\$4.83	\$101.51
139401505 0032	4740	Linden	633	\$170.26	\$8.51	\$178.78
139401505 0042		Spaulding Rd	117	\$31.56	\$1.58	\$33.14
139401506 0007	4917	Linden	241	\$64.88	\$3.24	\$68.13
139401506 0008	5031	Linden	277	\$74.42	\$3.72	\$78.14
139401506 0035	24	Tulip Ln	109	\$29.32	\$1.47	\$30.79
139401506 0036	14	Tulip Ln	105	\$28.22	\$1.41	\$29.63
139401506 0037	5010	Linden	162	\$43.54	\$2.18	\$45.72
139401506 0038	5030	Linden	130	\$34.90	\$1.74	\$36.65
139451320 0004		Linden	173	\$46.41	\$2.32	\$48.73
		Total Frontage	34490	Total	Assessment	\$9,740.60

Street Lighting Cost \$9,465.24 Minus City Share \$9,275.94 Per Foot Cost 0.2689



MEETING DATE: August 4, 2023 AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Tom Garrett, Finance Director

SUBJECT: Ordinance No. 23-O-836 – An ordinance to levy special assessments for the

construction and repair of curbs, sidewalks, driveway approaches, and related

appurtenances associated with the 2022 paving project.

EXPLANATION

The 2022 Paving Project replaced curbs, sidewalks, and driveway approaches on Lynnhaven, Meyer, Eastman, and nearby intersecting streets. City policy requires property owners to pay the cost of maintaining curbs and sidewalks.

Some property owners have already reimbursed the City. This legislation certifies the remaining costs plus interest to the Montgomery County Auditor for collection on real property tax bills.

RECOMMENDATION

It is respectfully recommended that the Mayor and City Council approve the attached legislation

FISCAL IMPACT

Recoups approximately \$492,178 of costs paid by the City. Assessment receipts are spread over the next five years (2024 - 2028).

SOURCE OF FUNDS

N/A

EXHIBITS

Ordinance and Exhibit

TO \mathbf{AN} **ORDINANCE** LEVY **SPECIAL** ASSESSMENTS FOR THE **DRIVE** CONSTRUCTION AND REPAIR OF CURBS. SIDEWALKS, APPROACHES, AND RELATED APPURTENANCES ASSOCIATED WITH THE 2022 PAVING PROGRAM.

WHEREAS, on May 4, 2023, this Council adopted Resolution No. 23-R-2842, a Resolution of Necessity, declaring the necessity to construct and repair curbs, sidewalks, driveway approaches, and related appurtenances, as part of the 2022 Paving Project; and

WHEREAS, notice of the passage of that Resolution of Necessity was given as required by law; and

WHEREAS, the City of Riverside subsequently constructed and/or repaired those curbs, sidewalks, driveway approaches, and related appurtenances which were not constructed or repaired by the owners of the abutting property; and

WHEREAS, the total cost of the construction has been reported to this Council; and a list of assessments of that total cost has been prepared and placed on file in the office of the Finance Director so as to be available for public inspection, and a copy of said list is attached hereto as Exhibit A and made a part of this Ordinance; and

WHEREAS, notice that the list of assessments was available for inspection and examination was published as required by law; and

WHEREAS, no objections to any assessment have been filed; and

WHEREAS, this Council has now reviewed the reported assessments.

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

- Section 1: The list of assessments referred to in the above recital paragraph is hereby approved.
- Section 2: The amounts of assessment on the list are hereby and shall be levied upon the lots and lands which abut the improvements, as set forth on the list.
- Section 3: No assessment approved or levied by this Ordinance exceeds the special benefits resulting from the improvement and does not exceed any statutory limitations.

- Section 4: The Finance Director is authorized and directed to continue to keep on file in his office until all the assessments have been paid in full a list of the assessments and the description of the lots and lands so assessed.
- Section 5: The total assessment against each lot and parcel of land shall be payable in cash to the Finance Director of the City of Riverside within four (4) weeks of invoice, or, at the option of the property owner, shall be payable in not more than five (5) annual installments over a period not exceeding five (5) years. Assessments paid in annual installments shall include all costs of the County Auditor and shall also include interest at the rate of 3.55%, annually.

All assessments and assessment installments that have not been paid at the expiration of the payment period allowed by this Ordinance shall be certified by the Clerk of this Council to the County Auditor as provided by law. These assessments and installments are then to be placed on the tax duplicate and collected at the same time and in the same manner as real estate taxes are collected.

- Section 6: The Clerk of Council is authorized and directed to cause notice of the passage of this Ordinance to be published once in a newspaper of general circulation in the City; the notice shall state that the assessment have been made and are on file in the office of the Finance Director for inspection and examination by interested persons.
- Section 7: The Finance Director is authorized and directed to cause notice of the levy of the assessments to be filed with the County Auditor within twenty (20) days following passage of this Ordinance.
- Section 8: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting; and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, to the extent required by or under the Charter of this City.
- Section 9: As provided in Section 5.03 of the City Charter, this Ordinance shall be effective 30 days after adoption.

PASSED THIS DAY OF		<u> </u>
	APPROVED:	
	MAYOR	

AT	TEST:									
CL	ERK									
		<u>CERTI</u>	FICATE	OF TI	HE CLI	ERK				
here	I,eby certify that t O-836 passed by	he foregoing C the Riverside C	Ordinance	is a t	rue and	l corre	ect copy of	of Ord	inance	No.
	TESTIMONY	-	witness	my	hand	and	official	seal	this	day
		_								
${\mathrm{CL}}$	ERK									

Ordinance 23-O-836

Exhibit A

City of Riverside Curb Assessment

5 Year

Parcel	Code	Year	Amount	
139 01012 0016		2023	1781.21	1,781.21
139 01012 0016		2024	1781.21	•
139 01012 0016		2025	1781.21	
139 01012 0016		2026	1781.21	
139 01012 0016		2027	1781.21	
139 01014 0034		2023	981.00	981.00
139 01014 0034		2023	981.00	
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139 01007 0020		2023	1121.32	1,121.32
139 01007 0020		2024	1121.32	
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139 01006 0009		2023 2024	113.12	113.12
139 01006 0009			113.12	
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139 01006 0009		2026	113.12	

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139 01021 0016	2023	1237.31	1,237.31
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139 01021 0016	2027	1237.31	
139 01021 0017	2023	1698.72	1,698.72
139 01021 0017	2024	1698.72	
139 01021 0017	2025	1698.72	
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139 01021 0017	2027	1698.72	
139 01014 0016	2023	574.53	574.53
139 01014 0016	2024	574.53	
139 01014 0016	2025	574.53	
139 01014 0016	2026	574.53	
139 01014 0016	2027	574.53	
159 01014 0016	2027	374.33	
139 01019 0024	2023	2725.39	2,725.39
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139 01019 0024	2025	2725.39	
139 01019 0024	2026	2725.39	
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139 01012 0009	2023	579.29	579.29
139 01012 0009	2024	579.29	
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139 01012 0009	2026	579.29	
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120 04042 0042	2022	1056.41	1 056 44
139 01012 0012	2023	1856.41	1,856.41
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139 01012 0007	2023	670.84	670.84
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139 01012 0007	2027	670.84	
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139 01012 0013	2025	1479.71	

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139 01012 0014	2023	685.97	685.97
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139 01012 0005	2024	719.13	
139 01012 0005	2025	719.13	
139 01012 0005	2026	719.13	
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139 01012 0015	2023	1627.48	1,627.48
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139 01012 0015	2027	1627.48	
133 01012 0013	2027	1027.10	
139 01012 0004	2023	1112.39	1,112.39
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139 01012 0004	2025	1112.39	
139 01012 0004	2026	1112.39	
139 01012 0004	2027	1112.39	
139 01012 0002	2023	975.10	975.10
139 01012 0002	2024	975.10	
139 01012 0002	2025	975.10	
139 01012 0002	2026	975.10	
139 01012 0002	2027	975.10	
139 01013 0018	2023	1519.88	1,519.88
139 01013 0018	2024	1519.88	
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139 01013 0018	2026	1519.88	
139 01013 0018	2027	1519.88	
139 01013 0019	2023	527.87	527.87
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139 01013 0019	2026	527.87	
139 01013 0019	2027	527.87	
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	901.13	2026	139 01013 0006
	901.13	2027	139 01013 0006
	301.13	2027	133 01013 0000
631.99	631.99	2023	139 01013 0020
	631.99	2024	139 01013 0020
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	631.99	2026	139 01013 0020
	631.99	2027	139 01013 0020
	031.99	2027	139 01013 0020
632.44	632.44	2023	139 01013 0005
	632.44	2024	139 01013 0005
	632.44	2025	139 01013 0005
	632.44	2026	139 01013 0005
	632.44	2027	139 01013 0005
	032.44	2027	139 01013 0003
505.25	505.25	2023	139 01013 0004
	505.25	2024	139 01013 0004
	505.25	2025	139 01013 0004
	505.25	2026	139 01013 0004
	505.25	2027	139 01013 0004
	303.23	2027	133 01013 0004
2,670.78	2670.78	2023	139 01013 0035
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	2670.78	2025	139 01013 0035
	2670.78	2026	139 01013 0035
	2670.78	2027	139 01013 0035
	2070.70		
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	837.61	2024	139 01013 0002
	837.61	2025	139 01013 0002
	837.61	2026	139 01013 0002
	837.61	2027	139 01013 0002
	037.01	2027	133 01013 0002
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	1338.48	2026	139 01013 0001
	1338.48	2027	139 01013 0001
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	973.70	2025	139 01013 0036
	973.70	2026	139 01013 0036
	973.70	2027	139 01013 0036
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584.62	584.62	2023	139 01014 0011

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139 01014 0011	2025	584.62	
139 01014 0011	2026	584.62	
139 01014 0011	2027	584.62	
139 01014 0017	2023	1213.47	1,213.47
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139 01014 0017	2026	1213.47	
139 01014 0017	2027	1213.47	
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139 01014 0008	2023	1483.13	1,483.13
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139 01014 0019	2023	1351.32	1,351.32
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133 01014 0013	2027	1331.32	
139 01014 0006	2023	797.98	797.98
139 01014 0006	2024	797.98	737.30
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139 01014 0006	2026	797.98	
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139 01014 0001	2027	1161.89	
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139 01020 0048	2025	782.31	
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139 01020 0042	2023	721.43	721.43
139 01020 0042	2024	721.43	
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139 01020 0042	2027	721.43	
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139 01020 0041	2024	1011.24	2,022.21
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103 01020 00 11	202,	1011121	
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139 01021 0015	2023	827.2	827.20
139 01021 0015	2024	827.2	
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139 01021 0015	2026	827.2	
139 01021 0015	2027	827.2	
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139 01021 0027	2023	616.06	616.06
139 01021 0027	2024	616.06	
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139 01021 0027	2026	616.06	
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139 01021 0026	2023	551.27	551.27
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139 01021 0018	2024	1605.01	
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139 01021 0018	2027	1605.01	
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139 01021 0022	2023	730.63	730.63
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139 01007 0021	2023	1421.44	1,421.44
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139 01012 0021	2023	831.1	831.10
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139 01012 0021	2025	831.1	
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139 01007 0022	2025	1223.95	
139 01007 0022	2026	1223.95	
139 01007 0022	2027	1223.95	
133 01007 0022	2021	1223.33	
139 01012 0020	2023	1405.65	1,405.65
139 01012 0020	2024	1405.65	

139 01012 0020	2025	1405.65	
139 01012 0020	2026	1405.65	
139 01012 0020	2027	1405.65	
133 01012 0020	2027	1403.03	
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139 01007 0023	2027	1192.95	
139 01012 0024	2023	1697.38	1,697.38
139 01012 0024	2024	1697.38	1,037.00
139 01012 0024	2025	1697.38	
139 01012 0024	2026	1697.38	
139 01012 0024	2027	1697.38	
139 01007 0024	2023	1053.95	1,053.95
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139 01007 0024	2026	1053.95	
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139 01008 0012	2025	704.23	
139 01008 0012	2026	704.23	
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139 01008 0011	2023	1199.37	1,199.37

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139 01008 0011	2026	1199.37	
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139 01013 0015	2027	1245.9	
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139 01008 0010	2023	1032.91	1,032.91
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139 01008 0009	2026	1182.28	
139 01008 0009	2027	1182.28	
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139 01013 0013	2026	656.07	
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139 01013 0026	2023	2419.19	2,419.19
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.55 5-515 5020	2021		

139 01008 0007	2023	906.17	906.17
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139 01008 0007	2026	906.17	
139 01008 0007	2027	906.17	
139 01011 0001	2023	1384.78	1,384.78
139 01011 0001	2024	1384.78	,
139 01011 0001	2025	1384.78	
139 01011 0001	2026	1384.78	
139 01011 0001	2027	1384.78	
133 01011 0001	2027	1504.70	
139 01011 0002	2023	1616.59	1,616.59
139 01011 0002	2024	1616.59	_,,,
139 01011 0002	2025	1616.59	
139 01011 0002	2026	1616.59	
139 01011 0002	2027	1616.59	
133 01011 0002	2027	1010.55	
139 01011 0003	2023	1741.74	1,741.74
139 01011 0003	2024	1741.74	_,,, .
139 01011 0003	2025	1741.74	
139 01011 0003	2026	1741.74	
139 01011 0003	2027	1741.74	
133 01011 0003	2027	1,41.,4	
139 01019 0043	2023	285.82	285.82
139 01019 0043	2024	285.82	
139 01019 0043	2025	285.82	
139 01019 0043	2026	285.82	
139 01019 0043	2027	285.82	
139 01019 0023	2023	1459.32	1,459.32
139 01019 0023	2024	1459.32	
139 01019 0023	2025	1459.32	
139 01019 0023	2026	1459.32	
139 01019 0023	2027	1459.32	
139 01019 0017	2023	1185.34	1,185.34
139 01019 0017	2024	1185.34	
139 01019 0017	2025	1185.34	
139 01019 0017	2026	1185.34	
139 01019 0017	2027	1185.34	
	= ·	, , , , , , , , , , , , , , , , , , ,	
139 01019 0015	2023	1220.13	1,220.13
139 01019 0015	2024	1220.13	
139 01019 0015	2025	1220.13	
139 01019 0015	2026	1220.13	
139 01019 0015	2027	1220.13	

139 01020 0002	2023	520.33	520.33
139 01020 0002	2024	520.33	
139 01020 0002	2025	520.33	
139 01020 0002	2026	520.33	
139 01020 0002	2027	520.33	
139101406 0055	2023	134.19	134.19
139101406 0055	2024	134.19	
139101406 0055	2025	134.19	
139101406 0055	2026	134.19	
139101406 0055	2027	134.19	
.00 _00 .00			
139101406 0056	2023	280.9	280.90
139101406 0056	2024	280.9	200.50
139101406 0056	2025	280.9	
139101406 0056	2026	280.9	
139101406 0056	2027	280.9	
133101400 0030	2021	200.5	
139101406 0057	2023	236.17	236.17
139101406 0057	2024	236.17	230.17
139101406 0057	2025	236.17	
139101406 0057	2025	236.17	
139101406 0057	2027	236.17	
133101400 0037	2021	230.17	
139101406 0058	2023	268.37	268.37
139101406 0058	2024	268.37	
139101406 0058	2025	268.37	
139101406 0058	2026	268.37	
139101406 0058	2027	268.37	
.00202 .00 0000			
139101407 0046	2023	213.8	213.80
139101407 0046	2024	213.8	
139101407 0046	2025	213.8	
139101407 0046	2026	213.8	
139101407 0046	2027	213.8	
139 01118 0014	2023	312.37	312.37
139 01118 0014	2024	312.37	
139 01118 0014	2025	312.37	
139 01118 0014	2026	312.37	
139 01118 0014	2027	312.37	
139 01118 0012	2023	241.31	241.31
139 01118 0012	2024	241.31	
139 01118 0012	2025	241.31	
139 01118 0012	2026	241.31	

139 01118 0012	2027	241.31	
139 01119 0001	2023	316.72	316.72
139 01119 0001	2024	316.72	
139 01119 0001	2025	316.72	
139 01119 0001	2026	316.72	
139 01119 0001	2027	316.72	
139 01119 0026	2023	120.66	120.66
139 01119 0026	2024	120.66	
139 01119 0026	2025	120.66	
139 01119 0026	2026	120.66	
139 01119 0026	2027	120.66	
139 01119 0027	2023	82.95	82.95
139 01119 0027	2024	82.95	
139 01119 0027	2025	82.95	
139 01119 0027	2026	82.95	
139 01119 0027	2027	82.95	
139 01119 0032	2023	447.57	447.57
139 01119 0032	2024	447.57	
139 01119 0032	2025	447.57	
139 01119 0032	2026	447.57	
139 01119 0032	2027	447.57	
139 01207 0009	2023	497.55	497.55
139 01207 0009	2024	497.55	
139 01207 0009	2025	497.55	
139 01207 0009	2026	497.55	
139 01207 0009	2027	497.55	
139101406 0059	2023	178.91	178.91
139101406 0059	2023	178.91	178.91
139101406 0059	2024	178.91	
139101406 0059	2025	178.91	
139101406 0059	2026	178.91 178.91	
123101400 0022	2027	1/0.31	

annual 109,162.04

107



MEETING DATE: August 3, 2023 AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Tom Garrett, Finance Director

SUBJECT: Ordinance No. 23-O-837 – An ordinance to levy special assessments for the

construction and repair of curbs, sidewalks, driveway approaches, and related

appurtenances associated with the 2022 paving project.

EXPLANATION

The 2022 Paving Project replaced curbs and driveway approaches on Lynnhaven, Meyer, Eastman, and nearby intersecting streets. City policy requires property owners to pay the cost of maintaining curbs and sidewalks. Some property owners have already reimbursed the City. Owners of properties on the attached list have substantiated a financial hardship justifying an extended repayment period.

This legislation certifies the remaining costs plus interest to the Montgomery County Auditor for collection on real property tax bills.

RECOMMENDATION

It is respectfully recommended that the Mayor and City Council approve the attached legislation

FISCAL IMPACT

Recoups approximately \$33,882 of costs paid by the City. Assessment receipts are spread over the next ten years (2024 - 2033).

SOURCE OF FUNDS

N/A

EXHIBITS

Ordinance No. 23-O-837 and Exhibit

TO AN ORDINANCE LEVY SPECIAL ASSESSMENTS FOR THE CONSTRUCTION AND REPAIR OF CURBS. SIDEWALKS, DRIVE APPROACHES, AND RELATED APPURTENANCES ASSOCIATED WITH THE 2022 PAVING PROGRAM.

WHEREAS, on May 4, 2023, this Council adopted Resolution No. 23-R-2842, a Resolution of Necessity, declaring the necessity to construct and repair curbs, sidewalks, driveway approaches, and related appurtenances, as part of the 2022 Paving Project; and

WHEREAS, notice of the passage of that Resolution of Necessity was given as required by law; and

WHEREAS, the City of Riverside subsequently constructed and/or repaired those curbs, sidewalks, driveway approaches, and related appurtenances which were not constructed or repaired by the owners of the abutting property; and

WHEREAS, the total cost of the construction has been reported to this Council; and a list of assessments of that total cost has been prepared and placed on file in the office of the Finance Director so as to be available for public inspection, and a copy of said list is attached hereto as Exhibit A and made a part of this Ordinance; and

WHEREAS, notice that the list of assessments was available for inspection and examination was published as required by law; and

WHEREAS, objections to proposed assessment have been resolved; and

WHEREAS, this Council has now reviewed the reported assessments.

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

- Section 1: The list of assessments referred to in the above recital paragraph is hereby approved.
- Section 2: The amounts of assessment on the list are hereby and shall be levied upon the lots and lands which abut the improvements, as set forth on the list.
- Section 3: No assessment approved or levied by this Ordinance exceeds the special benefits resulting from the improvement and does not exceed any statutory limitations.

- Section 4: The Finance Director is authorized and directed to continue to keep on file in his office until all the assessments have been paid in full a list of the assessments and the description of the lots and lands so assessed.
- Section 5: The total assessment against each lot and parcel of land shall be payable in cash to the Finance Director of the City of Riverside within four (4) weeks of invoice, or, at the option of the property owner, shall be payable in not more than ten (10) annual installments over a period not exceeding ten (10) years. Assessments paid in annual installments shall include all costs of the County Auditor and shall also include interest at the rate of 3.55%, annually.

All assessments and assessment installments that have not been paid at the expiration of the payment period allowed by this Ordinance shall be certified by the Clerk of this Council to the County Auditor as provided by law. These assessments and installments are then to be placed on the tax duplicate and collected at the same time and in the same manner as real estate taxes are collected.

- Section 6: The Clerk of Council is authorized and directed to cause notice of the passage of this Ordinance to be published once in a newspaper of general circulation in the City; the notice shall state that the assessment have been made and are on file in the office of the Finance Director for inspection and examination by interested persons.
- Section 7: The Finance Director is authorized and directed to cause notice of the levy of the assessments to be filed with the County Auditor within twenty (20) days following passage of this Ordinance.
- Section 8: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting; and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, to the extent required by or under the Charter of this City.
- Section 9: As provided in Section 5.03 of the City Charter, this Ordinance shall be effective 30 days after adoption.

PASSED THIS DAY OF		·
	APPROVED:	
	MAYOR	

AT'	TEST:									
CL	ERK									
		<u>CERTI</u>	FICATE (OF TI	HE CLI	ERK				
here	I,eby certify that t O-837 passed by	he foregoing C the Riverside C	Ordinance	is a t	rue and	l corre	ect copy of	of Ord	inance	e No
	TESTIMONY	-	witness	my	hand	and	official	seal	this	day
		_								
$\overline{\text{CL}}$	ERK									

Ordinance 23-O-837

Exhibit A

City of Riverside Curb Assessment

10 Year

Parcel	Code	Year	Amount	
139 01012 0008		2023	597.35	597.35
139 01012 0008		2024	597.35	
139 01012 0008		2025	597.35	
139 01012 0008		2026	597.35	
139 01012 0008		2027	597.35	
139 01012 0008		2028	597.35	
139 01012 0008		2029	597.35	
139 01012 0008		2030	597.35	
139 01012 0008		2031	597.35	
139 01012 0008		2032	597.35	
139 01012 0010		2023	307.04	307.04
139 01012 0010		2024	307.04	
139 01012 0010		2025	307.04	
139 01012 0010		2026	307.04	
139 01012 0010		2027	307.04	
139 01012 0010		2028	307.04	
139 01012 0010		2029	307.04	
139 01012 0010		2030	307.04	
139 01012 0010		2031	307.04	
139 01012 0010		2032	307.04	
139 01013 0021		2023	998.77	998.77
139 01013 0021		2024	998.77	
139 01013 0021		2025	998.77	
139 01013 0021		2026	998.77	
139 01013 0021		2027	998.77	
139 01013 0021		2028	998.77	
139 01013 0021		2029	998.77	
139 01013 0021		2030	998.77	
139 01013 0021		2031	998.77	
139 01013 0021		2032	998.77	
139 01020 0037		2023	1219.86	1,219.86
139 01020 0037		2024	1219.86	
139 01020 0037		2025	1219.86	
139 01020 0037		2026	1219.86	
139 01020 0037		2027	1219.86	
139 01020 0037		2028	1219.86	
139 01020 0037		2029	1219.86	

139 01020 0037	2030	1219.86	
139 01020 0037	2031	1219.86	
139 01020 0037	2032	1219.86	
139 01019 0020	2023	961.31	961.31
139 01019 0020	2024	961.31	
139 01019 0020	2025	961.31	
139 01019 0020	2026	961.31	
139 01019 0020	2027	961.31	
139 01019 0020	2028	961.31	
139 01019 0020	2029	961.31	
139 01019 0020	2030	961.31	
139 01019 0020	2031	961.31	
139 01019 0020	2032	961.31	

annual 4,084.33



MEETING DATE: August 3, 2023 AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Katie Lewallen, Clerk of Council

SUBJECT: 23-R-2860 A resolution appointing a representative to the Ohio

Benefits Cooperative Council.

EXPLANATION

The Ohio Benefits Cooperative requires each participating jurisdiction to formally designate staff members to take part in the governance of the organization. This resolution designates the Human Resources Manager as the primary representative and the City Manager as an alternate representative.

RECOMMENDATION

It is respectfully recommended that the Mayor and City Council approve the attached legislation

FISCAL IMPACT

N/A

SOURCE OF FUNDS

N/A

EXHIBITS

N/A

A RESOLUTION APPOINTING A REPRESENTATIVE TO THE OHIO BENEFITS COOPERATIVE COUNCIL.

WHEREAS, the City Council originally appointed two representatives to the Ohio Benefits Cooperative Council under Resolution No. 23-R-2829 and has since determined that a new representative needs to be appointed; and

WHEREAS, the City Council is required to and desires to appoint a representative to the Ohio Benefits Cooperative Council.

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

Section 1:	That the Human Resources Manager is hereby appointed as a representative of the City to the Ohio Benefits Cooperative Council with the City Manager as an alternate representative.
Section 2:	That the Clerk of Council be and is hereby authorized and directed to forward a certified copy of this resolution to the City Manager and the Human Resources Manager.
Section 3:	That this resolution shall take effect and be in force from and after the date of its passage.
PASSED TH	HIS DAY OF
	APPROVED:
ATTEST:	MAYOR
CLERK	
	CERTIFICATE OF THE CLERK
R-2860 passed by the	, Clerk of the City of Riverside, Ohio, do ne foregoing Resolution is a true and correct copy of Resolution No. 23-ne Riverside City Council on WHEREOF, witness my hand and official seal this day of
CLERK	



MEETING DATE: August 3, 2023 AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kathy Bartlett, PE Public Services Director

SUBJECT: Resolution No. 23-R-2861 – Authorizing the City Manager of the City of

Riverside to sign documents related to this year's Crack Sealing Program Change

Order.

EXPLANATION:

• Bids were obtained from three vendors to apply crack seal to streets in Riverside and Scodeller Construction, Inc. won the bid.

- During construction it was discovered additional work would be needed
- This work included the ramps from Harshman to SR4 and the ramps from Springfield Street to Harshman Road
- Crack Seal is being paid from- the Permissive Tax account.

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
- What is the total cost, if applicable? \$27,000
- Are we receiving any grants/offsets to reduce cost? No
 - o If yes, from whom, and how much?
- What is the net cost impact to the Department/City? \$27,000

SOURCE OF FUNDS

Which fund/line item will be used to pay for this, if applicable? 2209-225-350-554001, Permissive Tax Fund: Construction-General.

EXHIBITS

See attached Resolution

ATTEST:

CLERK

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN ADDITIONAL CONTRACT WITH SCODELLER CONSTRUCTION, INC. FOR A CHANGE ORDER TO THE 2023 CRACK SEALING PROGRAM.

WHEREAS, the City of Riverside has received bids from three qualified contractors for the 2023 Crack Sealing Program; and,

WHEREAS, this change order, not-to-exceed \$27,000, will cover the crack seal for ramps located at State Route 4 and Harshman Road and Springfield Street and Harshman Road.

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

Section 1:	That upon review, and in accordance with the recommendations of the City Manager and Public Services Director this Council does herewith approve the change order in the amount not-to-exceed \$27,000 to cover crack seal for ramps as indicated in this resolution. Accordingly, the City Manager is authorized to enter into said change order contract. Said amounts shall be paid from account 2209-225-350-554001 Permissive Tax Fund: Construction-General.
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

CERTIFICATE OF THE CLERK

	I,			, Cle	rk of t	he Ci	ty of Riv	erside	, Ohio	o, do
here	eby certify that	the foregoing	Resolution	n is a	a true a	and co	rrect cop	y of l	Resolı	ıtion
No.	23-R-2861 pass	ed by the River	rside City	Cou	ncil on					
IN	TESTIMONY	WHEREOF,	witness	my	hand	and	official	seal	this	day
		•								
				_						
CH	ERK									

CITY MANAGER PREVIOUS UPDATES



MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Josh Rauch, City Manager

DATE: July 14, 2023

SUBJECT: Weekend Update

CC: Department Directors, City Clerk, Law Director

City Manager's Office/Administration

- This week I met with the Citizen Budget Committee and provided an update on the Finance Department and income tax collections. The Committee will meet next in September (skipping August) to allow time for staff to further develop ClearGov budgeting modules.
- I met with TechAdvisors, the City's IT consultants, to prioritize technology projects for the remainder of the year. We will be performing a review of software licenses and hardware assets in the coming weeks/months.
- Kathy and I met with the TID and Woolpert regarding next steps for the SS4A grant.
- I'll be filling in for Katie to run Planning Commission and Council meetings next week while she attends the Ohio Municipal Clerks conference. Best of luck to Katie as she absorbs valuable professional development information and please be patient with me next week

Community Development Department

Code Enforcement:

- Rob will be on vacation next week and Lane will cover his daily inspections.
- A new contractor has been selected for the asbestos inspection for 2449 Rondowa Ave.

Planning & Zoning:

- Nia attended a training for Floodplain Managers this week and will work with create an inventory of properties within Flood Zone.
- Signs were posted for Planning Commission this week.
- BZA packet for the July meeting has been sent out.

Economic Development:

- Lori will submitted the mid-report for Source Water Protection Program in advance of the August Board meeting.
- Lori is working with legal to review the Eintracht Lease Agreement renewal terms..

Finance Department

- Kim is nearing completion on our Personnel Budgeting module through ClearGov.
- Annual financial reports have been compiled by Julian & Grube and submitted to the state.



Fire Department

- Completed review of Fire vehicle assets
- Following Council action last evening, staff are moving forward with the AFG grant award process

Police Department

- On-site Ohio Collaborative re-certification for Groups 1 and 2 (passed)
- All three cruiser are in transport.
- Cops and popsicles at Eastview pool (Tuesday and Wednesday)
- Purchased motor for cruiser locally and great price (\$1750)
- Added policy 323 to Lexipol covering data breaches to comply with our LEADS audit.
- Submitted for STEP/IDEP grant reimbursement for hours worked.
- Officer Marlow is in phase 1 of FTO.
- Wargo is attending level 1 traffic crash school.
- Planning phase for an OVI check point in Riverside (grant money)

Public Service Department

Engineering/Administration:

- Advertising open positions for Administrative Assistant and Maintenance Worker.
- Submitted prior Ohio Public Works Commission awards to ODOT
- Attended Senior Staff Meeting
- Completed upcoming legislation
- Attended first meeting with the Safe Streets for All (SS4A) team
- Received fee proposal for Beatrice/Harshman/Valley

Projects:

- 2022 and 2023 crack sealing programs are complete.
- Springfield St reconstruction has finished on the south side of the road and is beginning on the north side of the street.
- CenterPoint energy has Miller pipeline working on Spinning Rd and Sheller Ave, replacing gas
- Olentangy bridge final inspection is scheduled for next week.
- US 35 & Woodman reconstruction is still in progress.
- Montgomery County watermain replacement is starting phase 3 in the Bayside/Barrett area.
- Staff has Reviewed, Approved and Inspected multiple right of way permits.

Crews:

- Mowed all City owned properties
- Applied pesticides throughout the City
- Cleaned out more catch basins as part of the 2023 Stormwater program
- Repaired/replaced multiple signs



- Cleaned/repaired multiple pieces of equipment and performed preventive maintenance on the mowers
- Removed one of the Memorial Park signs for the construction crews on the Springfield St West project
- Repaired the Little Library at Rohrer Park
- Secured doors on the Rohrer park concession stand after another break-in
- Repaired and painted vandalized picnic tables from Rohrer Park
- Trimmed trees in Rohrer, Community and Shellabarger Parks
- Ran the street sweeper on Thursday and Friday
- Cleaned parks at the beginning and end of the week



MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Josh Rauch, City Manager

DATE: July 21, 2023

SUBJECT: Weekend Update

CC: Department Directors, City Clerk, Law Director

City Manager's Office/Administration

- Our first deadline for the Fire Chief recruitment is today. So far, we've had 18 applicants. I'm very encouraged by those numbers!
- Demolition of the Rohrer Park structure is scheduled for later this month.
- The next Citizen Budget Committee meeting is scheduled for September 12, 2023 here at City Hall. There will be no August meeting.
- The Community Garage Sale is coming up next weekend. Interested residents should contact the office to register. We'll publish an updated list of participating addresses early next week.
- Following last night's Council approval, I'll be meeting with staff next week to begin processing Ms. Holt's promotion to Community Development Director. We're very excited to have Nia stepping into her new role!

Community Development Department

Code Enforcement:

- Staff is working with the property owner of 4540 Fairpark to bring the property into compliance.
 The owner has until Monday, July 24th to remove all the junk from outside the property and the occupants who are the subjects of police calls.
- The revised Property Maintenance Code was adopted by City Council this week. The revised Code will go into effect on August 21, 2023.

Planning & Zoning:

• Staff has confirmed ProChamps is no longer in business. A new RFP for a new vacant property registration contractor will need to go out by the end of the year.

Economic Development:

• Landbank hosted a meeting this week to give their partners updates on their various programs including a schedule for state demolition projects. More asbestos was discovered in 4032 Linden than had been estimated previously, which will lengthen the timeline for abating the structure; however, we are still on track to have that building and the other properties on our demolition list down before the June 2024 deadline.



Finance Department

• Staff are working with CCA to better understand our income tax collections to-date.

Fire Department

- Training this week was EMS training
- New full time employees start Monday
- House Fire on Glouster no loss of life
- Fatal construction accident on 35
- Chief Taylor attended OFCA conference in Columbus
- Had a part time resignation due to being hired full time with another department. Last day will be end of month
- Finishing up training at house on Airway. Scheduled to be torn down next week
- Fire Chief recruitment closes today

Police Department

- Cruiser 218 had a blown motor. We located a used motor, and it is being installed.
- Officer Wargo and Officer Witt completed NIBIN training will be entering casings from crime scenes into the database to see if any crimes link.
- Working on Riverside DUI Checkpoint 4 agencies have committed to assisting us in it along with ODOT.
- Final planning stages of National Night Out
- We were able to get a juvenile into custody who may be involved in several car thefts in our area and Beavercreek.
- Fatal Accident Thursday on US 35 at the Woodman bridge construction zone.
- We had a major issue with the computer program that allows us to transfer crash data to the state. We have fixed the issue as of Friday 7/21.
- The connectivity with FLOCK continues to grow every day as we get requests daily from multiple agencies to have access to our cameras and in turn, we get access to theirs.
- The SRO cruiser/truck is at P&R having the lights an equipment installed. Will be finished early next week.
- Parking issues:

,	0/2//2023	ZZTI LIIOUIC	OO 3 DUICK	rvo i rate/ jank venicie	COTIC	Anacison
ı	7/9/2023	st rt 4 sb	silver toyota JSA8614	Left on side of highway		Witt
2	7/14/2023	3845 Old needmore	KAL7266	Abandon	gone	Anderson
3	7/11/2023	Union Sch Hou	PLV2006	parking	Moved	Crigler
ı	7/18/2023	5421 huberville	HPQ4858	inop vehicle-flat tire	moved 7-21-23	Ruchel
5	7/21/2023	1308 Sanford	syb7010	trailer parking		Ruchel
5						

Public Service Department

Engineering/Administration:

 Service department is still accepting application for a maintenance worker and administrative assistant.



- Attended pre site planning meeting on 2301 Valley Street
- Received Stormwater Policy from CMT for review
- Reviewed midyear budget

Projects

- Contractors on the Springfield St project are removing the old curb and sidewalk on the north side of the street.
- Woodman & 35 project is still moving forward.
- Service staff is helping with the placement of the SWPP signs.
- Staff has reviewed, approved and Inspected multiple right of way permits.
- Airway bridge replacement is still underway.
- Road Striping is schedule to start at the end of August.
- New covering for the our salt bin has been ordered.
- City's new guardrail & fence contract has been awarded to Security fence.

Crews:

- Mowed the parks and cemetery (Thursday and Friday)
- Installed 5 yards of mulch at the PD/FD 5 at 1791 Harshman
- Applied over 7 tons of asphalt on roadways
- Ran the street sweeper in plats near Linden Ave; This completes one pass over all Riverside streets
- Trimmed trees/bushes along fencing on Route 35 EB
- Applied pesticides at the main shop and Route 4 ramp areas
- Performed routine maintenance on the backhoe, park mower and other equipment
- Installed and replaced/repaired multiple signs
- Replaced glass in another RTA shelter
- Cleaned up vegetation from the city's concrete island medians and "porkchops"
- Picked up large debris from multiple roadway locations
- Cleaned up dirt and rocks that fell in the roadway from a contractor's dump truck and caused a traffic hazard
- Finished the cleaning and inspection phase of the storm water program for 2023
- Cleaned the parks at the beginning and end of the week