

**CITY OF CLAYTON
DEVELOPMENT DEPARTMENT**

2016 ANNUAL REPORT



2016 Planning Commission

Ricky Robinson
Joe Litvin
William DeFries

2016 Board of Zoning Appeals

Bradley Smith
Ronald Toke
Robert McGuinness
Joel Shapiro
John Clayburn

2016 Staff

Jack Kuntz, Director of Development
Jennifer Barclay, City Planner
Darryl Swafford, Code Enforcement Officer

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2016 SUMMARY

In 2016 the City of Clayton's Development Department went through a transitional period after the departure of various staff members. As a result, the City hired Jack Kuntz as the Director of Development and Darryl Swafford as a full-time Code Enforcement Officer in the spring of 2016. Along with Jennifer Barclay as the City Planner, the new look Development Department undertook a pro-active and long term approach to development by initiating new planning projects, submitting community development grants, creating new inspection processes and beginning to build upon the foundation previously laid out for our young city.

There were several items identified in the spring of this year which could assist in development for the long-term future. The first project was to establish a fulltime code enforcement program and have it running independently daily. Staff established a working knowledge with the preferred zoning database and built new code enforcement processes which was both proactive and reactive to citizen concerns. Staff believes the new code enforcement program will address property value concerns and will assist in maintaining the City's high quality of life.

The second undertaking was to begin planning future development areas of the city. The two initiatives identified to accomplish this goal was to update our Comprehensive Land Use Plan as well as establishing a North Main Street Overlay District. The Land Use Plan will update the 1999 Plan which was completed when Randolph Township and the Village of Clayton were merged to become the City of Clayton in 1998. The N. Main Overlay District project will create uniform and unique development standards for the N. Main Street corridor. This is viewed as both a long term economic development mechanism and an opportunity to brand a major corridor of Clayton as unique from our neighboring communities.

Staff also began working on addressing tax delinquent properties throughout the City. We've established a relationship with the Montgomery County Land Bank to participate in the various programs they offer communities to address this county wide issue. Through this partnership, we've submitted two properties to their Neighborhood Initiative Program which demolishes vacant properties which are blights to the community. We've also submitted a residential property to their DIY Rehab Program which will see the vacant, tax delinquent property acquired by the Land Bank and rehabbed by a contractor of their choosing.

Finally, staff worked on implementing a set of economic development strategies created in the spring of this year. After the completion of this task, we worked diligently to begin implementing these goals while working with our regional partners in expanding our network within the development community; at the county and state levels.

These projects are a small sample size of the work the Development Department staff undertook in 2016 to begin moving the City of Clayton forward towards the future. Staff believes by building upon the successes of these projects, we will continue to grow in a smart fashion for the long-term health of our City.

COMMUNITY & ECONOMIC DEVELOPMENT

“Sustainable development is the pathway to the future we want for all. It offers a framework to generate economic growth, achieve social justice, exercise environmental stewardship and strengthen governance.” Ban Ki-moon, Secretary-General of the United Nations

Community and economic development are complimentary pieces to the overall future growth of the City of Clayton. Although they have different functional components in terms of how different projects may be carried out, the goal of both is to develop the City in a cohesive fashion. Growth is vital for both the residential and business communities. The success of one assists in strengthening the other and vice versa. For the purposes of this report, we’ve separated the two programs into specific categories to summarize different projects and their own unique scope of work.

COMMUNITY DEVELOPMENT

Every city is only as strong as it’s community of residents and businesses. A city with strong neighborhoods, improving property values and aesthetically pleasing business corridors attracts new residents and economic investment into the city. Community improvement programs and a pro-active code enforcement program are all ways to ensure the city is constantly implementing positive changes throughout our community. Below are summaries of projects staff worked on this year within our community.

Code Enforcement Program

Why is it Important?

An active code enforcement program is used to enforce the municipalities’ codes and regulations. The immediate benefit of creating such a program is establishing a precedent on how those rules will be enforced. It’s also used to stabilize and improve the property values within our neighborhood and business communities. The lack of an active code enforcement program will lead to the deterioration of a community through the deferred maintenance of aging housing stock, the decline of aesthetically pleasing neighborhoods littered with junk & debris and a business corridor which reflects the exodus of responsible residents. It’s imperative for every community to have an active and responsive code enforcement program to establish the baseline for which the community is known.

Establishing the New Program

The City of Clayton moved forward with establishing a pro-active code enforcement program in 2016. The peripheral results of such a program is establishing a consistent presence in the neighborhoods, improving the responsiveness to citizen concerns and the ability to identify violations before they manifest into larger issues. There were several different steps taken to implement this program during 2016.

The first step in implementation was the hiring of a new full-time code enforcement officer. Darryl Swafford was hired at the beginning of the spring and hit the ground running. With a background in law enforcement, Darryl brought an ability to easily communicate with our residents, create and maintain excellent records related to enforcement activity and professional accountability in regards to the inspection and follow up processes.

One of the most important factors to a successful code enforcement program is a consistent process which can be followed every time a violation is documented. This process must be complimented with a system which reliably tracks re-inspection dates, property owner contacts and enforcement notes. In the spring of this year staff re-established our use of the ZonePro database for zoning and code enforcement activity. This program had been used in the past by previous City staff. However, due to inactivity, Clayton's version had become locked and outdated. ZonePro was successfully updated and staff was subsequently trained on it. This enabled us to better track violations and permits internally. Staff also implemented a new code enforcement procedural process which is initiated every time a new violation is entered. Notes are now documented in ZonePro and re-inspections are automatically scheduled with a daily inspection log generated for Darryl to work from every day.

The final component of improving our code enforcement program was implementing new regulations passed by City Council. Three pieces of legislation were passed within the past 12 months by Council which assists staff in being more responsive and pro-active to citizen concerns. The first piece of legislation permitted staff and the police department to work in unison to address junk and inoperable motor vehicles. This legislation permits the City to sticker and remove vehicles which meet this designation and allows Darryl to work with the police department to remedy situations when residents store junk vehicles on their property. Thirty-one (31) violations were issued in 2016 for junk vehicles with all but four (4) of those being brought into compliance by the end of 2016.



Junk vehicles in residential neighborhoods, 2016

An update to the nuisance property legislation was passed in early 2016 and is another tool which improves the code enforcement program. This update gives staff the authority to declare properties nuisances and subsequently abate the property conditions if the owner doesn't bring them into compliance. This allows staff to address violations, specifically in many cases on vacant or abandoned properties, where compliance is unable to be attained through traditional enforcement measures. Properties were submitted to the nuisance process six (6) times this year by Darryl. Our Service Department provided abatement services for three (3) of those properties. Invoices were then submitted to the property owners for those services. If the bills go unpaid, those fees will be applied to the properties' tax duplicate.



6279 Afton Dr., this year's biggest nuisance abatement. 200 tires, 2 dozen paint cans and other debris was removed from the property by the Service Department. In total, almost 9 tons worth of material was removed.



6190 Salem Avenue, 2016 nuisance abated property

Finally, in response to large quantities of material and junk & debris dumped at the curb after tenant move-outs, City Council approved a new bulk-item ordinance which permits staff to give property owners forty-eight (48) hours to remove debris before the city removes the material at the owner's expense. Although staff only used this ordinance one time since its adoption in the fall, staff believes this will become a useful tool in emergency situations in the future.



4131 Willowcreek, first property cited for bulk trash violation (property owner brought property into compliance)

An additional project added to the code enforcement program this year was the proactive enforcement of dead trees in or near the public right-of-way. Due to the emerald ash borer, Clayton has a large inventory of dead trees along our right-of-way presenting significant potential issues with our public utilities as well as dangers for vehicular and pedestrian traffic. Darryl worked with our Service Department to begin identifying trees needing to be removed by the property owners and notified those owners of which trees needed to be removed. By the end of 2016 we were able to have over forty (40) trees removed, almost all of them at the property owner's expense, that presented immediate danger to our community at the large.

Finally, Darryl also performs pre-sale inspections for Clayton. This is an important aspect of code enforcement in that it ensures properties are free of any property maintenance violations prior to the property being sold to a new property owner. It also gives the City the opportunity to more thoroughly perform an exterior inspection of the entire property, something we are unable to perform during normal inspections due to state laws prohibiting us from entering the rear of properties without the property owner's consent. Many issues that may be hidden in the rear yard are now addressed via the pre-sale inspection process. In 2014 there were forty-nine (49) inspections performed. There were one hundred seventy-six (176) inspections performed in 2015. In 2016 Darryl performed two hundred and two (202) such inspections. One hundred fifty-seven (157) of those inspections passed, forty-five (45) failed and thirteen (13) properties had transfer of responsibilities signed.

Results of the Program

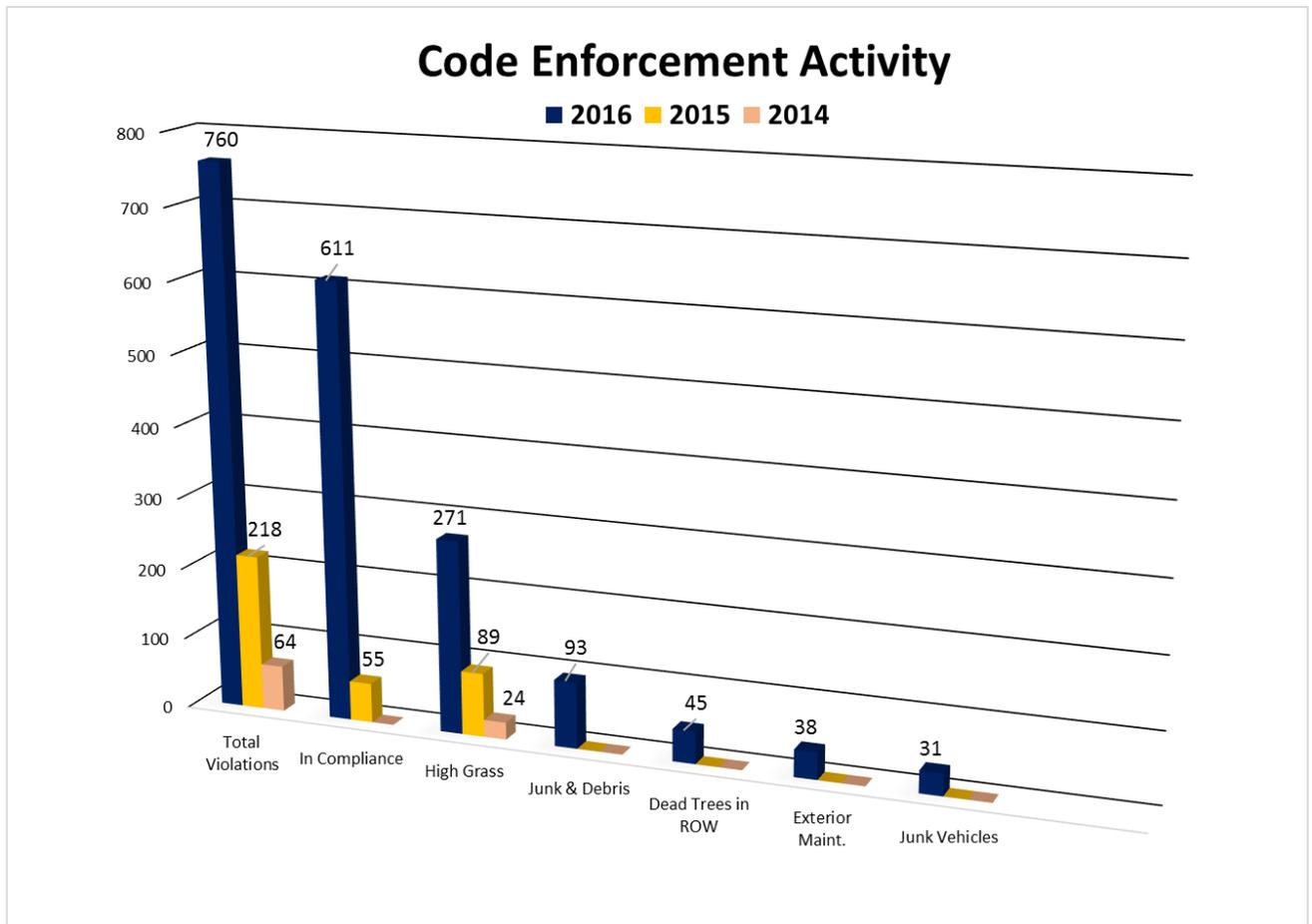
The results of the new pro-active code enforcement program have been significant this year. The first obvious result has been staff's ability to better track violations for both practical purposes, such as better response and follow up times, as well as for statistical analysis in determining violation trends and annual comparisons. Using the ZonePro database delivers on this measurable and makes the program more responsive and transparent for staff and our community at large.

The biggest benefit to our increase in code enforcement activity is our ability to address property maintenance concerns before they become bigger issues. Again, the purpose of the code enforcement program is to stabilize property values and make our community more aesthetically pleasing to attract new home owners and business investment into the City of Clayton. Because of our new philosophy towards property inspections, we have observed an almost 300% increase in total violations in 2016 compared to 2015. Along with this significant increase in annual violation totals, the more meaningful statistic may be the almost 80% compliance rate Darryl has accomplished for violations he has issued to property owners. When compared to the 2015 compliance rate of 50% for violations, staff has observed property owners willing to work with staff in obtaining compliance for their properties when compared to years' past.



4218 Crownwood is an example of a property being brought into compliance because of our code enforcement program. This property had been an eyesore for the neighborhood for years. After receiving several violations for different issues, the property owner sold the property to a new owner who immediately began rehabbing the property. It was in full compliance by the end of 2016.

These two aspects of the code enforcement program demonstrate the success we've had this year. It also gives staff the ability to continue evaluating our processes and practices in future years. Taking advantage of the ZonePro system and the new steps we've implemented make this program one that can adapt to future trends. We will also be able to begin mapping concentrations of violations, through GIS, to determine neighborhoods which may need extra attention. If areas are determined to need an additional enforcement presence, we'll be able to take steps such as weekend inspections and neighborhood walks which allow staff to reach more residents on a personal level to address concerns we're observing, before they become issues that are more difficult to remedy.



The 2016 enforcement activity compared to the two previous years.

Grants

There are different organizations throughout our region which make grants available to local jurisdictions for community improvement projects, infrastructure initiatives and long range planning. Grants provide municipalities resources to address identified areas of concerns throughout the community. The Development Department applied for several grants this year which will assist in various projects in the immediate future. Below are summaries of each project.

CDBG Demolition Project

One of the first things staff did in the spring of 2016 was to begin identifying problem properties throughout the City. The problem properties selected were long term issues for the community and were identified as critical aspects which needed to be addressed in the next 12 months. Several of the properties on the list were long vacant and abandoned homes. Due to the structures being exposed to the elements with no routine maintenance, they have passed their useful life cycles as structures. The blight these structures bring to the neighborhoods impact the property values and overall aesthetic appeal of the community at large.

To address the concern of blight and decay within the City, staff applied for a Community Development Block Grant (CDBG) in the spring of 2016. The application was specific for demolition activity within our neighborhood communities. As a result of our application, the City was awarded a \$40,000 grant to be applied towards demolition activity in 2017. By strategically razing residential structures in specific neighborhoods, staff believes we'll begin to stabilize our older neighborhoods in the near future.

Staff has identified two residential structures from our initial list of problem properties that will be included with this project. We also hope to select an additional property to be included with the project in early 2017. Below are pictures of two of the properties included with the project.



7914 Melody & 11244 Rinehart have been identified as properties in the 2017 CDBG Demolition Project

CDBG ADA Ramp Project

One method of improving a neighborhood community is making those neighborhoods more accessible for all residents. Over the last several years the City has installed handicap accessible ramps in neighborhoods located around educational facilities and in neighborhoods developed without ADA ramps. Our Service Department created a new project for 2017 to continue this project in additional neighborhoods.

The goal of the new project is to install handicap accessible ramps in the Summersweet and Seville neighborhoods. The project will make our neighborhoods more handicap accessible for all our residents to safely enjoy the neighborhoods as well as to bring our neighborhoods in compliance with the American with Disabilities Act. Approximately 40 ramps were proposed to be installed or brought into compliance within the previously designated neighborhoods. Between 200 & 300 housing units will benefit from the installation and/or upgrades of the ADA ramps because of this project. Staff applied for a CDBG grant to assist in funding this project for 2017 and subsequently was awarded a \$40,000 grant from Montgomery County.



An intersection where new ADA ramps will soon be located

Land Bank Planning Grant

During the past twenty years, there were limited resources for capital improvements and planning initiatives within the City of Clayton. This scenario mixed with the economy and housing market failing in 2008 resulted in areas of the City suffering from deferred maintenance and low amounts of development projects. Staff believed in early 2016 that some of the challenges moving forward as a City were a lack of future land use and strategic plans, an outdated zoning code, limited local site control of land, tax delinquent properties and declining property values. Staff also believed these issues could begin to be addressed and planned for through comprehensive land use planning. To accomplish this goal, staff applied to the Montgomery County Land Bank for a Planning Grant Project. After reviewing the application and listening to staff's presentation, the Land Bank's Board awarded Clayton a \$50,000 grant to combine with the City's \$12,500 local match.

Staff put a Request for Qualifications out in early fall of 2016 and received five submittals. After review by staff, three companies were selected for interviews. With the assistance of MVRPC, staff interviewed the selected companies and ultimately recommended Urban Collaborative to City Council for the project. Urban Collaborative began stake holder interviews in late 2016 and will continue working towards the submittal a final Comprehensive Land Use Plan to City Council in 2017. Staff believes this plan will assist staff in identifying areas of the City where specific development can occur in the future, how to address aging housing stock and where infrastructure and other investment is best warranted. This will be the first significant update to the original Land Use Plan, which was done in 1999. We believe this project will assist in projecting our future development efforts for the next 10-20 years as well as assist in immediate projects such as a future Zoning Resolution update and where to concentrate immediate development projects in the next 1-5 years.

Plan Clayton

National & Haber Rd. OPWC Project

To address the health and safety of both pedestrian and vehicular traffic at the intersection of National and Haber Roads, staff worked with our Service Department to put together a funding application to the Ohio Public Works Commission (OPWC) for the proposed widening of National Road at the Haber Road intersection. This project will widen both roads, creating a 12' turn lane for vehicular traffic turning south into the Northmont School campus as well as creating a 10' turn lane on Haber Road, allowing for traffic to turn both east and west onto National Road. The project will also install a new traffic signal at the intersection. The application requested \$805,852 towards the almost \$1.2 million project. Both Northmont City Schools (\$260,500) and the City of Clayton (\$130,000) committed matching local funds for the project.

This was the first year the City applied to OPWC for this project and it was received warmly by the OPWC Committee. Despite the positive reviews, we weren't awarded the funds, which is normal for this type of project application. Staff will be working with the state and Montgomery County Engineer's office in 2017 to determine what can make our application even stronger for the next round of funding.



National & Haber Rd. OPWC project site in front of the Northmont campus

Community Outreach

Community outreach is creating programs and events which your residents and business community can take advantage of for the betterment of all. Creating a sense of identity and purpose allows all within the community to participate and take advantage of the different opportunities presented by the programming as well as assisting and encouraging property owners to clean their properties up while participating with others in events within the city's boundaries. It also assists in getting our local business community exposure through sponsorships or vendor space at many of these events. Below is a list of the different outreach events the Development Department staff programmed this year for the Clayton community at large.

Sweep Clayton Clean Events

Clayton has long held different clean up events between the spring and fall months every year which provide our residents an opportunity to clean up their properties and dispose of material without having to pay associated hauler and disposal fees. 2016 was no different with staff organizing two "Sweep Clayton Clean" days where residents disposed of junk and debris, brush and other material at no cost to them. We held this event in May and September of this year with great success. Our City volunteers from every department, along with our elected officials, make this program the success it is. Residents continue to compliment the city on the great program and thank us for putting it on twice a year.



City staff assisting with the Spring and Fall Sweep Clayton Clean events

We also organized a “Shredding Event” in June of 2016. This event provided City residents the opportunity to drop off personal documents that were shredded on site at no cost to the individuals. It’s another event that would be impossible without the support of staff volunteers from all the different departments in the City as well as the elected officials donating their time. This type of service has been popular in the past with our residents, however with additional organizations providing similar types of services throughout the year, we will be changing the event to every other year to better use our resources to benefit the community.

The final event included under the “Sweep Clayton Clean” umbrella is the “Tire Drop Off Event,” which was held in July this past year. This event works towards removing old and used tires from the community. It’s another free event for our residents and it’s one again staffed by volunteers from the City and elected officials. Over the past three years, Montgomery County Combined Waste District has been offering an annual “Tire Buy Back” event which has impacted the number of tires abandoned in the community. As a result of the county’s program, we will also be moving the City’s tire program to run on opposite years of the free shredding program moving towards the future.



City staff assisting a Clayton resident with the disposal of tires at the annual “Tire Drop Off Event”

Tri-City Anniversary

The cities of Clayton (Randolph Twp. & Village of Clayton) and Union both celebrated their 200-year anniversaries in 2016, along with Englewood celebrating their 175-year anniversary. To acknowledge the milestones, the Development Department staff organized a Tri-City Anniversary which was celebrated at Meadowbrook at Clayton. The event was free to the public with games for children and teenagers along with food available from food trucks and Heritage Catering inside Meadowbrook. Although the day was very hot, dignitaries from all three cities, as well as state representatives,

attended the event along with residents from our community. Staff also organized a silent auction with events donated from businesses across the Northmont community. The proceeds from the silent auction went to the Randolph Twp. Historical Society.



Clayton Mayor Joyce Dietering along with mayors from Englewood and Union alongside State Representatives kick off the Tri-City Anniversary event.



It was a beautiful day at the Tri-City Anniversary



Lots of activities for the communities' children to enjoy

Pink-Out-The-Market

Throughout 2016, our staff assisted the Northmont Community Market in advertising across Northmont and all of Clayton to ensure our residents were aware of the great vendors and different activities taking place on a weekly basis at the Village of North Clayton. The Market ran at North Clayton every Sunday during the summer and fall months and became a weekly destination place for many residents. To celebrate the end of the year, in correlation with the Market's Oktoberfest, staff assisted in organizing the Pink-Out-The-Market event. The day's activities included a 5K run, organized by Bernice Garrison of the Clayton Fire Department, benefitting the Pink Ribbon Girls. The National Trail Dedication Ceremony followed the 5K and was done to recognize the opening of the new multi-use trail along National Road, which staff worked on putting together in 2015. Throughout the day, the Pink Ribbon Girls operated a beer tent along with there being nearly two dozen food truck and other vendors selling their crafts to the public. It was a day of great events supporting local businesses and Cancer support.



The Pink-Out-The-Market was another successful 2016 community event which saw Northmont Schools, Kleptz YMCA, Northmont Community Market, Pink Ribbon Girls, Northmont Chamber of Commerce and the City of Clayton working together.



The Northmont Middle School Band led the dignitaries to the National Trail ribbon cutting and vendors lined the North Clayton parking lot for the community to take advantage of great deals.

Carving and Costumes for Kids

The final community event organized by the Development Department this year was a fun day of activities centered around Halloween. Wetzel's Farms donated 100 mini pumpkins to the event and Meijer donated a \$200 gift card for carving supplies and goodie bags for the communities' children. One-hundred kids between the grades of Kindergarten and Eighth grade attended the event at Meadowbrook at Clayton with their families. All the kids were able to carve a pumpkin, receive a goodie bag and participate in the costume contest. Awards were given to the top three winners in age group for the pumpkin carving and costume contests. Staff and elected officials from Clayton and Montgomery County once again volunteered their time to make this event a great success for all the families attending.



Pumpkin carving at Meadowbrook at Clayton



Clayton children having a great time with their families



Costume and pumpkin carving contest and announcing of the winners

Montgomery County Land Bank

The Montgomery County Land Reutilization Corporation, commonly referred to as the Land Bank, is an organization created by the Montgomery County Commissioners to address the issue of vacant, blighted and tax delinquent properties throughout the county region. Their main goal is to assist regional partners in making these properties assets within the communities where they are located. The first mechanism in addressing the concern of blight and tax delinquency is positioning the parcels of land so they are no longer tax delinquent. The Land Bank accomplishes this via tax foreclosure initiated by the Land Bank. Once the property is acquired by the Land Bank, there are several different programs in which the local jurisdiction can earmark a property towards to make the property more aesthetically appealing to the neighborhood in which it is located. This basic premise is the foundation in which we have grown our partnership with the Land Bank in 2016.

There are three main programs staff has worked with the Land Bank on this year: The Neighborhood Initiative Program (NIP), the DIY Program and the Planning Grant Program (previously discussed). Below are brief summaries of the NIP and DIY programs and how staff worked with the Land Bank to move Clayton forward within each program in the goal of improving our community at large in 2016.

Neighborhood Initiative Program (NIP)

The Land Bank is the local conduit where resources from federal foreclosure litigation settlements are placed to assist in addressing vacant and blighted residential structures which are tax delinquent. The State of Ohio administers these funds and award set amounts to local Land Banks with specific federal regulations attached on how the NIP is carried out. The Montgomery County Land Bank has been awarded three rounds of monies over the past several years for the local NIP. The first round of NIP was carried out by the Land Bank with four local jurisdictions participating in the program two years ago.

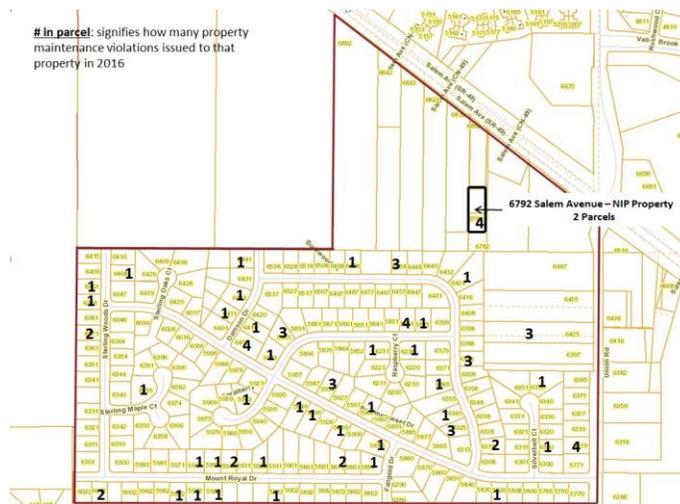
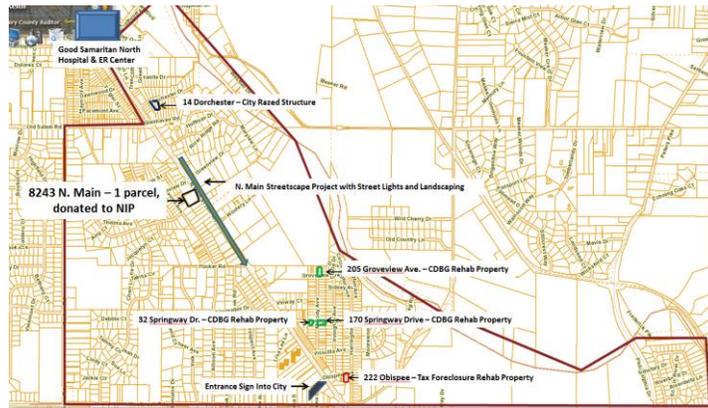
The program specifics include the targeted property being submitted into tax foreclosure, the Land Bank acquiring the property via the foreclosure and the structures on the site being demolished. The property is then available for acquisition by a neighboring property owner for less than \$1,000. If a neighboring property owner is unable or uninterested in acquiring the property, any private entity may purchase the property at a reduced price from the Land Bank, or the city where the property is located may take ownership of the land for development purposes. Staff decided at the beginning of the year to participate in the second and third round of NIP allocations to the Land Bank.

To accomplish this task, Clayton had to first enter a NIP MOU with the Land Bank. This task was accomplished in the spring of 2016. Soon thereafter, staff began working on identifying target neighborhoods to be submitted to the State of Ohio for consideration for the project. Staff put together two target neighborhoods, the Irvington/N. Main neighborhood and the Summersweet neighborhood. Included with the targeted submittals were specific boundaries and neighborhood summaries which included historical housing and foreclosure trends, census income data and enforcement

information as it relates to the benefit of the demolitions within the target neighborhoods. Staff identified two properties to submit to this project; one structure in each target neighborhood. Staff is actively tracking one additional property in each neighborhood, both of which could be included in early 2017.

The first property that is presently included with the NIP is owned by Clayton and is located on N. Main Street. This residential structure was previously acquired by the City through tax foreclosure. Staff organized the transfer of the property to the Land Bank and after demolition services, the property will be transferred back to the City for redevelopment efforts to commence immediately thereafter. Demolition activity should be completed for this property in the first half of 2017.

The second NIP property is a nuisance property located on a private lane off Salem Avenue which backs up to the Summersweet neighborhood. Staff prepared the legal documents and has submitted this property to the Land Bank to begin the tax foreclosure process. It should be through the process by the end of 2017, early 2018 and will then be scheduled for demolition at some point after that.



The Irvington/N. Main & Summersweet target neighborhoods as approved by the State of Ohio for the NIP

DIY Program

Another Land Bank program determined as a good partnership opportunity for Clayton was the DIY Program. The program is a residential rehab initiative which takes vacant, tax delinquent structures through the tax foreclosure process for the purposes of rehab. Once the property is secured by the Land Bank, it goes out to bid to a list of vetted contractors. The winning bidder has six months to bring the property into compliance with a set of standards determined by the Land Bank. During the six month rehab time period, the property deed remains in escrow. The deed is not released until a final inspection performed by the Land Bank ensures the property is in compliance with the pre-determined standards. Assuming the property meets the benchmarks, the deed is then released to the contractor and the property is now an aesthetic asset, as well as a tax producing property for the community in which it's located. If for some reason the rehab work is not performed at a satisfactory level or isn't completed within the six-month time frame, the Land Bank can then put the property back out to bid.

The obvious benefit of this program is taking blighted properties and turning them into desirable and tax producing homes for new residents in the community. There is extremely minimal risk of this program and great community improvement potential. This year staff submitted one property to the DIY Program; the property located at 222 Obispee Avenue. This specific property is a good example of the potential of this program. It's a longtime vacant home which is overgrown with vegetation and valued at only \$29,890, per the Montgomery County Auditor's website. However, the property owner has not paid property taxes since 2008 and currently owes \$20,413, which makes the possibility of the property ever selling almost impossible. This property would have remained vacant and a blight to the neighborhood for years and now the property should be rehabbed and have residents moved in by the end of 2017.

Staff has driven Land Bank staff through future target neighborhoods where potential DIY properties may be located. We have also submitted four area maps to the Land Bank for future project considerations: Irvington, Westbrook, Seville and Summersweet. We believe these steps have laid the foundation to take advantage of this program, when properties become available, over the next 1-5 years.



222 Obispee Avenue – set to be rehabbed by the end of 2017

2017 Community Development Goals and Objectives

Code Enforcement

1. Continue with proactive enforcement.
2. Bring the 19 problem properties on our Master List into compliance.
3. Look at doing neighborhood walks during the work week and weekends.
4. Continue identifying dead trees in the right-of-way.
5. Continue to look at ways to streamline our enforcement process for quicker compliance.
6. Look into possible ways to better educate the public about code enforcement issues.
7. During the winter months, we will be looking at doing a sign inventory for all existing signs in the City.

Grants

1. Manage and complete the CDBG Demolition Project.
2. Work with Montgomery County Engineer's Office to make the 2017 National & Haber Rd. OPWC grant application stronger.
3. Complete the Comprehensive Land Use Plan.
4. Identify other grant opportunities for the overall improvement of Clayton's community.

Community Outreach

1. Continue the Sweep Clayton Clean events, but change the dates of the "Shredding Event" and "Tire Drop Off" so they are opposite years of one another.
2. Continue to identify opportunities to partner with local organizations for community events – some projects we've begun planning for 2017 is the possibility of a "Taste of Northmont" and a "Food Truck Rally" during the spring and summer months.
3. Improve upon the "Carving and Costume for Kids" event for Halloween.
4. Create a "VIP Beautification Program" for the Clayton community which would consist of recognizing residents who have beautified their property.
5. Continue to assist the Northmont Community Market.

Land Bank

1. Finalize our list of properties submitted to the NIP Demolition Project to include any additional properties identified by staff.
2. Continue to identify DIY eligible properties which are good rehab candidates.

ECONOMIC DEVELOPMENT

The City's lifeline is being economically solvent to continually provide excellent services to the residents and business community. A stable and growing business environment provides the residents with not only goods and services but also the City with necessary resources to implement infrastructure and capital improvements, life safety services and community programming. Having developable land is desirable, however having a clear vision for future growth is imperative to accurately identify areas where future industries can plant roots. Installing clear development standards and transparent review and approval processes is important to continually attract future site selectors and industry leaders to our City. These factors create the foundation future development is predicated on. Establishing this baseline is what staff worked on throughout 2016. In addition, staff assisted new businesses as they opened their doors to the Clayton community and continued to meet with our regional partners in various formats to discuss economic development in our City.

Five Year Goals

One of the first things staff began working on in April of this year was creating strategies to build Clayton economically over the next five years. Some could call this a "Five Year Economic Development Plan," however staff believes it's more appropriate to acknowledge this document as a set of goals providing us with the guidelines to follow over the next several years. The goal over these upcoming years is to establish Clayton as a desirable location for future development projects.

Staff believes there is an opportunity to build upon the work that was already successfully undertaken by previous staff. The building blocks for successful development have been provided by our predecessors, it's our job to take these blocks and build a sustainable future through smart development practices. To successfully carry this out, some planning and updating of existing codes must take place before we'll begin to see our true potential.

To that end, staff put together a document entitled "Five Year Economic Development Plan: Strategies and Implementation" in which we have been working from over the past seven months. The plan's introduction states,

"Smart growth economic development strategy is a planning mechanism consistent with what city staff believes is most conducive in creating goals and initiatives in expanding our local economy. According to a recent report titled "Framework for Creating a Smart Growth Economic Development Strategy: A Tool for Small Cities and Towns," published in January 2016 by the EPA's Office of Sustainable Communities, smart growth "refers to a strategy that builds upon existing assets, takes incremental actions to strengthen communities, and builds long-term value to attract a range of investments." Using the steps detailed in the report, we've outlined strategies and timelines demonstrating what we believe is essential to grow the city's tax base and community appeal over the next several years. Combining the strengths of our city with a clear vision for the future, staff will be able to gradually implement the following strategies to grow our city by accenting our assets and small town charm."

- *Master Land Use Plan – Funding:* As previously mentioned, it was determined early in 2016 that the 1999 Master Land Use Plan needed to be updated. It was also determined to accomplish this task in the appropriate fashion, the City needed to hire a consultant to assist in the project. Securing funding for this endeavor was the first major part of the overall economic development workplan for 2016. It was accomplished, as detailed previously, through the Land Bank Planning Grant.
- *Commercial Redevelopment Strategy for Villages of North Clayton:* The Villages of North Clayton is one of three main commercial areas in Clayton. Its development was halted due to the Great Recession and has been slow to recover since that time. Staff has spent considerable time in 2016 meeting with the two main property owners that are still active in the development to determine their vision for the area. There is also over 50 acres of land which are held up in an estate due to the property owner passing away.

One accomplishment for the area is that staff worked with one of the land owners to get the land which directly fronts National Road actively on the market. We've also discussed with the community partners at North Clayton the possibility of modifying some of the commercial development standards at the site. Staff also spent 2016 working on establishing a community anchor at the site which we believe could spur future development. Another development initiative we have worked on at the site is establishing an entrepreneur center for the northern Montgomery County region in the second floor of the existing retail building towards the back of the commercial area. We've had the organization out to the North Clayton site and they have expressed genuine interest in possibly locating a campus office in the building. We are continuing to have discussions with this potential partner and have agreed to discuss it further at the beginning of 2017. We believe this potential partnership mixed with the completion of the Comprehensive Land Use Plan will assist us in creating a simple redevelopment strategy for the area.

- *Land Bank Partnership:* We've discussed this partnership earlier and we had this partnership finalized in the early summer of 2016.
- *Traffic Count Studies:* After reaching out to real estate professionals and developers with commercial properties available in Clayton, staff determined we needed to be able to provide potential site seekers and development partners updated traffic counts along our major corridors where we believe development can take place in the near term. The last recorded numbers appeared to be almost ten years old in some areas. To accomplish this task, staff hired an engineer in 2016 to have traffic count studies performed in strategic commercial locations throughout the City.

These numbers will assist staff in marketing of our commercial corridors throughout 2017.

- *N. Main Business Walks:* The accepted national statistic regarding local economic development is that approximately 75% of it comes from the retention and expansion of the community's existing businesses. To that end, staff sent a business survey out to all our local businesses at the end of May and followed that up with a "Business Walk" along N. Main Street and other commercial areas in June. We also held a handful of phone interviews with respondents of the business survey. Because of these initiatives, staff was in direct contact with almost forty (40) of our local businesses in 2016. We discussed areas of concerns and things the City was doing well. We were also able to exchange contact information with our businesses and assist them with those areas of concerns. These visits were also entered into the Montgomery County BusinessFirst! database.
- *Commercial Land Site Control:* Although the City did not acquire site control of additional land in 2016, it was not from a lack of trying. Staff held multiple conversations with a property owner of 50+ acres along Salem Avenue regarding the possibility of the City securing future rights to the property. It was determined at that time the partnership didn't warrant moving forward due to the requested parameters from the property owner as well as the multiple hurdles the land presents for future commercial development; specifically, it's currently zoned residential. Staff also discussed a possible acquisition of six parcels located on the corner of Old Salem and N. Main. The property owner subsequently sold the property to a different party two weeks after she verbally agreed to a deal in principle with staff. Despite the City not being able to secure this property, we have been working with the new owner as he prepares the site for redevelopment. Two dilapidated houses on the site have since been razed and the site has been properly graded and is now actively on the market. Finally, staff has identified additional sites along N. Main Street which we will continue to monitor in 2017 as possibilities for future acquisition.
- *Demolish N. Main Structure:* Clayton secured ownership rights to one commercial property along N. Main a couple of years ago, through the Real Estate Acquisition Program (REAP). The commercial property has a vacant residential property located on it with significant amounts of interior damage. Prior to being able to appropriately market this property the structure on the site must be demolished. To accomplish this task, staff has included it with the Land Bank's NIP. Staff facilitated the deed transfer of the property to the Land Bank in early December and the structure should be demolished in the first half of 2017. After demolition services, the property will then be transferred back to the City and we can then begin to work on redevelopment efforts at this site.

- *N. Main Street Overlay District:* Staff believes one of the biggest development obstacles along N. Main Street is the fact lots along this corridor are both shallow and narrow making development meeting current zoning regulations difficult. We believe the best way to combat this issue, while also assisting in branding ourselves and spurring future development, is to create a zoning overlay district. The new overlay will create new development standards and setbacks which will bring development towards the street, make N. Main Street a more walkable community, while maintaining the small town feel that is so important to Clayton. The overlay will take several years to fully impact this corridor; however, we believe developers will be attracted to the aesthetic appeal of N. Main Street as well as the easier capabilities of developing with clear regulations and a streamlined permitting process. These factors, along with the number of vacant and older houses along the corridor which could be demolished in the next five years, provide our community with great development potential over the next several years. Staff introduced this concept to City Council in November of 2016 and will have a draft of the proposed changes ready by early 2017.
- *Master Land Use Plan:* After securing the funding for this project in the middle of 2016, staff finalized the administrative agreements by early fall. This project is discussed in more detail in the Planning and Zoning section of this report, however it's important to note that this project is underway and staff believes its implementation will be the backbone of our economic development over the next two decades.
- *Track Tax Delinquencies:* This is an ongoing process for staff as we see it as a method to acquire future properties at minimal costs to the taxpayers. Our partnership with the Land Bank will continue to pay dividends in this regard. Working closely with them will permit us to be able to move quickly on properties as they become eligible for tax foreclosure. We believe several of the vacant and blighted houses along N. Main could be acquired over the next several years via this process.
- *Marketing of Commercial Land:* This project is scheduled to be started in January of 2017. The initial goal was to begin marketing new commercial land acquired by the City in 2016. Despite not securing new properties, we were active in marketing the existing commercial land owned by private entities throughout 2016. We will detail some of this work later in the report.

New Businesses

Although Clayton doesn't have a significant amount of surplus business vacancies, it's always important to ensure new businesses have a smooth transition when they express interest in locating within our City. In 2016, we were happy to welcome five new businesses that went into existing tenant spaces, most of those being along the N. Main Street corridor and one of them being at the Village of North Clayton.

In 2016, we also had one business, KTM Cycles, relocate to a larger building within the City. This is always a good indicator of a company's satisfaction with the level of services they receive from the City. Another indication of a business happy with the business environment in Clayton is Landes' Meat Market putting a 150,000-square foot addition on their existing facilities at 9746 Haber Road. Finally, Synergy Construction broke ground on a new Bone & Joint Surgical Center at 8805 N. Main Street which is an over \$1,000,000 investment in Clayton.

Below are the five new businesses and their locations.

- First Care Pharmacy, 8353 N. Main Street
- OM Oil, 8329 N. Main Street
- Stasha's Stash, 7602 N. Main Street
- Ink & Co., 8941 Anneliese Way
- Mi Casa Group Realty, 8629 N. Main Street



Ribbon cutting ceremony at KTM Cycles' new building



Ribbon cutting ceremony at Stasha's Stash

Regional Economic Development Partnerships

Development is not possible without working closely with our partners within the region. This often entails working with our neighboring communities, Montgomery County staff as well individuals throughout the southwest Ohio region. There are three main regional partners staff worked with this year to communicate ideas, meet new partners and learn about new programs. Below are brief summaries of those partnerships.

Montgomery County

Continuing Clayton's partnership with Montgomery County, staff attended the majority of the BusinessFirst! regional meetings that were held during the 2016 year. These meetings provide staff the opportunity to not only network with regional development professionals, but also learn about new programs available for future economic development projects. This year staff toured the new Montgomery County Business Resource Center as well as several different educational institutions that are working with entrepreneur startups and job training initiatives. BusinessFirst! also provides resource opportunities for small businesses such as their Micro Business grants which one of our local companies, Essential Medical Shop in Randolph Plaza, has applied for and is currently working with Montgomery County staff to finalize.

Staff also met with Montgomery County staff to discuss the Salem Avenue corridor and available properties possibly qualifying for their Strategic Enhanced Economic Development (SEED) Program. Per the county's development webpage, "the SEED Program is a new approach to providing infrastructure to support future economic development and give local governments the ability to respond rapidly when competing for business development and job creation in Montgomery County." Although properties presently available along this corridor are not currently under site control of Clayton, making it difficult to include them with SEED now, we believe Montgomery County will continue to be instrumental in assisting us in the long-range development of this corridor.

Throughout the calendar year, staff also worked with the Montgomery County Building Department on their Lean Ohio Grant Project. Staff assisted in breaking down the building department permitting process and worked on creating best practices to assist in regional development projects. This new streamlined process should assist Clayton in future development projects when it comes to the permitting process with Montgomery County.

Finally, staff attended the monthly I-70/75 Development Association's breakfast meetings at Sinclair Community College on a regular basis throughout 2016. This group brings development professionals from government, private & financial sectors, chambers of commerce and building officials together in one forum for the opportunity to network, learn and have access to new and exciting ideas in the regional economic development world. Through these meetings, staff learned about new state development initiatives, regional programs being developed for future projects as well as ongoing infrastructure and development projects at the Dayton International Airport.

JEDD

The Clay Twp.-City of Clayton Joint Economic Development District (JEDD) is a collaborative effort designed to encourage business growth and development through regional cooperation. There are currently thirty-four (34) businesses located in the JEDD. The business owners and those individuals working in the JEDD pay a 1.5% income tax which is then used to encourage continued business growth and retention within the district. Funding is available to property owners on a reimbursable basis of up to \$10,000, but not more than 25% of the total project cost. There is also a \$1,750 grant to assist businesses for sewer tap-in fees.

The BusinessFirst! staff assisted the JEDD this year in reaching out to all the district's businesses to schedule site visits. Clay Twp. and Clayton staff attended the meetings when available. Through these visits, the regional partners were able to learn about the overall condition of the business environment within the JEDD and if there is anything we can do to be more responsive to the local businesses' needs. The BusinessFirst! staff is also planning to schedule a Business Roundtable within the JEDD in 2017. This event provides a forum for staff to assist in exchanging information with JEDD businesses to assist in making connections with resource partners in regional finance and workforce organizations.

State of Ohio

Another important partner for economic development is the regional staff that work for the Dayton Development Coalition and JobsOhio. Their staffs serve as our access to the State of Ohio via their database of current project submittals and various incentive programs for future projects. Our staff receives monthly reports from the state in terms of ongoing projects and the status of various site selection processes. When new projects are initiated at the state, our staff reviews the project specifics. If we determine there is a possible match, we submit sites within the City with accompanying local infrastructure, tax rate, and utility details to JobsOhio.

Another initiative our staff undertook this year was working with the Dayton Development staff in getting available lots within Clayton on the JobsOhio site selection data platform where site selectors go when they are working on new development projects. Prior to the summer of 2016 there were only two (2) sites from Clayton on this database; for every site selector that was going to JobsOhio looking for possible sites in our region, only these sites in Clayton were popping up. Our staff worked over the course of several weeks building pages for seventeen (17) sites in Clayton that are available for development. Clayton now has nineteen (19) sites available to selectors when they go to JobsOhio looking for possible development locations. Staff also developed individual fact sheets for every available commercial property which can be sent directly to site selectors with additional information. Finally, we created a Clayton Economic Development Fact Sheet which details specific economic development tools, tax rates and specific demographical information unique to Clayton. All these marketing tools assist staff in getting exposure to Clayton's available commercial land and business community.

PLANNING & ZONING

“Make no little plans. They have no magic to stir men's blood and probably themselves will not be realized. Make big plans; aim high in hope and work, remembering that a noble, logical diagram once recorded will never die, but long after we are gone will be a living thing, asserting itself with ever-growing insistency.” – Daniel Burnham, American architect and urban designer who took a leading role in the creation of master plans for several cities, including Chicago and downtown Washington, D.C

The appearance and functionality of a community is directly related to the planning and zoning regulations enforced by the staff of said community. Both land use plans and zoning resolutions establish baselines for development standards and areas where different industry and land uses can be located. These two functions complement one another when implemented correctly and will ultimately prove to be a significant contributing factor to the future development of Clayton.

PLANNING

The City of Clayton’s last Land Use Plan was completed in 1999, approximately the same time when Randolph Township and the Village of Clayton merged to become the City of Clayton. Since that time, the nation and our City went through the Great Recession which resulted in the housing foreclosure crisis, declining property value and cuts to local government funding. Development projects stalled and planned growth didn’t occur as anticipated. To combat these various factors, staff believes we need to re-establish a vision for the future of our city. To this end, there were two main planning projects the City’s Planner, Jennifer Barclay, worked on in 2016. Below are brief summaries of these projects and their impact on the overall development for Clayton.

Comprehensive Land Use Plan

As previously discussed, one of the initiatives undertaken by staff in 2016 was securing financing and beginning the process of updating our Comprehensive Land Use Plan.

Staff prepared a request for qualification to select a consultant to assist with the update to the Comprehensive Land Use Plan. Urban Collaborative was the selected consultant and is currently in the process of conducting stakeholder interviews. The project is anticipated to be completed and approved in 2017.

Project Scope

1. Establish and implement a community outreach and information strategy to ensure appropriate resident, business and City staff involvement is present throughout the

planning process. The community outreach efforts will help to establish and prioritize goals and strategies to meet the community's vision.

2. Evaluate the existing comprehensive land use plan approved in 1999 as well as current City goals for inclusion in the updated plan.
3. Research and analyze existing land use patterns, development patterns and projects, environmental constraints and regulatory codes to establish existing conditions as well as identify issues and opportunities. Data will be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas.
4. Prepare an analysis of existing public facilities (facilities may include but are not limited to water, sewer, wastewater, and City streets) and land availability to determine deficiencies and make recommendations for public improvements or policy changes that will accommodate projected growth and development.
5. Present at workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with residents, business owners and City officials; and, present formally to the Planning Commission and City Council for public input, plan consideration and final adoption. A minimum of two public input sessions are anticipated; one to gather input and a second to present the results and solicit comments. Specific focus groups may be established to identify visions and priorities for specific issues.
6. Hold bi-weekly meetings and calls with City staff to provide updates on progress and solicit input.
7. Provide necessary data, inventory and analysis to support the goals, objectives and policies for each element of the comprehensive land use plan.
8. Formulate and recommend objectives using goals set by City Council, direction in other City plans, the results of the participatory process, and data inventory and analysis.
9. Recommend policies and strategies for plan implementation. Each recommendation will include time frame, action steps, responsible parties, estimated costs, and means of funding to develop an action-oriented plan.
10. Prepare an updated Future Land Use Map for City limits and extra-territorial jurisdiction.
11. Prepare a Comprehensive Land Use Plan that incorporates all existing and new plans. The Plan will include an executive summary be highly graphic, illustrative, jargon-free and implementable.

After the scope of work is completed, staff desires to immediately begin implementing the areas of concentration detailed in the adopted plan. Staff believes this plan must be a living document which becomes a significant part of our development process. We believe this plan will provide us with the framework of future zoning decisions in addition to detailing what changes must be made in our current Zoning Resolution. During the implementation phase of this plan, staff will begin to plan the process of updating our Zoning Resolution to ensure both documents are complimentary and provide developers with a clear vision of the development process within Clayton.

North Main Overlay District

To address the different development standards and zoning classifications found along the N. Main Street corridor, staff believes the creation of a N. Main Overlay Zoning District is needed. We believe creating an Overlay District will implement uniformed development standards for new infrastructure, redevelopment construction, parking and landscaping. This district will impact the development of this corridor over the next two decades and will ensure the city continues to keep its “small town feel” while also creating an aesthetically pleasing business corridor which will attract new diversified development. In short, we believe this district we assist in economic development while also creating a “Clayton brand” along this area.

Jennifer created a draft document for the Main Street Overlay District ordinance and provided a preliminary presentation to Council on December 1, 2016. The plan will include standards for the properties along N. Main St. to foster future development and redevelopment. Standards will include Zoning, Architectural, Landscape, Parking, Lighting, and Signage regulations. Staff is anticipating to finalize the ordinance in early 2017 and present to Planning Commission and City Council for approval soon thereafter.



Rendering of a possible layout for the Old Salem/N. Main intersection under the draft of the proposed N. Main Overlay

ZONING

Zoning is the mechanism in which a community controls the growth of its neighborhoods and business corridors via specific development standards for each property, depending on the zoning district where it's located. Prior to any new building or use occurring on a property, the property owner must apply to Clayton to review the changes to ensure compliance is met with our Zoning Resolution. Zoning certificates are subsequently issued by staff confirming the applicant meets the applicable regulations.

In the event of re-plats, zoning changes or modifications to existing Planned Development regulations, staff presents the applicant's case to the City Planning Commission. This board makes a recommendation to City Council for a final determination on the proposed zoning or development changes. The Board of Zoning Appeal hears cases from property owners who have applied for a variance (alteration to the Zoning Resolution), conditional uses (as provided by the Zoning Resolution) and administrative appeals.

Below is a summary of the zoning activity in Clayton during the 2016 year.

Zoning Permits

Clayton's staff reviews permit applications for such residential development as new houses and accessory structures. For commercial development, our staff reviews the business use and new signage. For new construction, there are reviews for building location, parking layouts, sign packages and landscape & lighting plans. 2016 was a productive year in the city for new residential construction. We also saw a new commercial project along the N. Main Street corridor. One new addition to the permitting process this year was the use of the ZonePro database to enter all permits approved by staff. This new system started being used to track permits in April of this year and will assist staff moving forward to quickly bring up permit information and to track permitting fees and valuations of projects. Below is a breakdown for the different types of permits issued during 2016 compared to the same types of permits in 2015.

	<u>2016</u>	<u>2015</u>
Total Zoning Permits:	112	104
New Houses:	14	7
Accessory Structures:	25	25
Residential Additions:	19	8
New Commercial:	1	0
New Commercial Additions:	1	1
Temporary Signs:	24	32
New Signs:	5	5

New construction brings new investment into Clayton. Over the course of 2016 there was approximately \$6,268,190 of new investment in the City in terms of new construction projects and over \$8,000 for zoning permit fees. \$4,045,076 of that new investment was for the construction of fourteen (14) new homes within the city boundaries, which means the average construction cost was almost \$290,000.

The larger story of the permits indicates an overall attraction for Clayton to be called home. The new home construction, along with the two hundred and two (202) pre-sale inspections we carried out this year indicate Clayton continues to be a destination for new home buyers within the county region. There were also forty-four (44) permits pulled for additions and accessory structures which demonstrates property owners making improvements to their property for long term enjoyment. With the number of new homes and new investment in the residential market higher when compared to 2015, staff believes Clayton is on the correct path in attracting new families while maintaining our current residents. This is a positive trend and one we'll continue to monitor.

Planning Commission

Per the City Charter, the Planning Commission shall be the platting commission for the City. The five (5) member board serves as an advisory board to the City Council. The Planning Commission hear cases involving text amendments to the Zoning Resolution, proposed zoning changes to the Zoning Map and review all planned unit developments proposals submitted to staff. Our Board has gone through a transition in 2016 and we've had two (2) members resign. We should have replacements sworn in by the beginning of 2017. Below is a summary of the cases heard this year.

1. Case# PC16-01 Wingate Development Group LLC

A request to modify the Planned Development (PD-1) development standards at 3922 Valley Brook Dr. (Lot# 170) (Parcel ID# M60-25422-0015) and 3924 Valley Brook Dr. (Lot# 171) (Parcel ID# M60-25422-0016). The Planning Commission originally tabled the case until more information could be presented. Once the information was presented the Board recommended approval to the City Council with a vote of 3-0.

2. Case# PC16-02 City of Clayton Council

On September 1, 2016, The Clayton City Council sent Ordinance No. O – 09 – 16 -20. An ordinance amending Clayton Codified Ordinance section 1124.03 entitled, "Agriculture" and Clayton Codified Ordinance Section 1187.17 entitled, "Agricultural Uses in Residential Districts". The Planning Commission originally tabled the case for further consideration. At the following meeting the Board recommended approval to the City Council with a vote of 3-0.

3. Case# PC16-03 City of Clayton Council

On September 1, 2016, The Clayton City Council sent Ordinance No. O – 09 – 16 -19. An ordinance amending Clayton Codified Ordinance Section 1111.15 entitled, “Curb and Gutter”. The Planning Commission recommended approval to the City Council with a vote of 3-0.

4. Case# PC16-04 Jason M Cummings

A request to reclassify the property located at 926 Tammy Cir. (Parcel ID# M60-16432-0003) from R-2 Suburban Residential to UR-2 Urban Residential. The property owner intends to open an in-home child care service (type A) after obtaining approval from City of Clayton and proper licensing from the State of Ohio. The Planning Commission recommended approval to the City Council with a vote of 2-1. The City Council failed to approve or deny the request.

5. Case# PC16-05 Steven H. Spears

A request to modify the Planned Development (PD-1) located at 9971 Ridge Acres Ln. Englewood, OH 45322 (Parcel ID# M60-19106-0001). The request is to split the applicants parcel to permit two single-family residential parcels. The Planning Commission failed to make a recommendation to the City Council.

6. Case# PC16-06 Steven H. Spears (reapplication)

A request to modify the Planned Development (PD-1) located at 9971 Ridge Acres Ln. Englewood, OH 45322 (Parcel ID# M60-19106-0001). The request is to split the applicants parcel to permit two single-family residential parcels. The Planning Commission recommended approval to the City Council with a vote of 3-0.

7. Case# PC16-07 Keith Bowman

A request for a reclassification of the property located at 4250 Sweet Potato Ridge Rd. (Parcel ID# M60-03012-0050) from R-1:Open Space Residential to PD-1:Planned Residential District. The request was made by Keith Bowman (property owner).

8. Case# PC16-08 Keith Bowman

A request for a lot split and final plan review of the property located at 4250 Sweet Potato Ridge Rd. (Parcel ID# M60-03012-0050) within the PD-1:Planned Residential District. The request was made by Keith Bowman (property owner).

Board of Zoning Appeals

The Board of Zoning Appeals is a Board made up of five (5) residents from the community that hear all variance, administrative appeals and conditional use applications submitted to the staff. Below are summaries of all the cases the BZA heard in 2016.

Case# CU-16-01

Request a conditional use to section 1187.17 to permit agricultural use (chickens, ducks, pygmy goats & a rooster) in a residential district on the property at 29 Water St. Clayton, OH 45315. The application was submitted by Nick & Gailyn Redavide (property owners). The Board of Zoning Appeals tabled the case until proof could be provided the applicants had a total of two acres.

Case# VAR-16-01

Request a variance to section 1133.07 to permit an attached garage to be constructed within the side yard setback on the property at 27 N. Diamond Mill Rd. Clayton, OH 45315. The application was submitted by Jerry James (property owner). The Board of Zoning Appeals approved the request with a vote of 5-0.

Case# VAR-16-02

Request a variance to section 1187.17(a) to permit agricultural uses in Residential Districts on less than two acres on the property at 29 Water St. Clayton, OH 45315. The application was submitted by Nick & Gailyn Redavide (property owners). The Board of Zoning Appeals tabled the case until all Board members were present.

Case# CU-16-02

Request a conditional use to section 1135.04(c) to permit an educational institution on the property at 926 Tammy Cir. Dayton, OH 45415. The application was submitted by Jason Cummings Sr. (property owner). The Board of Zoning Appeals approved the request with a vote of 3-1.

2017 Planning & Zoning Goals

Planning Goals

1. Complete and begin implementing the Comprehensive Land Use Plan.
2. Begin working on taking the N. Main Overlay District through the Planning Commission and City Council adoption process.
3. Begin planning strategies and mapping where possible farm land is and incorporating this information with the Comprehensive Land Use Plan for development purposes.

Zoning Goals

1. Develop rules and procedures for the BZA and Planning Commission to adopt for their meetings.
2. Develop new fee schedule for zoning permits.
3. Begin planning on implementing the Zoning Resolution update to incorporate results from the Comprehensive Land Use Plan.

Report Summary

2016 was a year of transition for the Clayton Development Department. With two thirds of our staff being new to the department, there was a natural period of staff learning new roles, city boundaries and priorities to assist in moving the overall development of the City forward. We believe our department has established a solid framework of initiatives to continue to build our City towards the bright future we all envision for Clayton.

Development is a process that is difficult to sometimes quantify due to the inherent ebbs and flows of the process. Our role is to address issues as they arise and provide programs to create a desirable community for our current population to reside long-term while also attracting new residents. This in turn provides the business community with demographical statistics in which they partially base future relocation and expansion decisions upon. Having development processes in place which are clear and transparent also provide site selectors an accurate picture on the desirability of locating within our boundaries. Staff has worked extensively in 2016 to address all these factors which will provide long-term sustainability for Clayton.

Working towards the above goals, staff has significantly increased our code enforcement presence within the community. We've maintained and created new outreach programs for our residents while also working on positioning our available land to eventually be developed by the business community. We've begun addressing the need to update both the Land Use Plan and eventually the Zoning Resolution, making the development process easier for economic development. We believe the foundation for positive development has been established in 2016 and we'll continue to solidify this base in the immediate future. We'll also continue to plan for the long-term stability of Clayton. These are the goals for the Development Department and we believe we are moving in a positive direction towards accomplishing our real potential.