



GROVE CITY, OHIO - CITY COUNCIL Agenda

March 17, 2025

7:00 PM

Regular Meeting

Call to Order

Roll Call

Approval of Minutes

Welcome & Reading of Agenda

Presentation: Historical Society Annual Report

LANDS:

- | | |
|----------------------------|--|
| <u>Ordinance C-08-25</u> | Amend Section 1135.09(b)(12)G9t of the Codified Ordinances titled Retail Dispensing of Medical and Recreational Marijuana. Second reading and public hearing. |
| <u>Ordinance C-10-25</u> | Approve a Special Use Permit for a Marijuana Dispensary for Ohio Cannabis Company located at 1947 Stringtown Road. First reading. |
| <u>Resolution CR-09-25</u> | Approve the Preliminary Development Plan for Forestar Plum Run located at the Northeast corner of State Route 104 and State Route 665. |
| <u>Resolution CR-10-25</u> | Set Forth as required by Section 709.023 of the Ohio Revised Code the Municipal Services that can be furnished to 0.831± acres located at 2136 Sonora Drive in Jackson Township upon its annexation to the City of Grove City. |

SERVICE:

- | | |
|--------------------------|--|
| <u>Ordinance C-11-25</u> | Vacate a Sanitary Sewer Easement. First reading. |
|--------------------------|--|

FINANCE:

- | | |
|--------------------------|---|
| <u>Ordinance C-09-25</u> | Create the Grove City CARES Healthcare Pilot Program and Appropriate \$75,000.00 from the General Fund for same. Second reading and public hearing. |
|--------------------------|---|

ADMIN:

- | | |
|----------------------------|-----------------------------|
| <u>Resolution CR-11-25</u> | Amend the Rules of Council. |
|----------------------------|-----------------------------|

Call for New Business

Call for Dept. Reports & Closing Comments

Adjourn

ON FILE

Minutes of: 03/03 & 03/08 Council; 03/04 Planning Commission

Date: 02-24-25
Introduced By: Ms. Burroughs
Committee: Lands
Originated By: Mr. Holt
Sponsor:
Emergency: 30 Days: X
Current Expense:

No.: C-08-25
1st Reading: 03-03-25
Public Notice: 03-04-25
2nd Reading: 03-17-25
Passed: Rejected:
Codified: Code No:
Passage Publication:

ORDINANCE C-08-25

AN ORDINANCE TO AMEND SECTION 1135.09(b)(12)G9t OF THE CODIFIED ORDINANCES TITLED RETAIL DISPENSING OF MEDICAL AND RECREATIONAL MARIJUANA

WHEREAS, in 2024 the City enacted rules and regulations for new medical and recreational marijuana retail establishments; and

WHEREAS, to establish a medical and recreational marijuana retail establishment, an applicant is required to go through an extensive state licensing process; and

WHEREAS, in addition to the cost of obtaining a state license, an applicant is required to expend significant funds to establish and operate a medical and recreational marijuana retail establishment in compliance with the standards set forth by the State of Ohio and City of Grove City; and

WHEREAS, due to these factors is it necessary to amend the rules and regulations previously enacted by the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, COUNTY OF FRANKLIN, AND STATE OF OHIO, THAT:

SECTION 1. Section 1135.09(b)(12)G9t is hereby established as follows:

9. Retail Dispensing of Medical and Recreational Marijuana. In addition to the provisions found in B of this section, the following regulations shall apply:
 - t. Special Use Permits for retail marijuana sales shall be limited to two (2) within the corporate limits of the City. ~~and shall be valid for one year from the date of issue and may be renewed.~~ **Special Use Permits for retail marijuana sales shall be subject to an annual review by City staff to ensure the retail establishment is following all State of Ohio and City rules and regulations. Staff shall make an annual report to City Council.**

A Special Use Permit shall be revoked if the retail establishment fails to maintain a license with the State of Ohio.

A Special Use Permit may also be revoked if the retail establishment violates any of the City of Grove City rules and regulations pursuant to the procedure set forth below. If the retail establishment is in violation of any City of Grove City rules and regulations, the owner shall be giving written

notice of the violation and a thirty (30) day period to correct the violation. If the violation is not corrected in the time frame set forth herein, the matter shall be referred to City Council for a public hearing, where Council shall determine whether to revoke the Special Use Permit. If the Special Use Permit is revoked, written notice of revocation shall be served upon the owner, the owner's agent, or upon any person employed in the retail establishment for which the Special Use Permit was issued, or posted at a prominent location on the retail establishment. Notice shall be issued by the Chief Building and Zoning Official as prescribed in Section 1135.09(b)12F2.

SECTION 2. This Ordinance shall take effect at the earliest opportunity allowed by law.

Christine Houk, President of Council

Passed:
Effective:

Richard L. Stage, Mayor

Attest: _____
Tami K. Kelly, MMC, Clerk of Council

I Certify that this ordinance is correct as to form. _____
Stephen J. Smith, Director of Law

Date: 03/12/25
Introduced By: Ms. Burroughs
Committee: Lands
Originated By: Plan. Comm.
Sponsor: _____
Emergency: 30 Days: X
Current Expense: _____

No.: C-10-25
1st Reading: 03/17/25
Public Notice: 03/18/25
2nd Reading: 04/07/25
Passed: _____ Rejected: _____
Codified: _____ Code No: _____
Passage Publication: _____

ORDINANCE C-10-25

AN ORDINANCE TO APPROVE A SPECIAL USE PERMIT FOR A MARIJUANA DISPENSARY FOR OHIO CANNABIS COMPANY LOCATED AT 1947 STRINGTOWN RD

WHEREAS, Ohio Cannabis Company, applicant, has submitted a request for a Special Use Permit for a Marijuana Dispensary located at 1947 Stringtown Road; and

WHEREAS, on March 04, 2025, the Planning Commission of the City of Grove City recommended the *denial* of a Special Use Permit at this location.

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

SECTION 1. A Special Use Permit, under Section 1135.09b(12)A It is hereby issued to Ohio Cannabis Company for a marijuana dispensary, located at 1947 Stringtown Road, as submitted.

SECTION 2. This ordinance shall take effect at the earliest opportunity allowed by law.

Christine Houk, President of Council

Passed:

Richard L. Stage, Mayor

Effective:

Attest:

Tami K. Kelly, MMC, Clerk of Council

I Certify that this ordinance
is correct as to form.

Stephen J. Smith, Director of Law

ITEM 1: 202501230003- Ohio Cannabis Company – Special Use Permit (Retail Dispensing of Medical and Recreational Marijuana)

Site Location

1947 Stringtown Road (PID 040-013252)

Proposal

A Special Use Permit to allow for retail dispensing of marijuana

Current Zoning

C-2 (Retail Commercial)

Future Land Use

Commercial Center

Property Owner

A & M Shyu INC

Applicant/Representative

Brian Wingfield, The Green Goat Dispensary LLC

Applicable Plans, Policies, and Code Section(s)

- Zoning Code Section 1135.09
- Ordinance C-34-24

Staff Recommendation

Disapproval

Contents

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6. Detailed History	10

Case Manager

Dash Logan, AICP, Senior Planner
614-277-3024
dlogan@grovecityohio.gov

Summary

This application is a special use permit to allow for the retail dispensing of marijuana at 1947 Stringtown Road.

Zoning Map



Next Steps

Upon receiving a recommendation from Planning Commission, the application will move forward to City Council for final action.

1. Context Map

This property is located at 1947 Stringtown Road (PID 040-013252).



202501290004
Ohio Cannabis Company
Special Use Permit
PID: 040-012252

0 50 100 200 300 400 Feet



Date: 03/17/25
Introduced By: Ms. Burroughs
Committee: Lands
Originated By: Plan. Comm.
Sponsor:
Emergency: 30 Days:
Current Expense:

No.: CR-09-25
1st Reading: 03/17/25
Public Notice: 03/18/25
2nd Reading:
Passed: Rejected:
Codified: Code No:
Passage Publication:

RESOLUTION NO. CR-09-25

A RESOLUTION TO APPROVE THE PRELIMINARY DEVELOPMENT PLAN FOR FORESTAR PLUM RUN LOCATED AT THE NORTHEAST CORNER OF STATE ROUTE 104 AND STATE ROUTE 665

WHEREAS, on March 04, 2025, the Planning Commission recommended approval of the Preliminary Development Plan for Forestar Plum Run located at the Northeast corner of State Route 104 and State Route 665, as submitted.

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

SECTION 1. This Council hereby approves the Preliminary Development Plan for Forestar Plum Run located at the Northeast corner of State Route 104 and State Route 665, as submitted.

SECTION 2. This approval shall be good for 12 months from the date passed, or as otherwise provided in Section 1101.07(b) of the Codified Ordinances of the City of Grove City, Ohio.

SECTION 3. This resolution shall take effect at the earliest opportunity allowed by law.

Christine Houk, President of Council

Richard L. Stage, Mayor

Passed:

Effective:

Attest:

Tami K. Kelly, MMC, Clerk of Council

I Certify that this resolution
is correct as to form.

Stephen J. Smith, Director of Law

EXISTING CANOPY TO REMAIN (TYP.)

EXISTING CANOPY TO REMAIN (TYP.)

COMMON OPEN SPACE

OVERALL DEVELOPMENT DATA

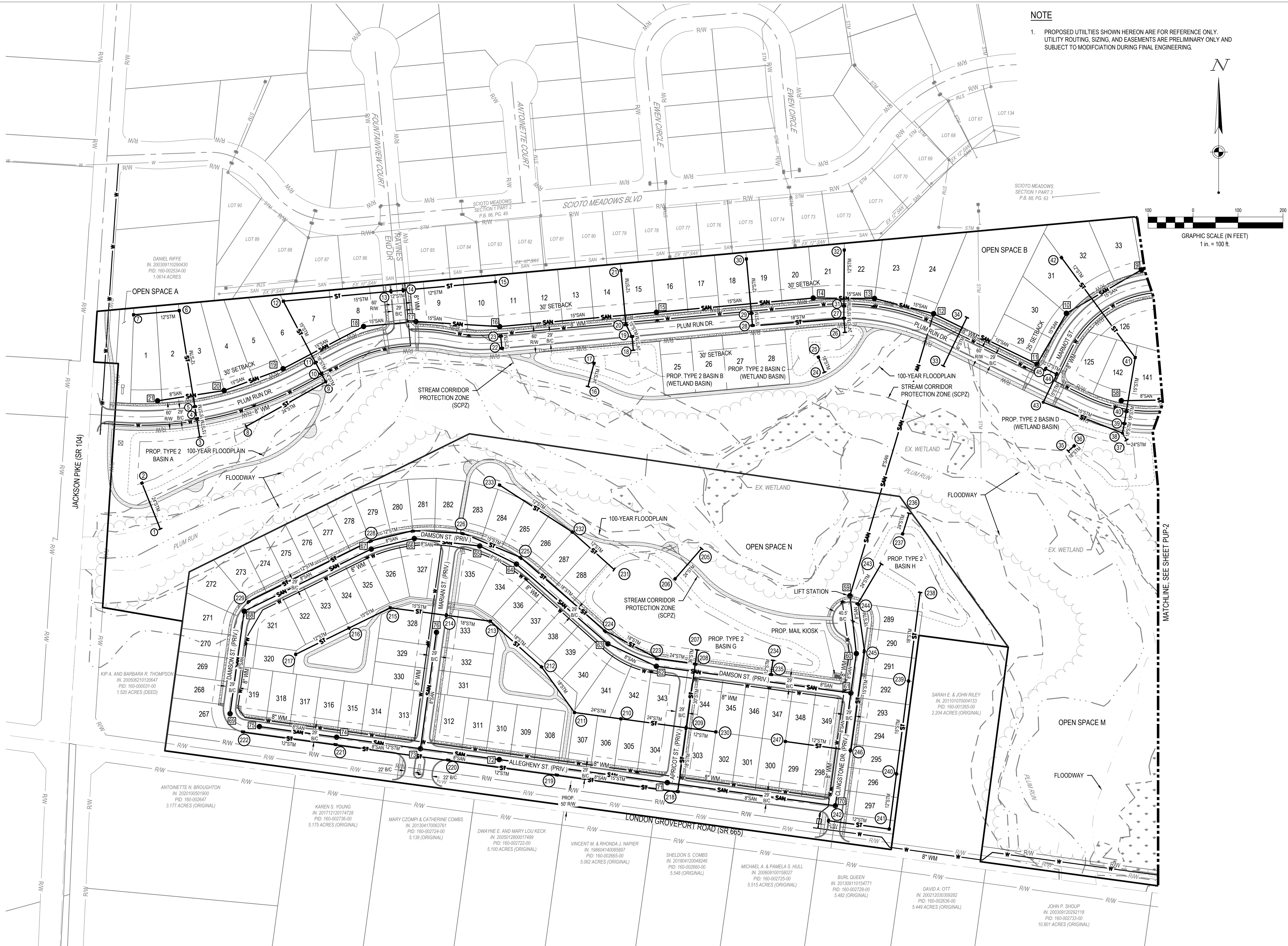
GROSS AREA	+/- 144.30 Ac.
TOTAL UNITS	349 UNITS
GROSS DENSITY	+/- 2.42 D.U./Ac.
REQUIRED OPEN SPACE	+/- 19.66 Ac. (13.6%)
OPEN SPACE	+/- 19.68 Ac. (13.6%)
OTHER GREEN SPACE PROVIDED	+/- 25.16 Ac. (17.4%)
TOTAL OPEN AND GREEN SPACE PROVIDED	+/- 44.84 Ac. (31.1%)

SUB-AREA 'A'	SUB-AREA 'B'
GROSS AREA +/- 117.10 Ac.	GROSS AREA +/- 27.20 Ac.
MIN/ LOT SIZE 70'x120' (8,400 SF)	MIN/ LOT SIZE 52'x115' (5,800 SF)
TOTAL UNITS 266 UNITS	TOTAL UNITS 83 UNITS
GROSS DENSITY +/- 2.27 D.U./Ac.	GROSS DENSITY +/- 3.0 D.U./Ac.
OPEN SPACE +/- 14.56 Ac. (12.4%)	OPEN SPACE +/- 5.12 Ac. (18.8%)
OTHER GREEN SPACE PROVIDED +/- 20.49 Ac. (17.5%)	OTHER GREEN SPACE PROVIDED +/- 4.67 Ac. (17.2%)
TOTAL OPEN AND GREEN SPACE PROVIDED +/- 35.05 Ac. (29.9%)	TOTAL OPEN AND GREEN SPACE PROVIDED +/- 9.79 Ac. (39.0%)

OPEN SPACE

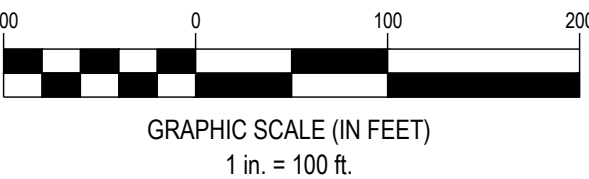
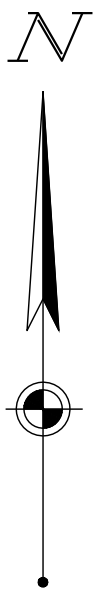
OTHER GREEN SPACE

MULTI-USE PATH



NOTE

1. PROPOSED UTILITIES SHOWN HEREON ARE FOR REFERENCE ONLY. UTILITY ROUTING, SIZING, AND EASEMENTS ARE PRELIMINARY ONLY AND SUBJECT TO MODIFICATION DURING FINAL ENGINEERING.



CESO
WWW.CESOINC.COM

2800 Corporate Exchange Dr., Suite 400
Columbus, OH 43221
Phone: 614.794.7080 Fax: 614.208.4826

THE INFORMATION ON THIS DOCUMENT IS PRELIMINARY OR INCOMPLETE AND NOT FOR CONSTRUCTION OR IMPLEMENTATION PURPOSES.

FORESTAR

COMMUNITIES AT PLUM RUN

CITY OF GROVE CITY
FRANKLIN COUNTY, OH

Revisions / Submissions

ID	Description	Date

© 2024 CESO, INC.

Project Number: 763927
Scale: 1" = 100'
Drawn By: BBM
Checked By: EAC
Date: FEBRUARY 2025
Issue: PDP

Drawing Title:
PRELIMINARY UTILITY PLAN

PUP-1



2800 Corporate Exchange Dr., Suite 400
Columbus, OH 43231
Phone: 614.794.7080 Fax: 888.208.4821

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FORESTAR

COMMUNITIES AT PLUM RUN

CITY OF GROVE CITY
FRANKLIN COUNTY, OHIO

Revisions / Submissions

ID	Description	Date
© 2024 CESO, INC.		
Project Number:	763927	
Scale:	1" = 100'	
Drawn By:	BBM	
Checked By:	EAC	
Date:	FEBRUARY 2025	
Issue:	PDF	

© 2024 CESO, INC

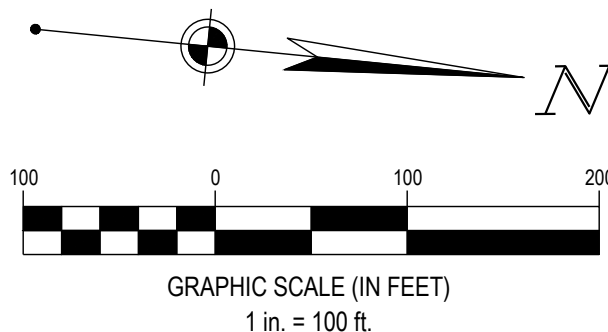
Project Number:	763927
Scale:	1" = 100'
Drawn By:	BBM
Checked By:	EAC
Date:	FEBRUARY 2025
Issue:	PDF

Drawing Title:
**PRELIMINARY UTILITY
PLAN**

PUP-2

NOTE

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GRAPHIC SCALE (IN FEET)
1 in. = 100 ft.

1 in. = 100 ft.

MATCHLINE, SEE SHEET PUP-1

HOLLY J. SMITH
IN. 202005270072894-1
PID: 160-002732-00
5.351 ACRES (ORIGINAL

LAURA MATEOS
IN. 202009250145244-1
PID: 160-002630-00
5.318 ACRES (ORIGINAL

RICHARD M. MOORE
IN. 201610110137953
PID: 160-002654-00
5.285 ACRES (ORIGINAL)

ROBERT W. KELLY
IN. 201612300179141
PID: 160-002739-00
5.252 ACRES (ORIGINAL

BRIAN LONG
IN. 201610310150067
PID: 160-002652-00
5.220 ACRES (ORIGINAL)

JERRY L. LEWIS & DEBORAH A. KERN
IN. 201402250023130
PID: 160-002664-00
5.187 ACRES (ORIGINAL)

ROBIN & TYRA BROWN
IN. 199810150263110
PID: 160-002827-00
5.154 ACRES (ORIGINAL

MERLINE HARRISON
IN. 200701100006232
PID: 160-002667-00
5.121 ACRES (ORIGINAL)

CLARION PROPERTIES
IN. 201508110111150
PID: 160-000075-00
56.9855 ACRES (DEED)

ETTY H. TTEEHAMBY
O.R. 08112, PG. G09
PID: 160-001509-00
28 ACRES (ORIGINAL)

BETTY HAMBY
PID: 160-001496-00
6.024 ACRES (ORIGINAL

BETTY H. HAMBY
IN. 20200103000905-1
PID: 160-001465
539 ACRES (ORIGINAL)

JEFFREY E. & KRISTI A. TAYLOR
IN. 200009260194665
PID: 160-001479-00
5 ACRES (MORE OR LESS) (ORIGINAL

GARRY R. CAROL L. PENNINGTON
IN. 199601110047576
PID: 160-000318-00
5.659 ACRES (ORIGINAL)

EDGAR & ROBIN M. CAJIGA
IN. 201109160117276
PID: 160-002512-00
5.910 ACRES (ORIGINAL)

MARTIN N. & JODI H. MALPHRU
IN. 201502090016270
PID: 160-002539-00
6.161 ACRES (ORIGINAL)

IN. 200902190021936
PID: 160-000049-00
6.702 ACRES (ORIGINAL



2800 Corporate Exchange Dr., Suite 400
Columbus, OH 43231
Phone: 614.794.7080 Fax: 888.208.4111

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COMMUNITIES AT PLUM RUN

CITY OF GROVE CITY
FRANKLIN COUNTY, OHIO

FORESTAR

Revisions / Submissions

ID	Description	Date
© 2024 CESO, INC.		
Project Number:	763	
Scale:	1" = 2'	
Drawn By:	E	
Checked By:	E	
Date:	FEBRUARY 2	
Issue:		

© 2024 CFSQ, INC.

Project Number:	76392
Scale:	1" = 200'
Drawn By:	BBM
Checked By:	EAC
Date:	FEBRUARY 2025
Issue:	PDF

Drawing Title:

FIRE TRUCK MANEUVERABILITY

FTM

Date: 03/12/25
Introduced By: Ms. Burroughs
Committee: Lands
Originated By: City Clerk
Approved: _____
Emergency: 30 Days: _____
Current Expense: _____

No.: CR-10-25
1st Reading: 03/17/2025
Public Notice:
2nd Reading:
Passed: _____ Rejected:
Codified: _____ Code No:
Passage Publication:

RESOLUTION CR-10-25

RESOLUTION CR-10-25
A RESOLUTION TO SET FORTH, AS REQUIRED BY SECTION 709.023
OF THE OHIO REVISED CODE THE MUNICIPAL SERVICES THAT CAN
BE FURNISHED TO 0.831± ACRES LOCATED AT 2136 SONORA DRIVE IN
JACKSON TOWNSHIP UPON ITS ANNEXATION TO THE CITY OF GROVE CITY

WHEREAS, a petition to annex 0.831± acres located at 2136 Sonora Drive, in Jackson Township to the City of Grove City, Ohio, and signed by Scott Hamman, Ana Rose Properties LLC, was filed with the Board of County Commissioners of Franklin County, Ohio; and

WHEREAS, a hearing on this petition is scheduled before the Board of County Commissioners of Franklin County; and

WHEREAS, Section 709.023(c) of the Ohio Revised Code requires that the legislative authority of the municipality to which the annexation is proposed adopt a statement indicating what services, if any, the municipal corporation will provide to the territory proposed for annexation upon its annexation.

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

SECTION 1. Upon its annexation to the City of Grove City, the 0.831± acres located at 2136 Sonora Drive, proposed for annexation by Scott Hamman, Ana Rose Properties LLC, will receive the following municipal services from the City of Grove City:

Fire:	Jackson Township will continue to provide Fire protection.
Police:	The City of Grove City, Police department, will provide police protection.
Water:	The City of Grove City has a water service area contract with the City of Columbus, and the subject property is within the service area. Conditional on the ability of the City of Columbus to provide water, the City of Grove City will have the ability to service this area. It is understood that all water line extensions are the responsibility of the property owner, and upon the receipt of all necessary permits and payments of all costs for connections thereto, such service shall become immediately available.
Sanitary Sewer:	The City has a written service area contract with the City of Columbus and the subject property is within the service area. Conditioned on the ability of the City of Columbus to provide sufficient sewage disposal capacity, the City of Grove City will have the ability to service the area. It is understood that all extensions of the sanitary sewer service is the responsibility of the property owner, and upon the receipt of all necessary permits and payments of all costs for connections thereto, such service shall become immediately available.
Solid Waste Collection:	Subject property is now serviced by and will continue to be serviced by a

Zoning:

publicly bid contract for solid waste and recycling services.

In accordance with Section 1139.05(a) the Codified Ordinances of Grove City, Ohio, all annexed territory zoned under County or Township zoning shall be classified at the most comparable district of the Grove City Zoning Code, unless otherwise requested by the petitioner and approved by the City Council at which time a buffer will be required if the requested zoning classification is clearly incompatible with uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the territory is to be annexed.

SECTION 2. This resolution shall take effect at the earliest opportunity allowed by law.

Christine Houk, President of Council

Richard L. Stage, Mayor

Passed:

Effective:

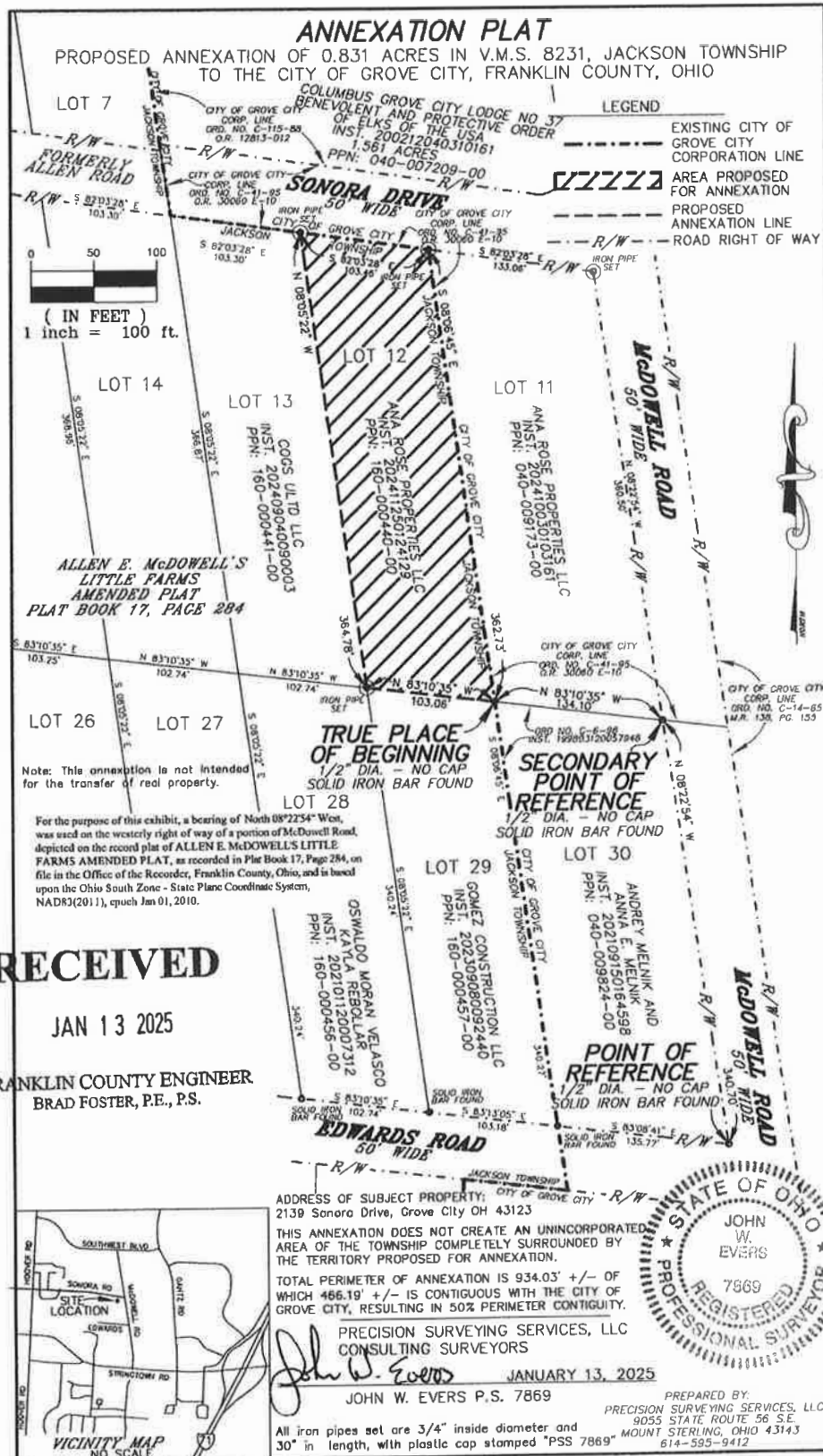
Attest:

Tami K. Kelly, MMC, Clerk of Council

I Certify that this resolution
is correct as to form.

Stephen J. Smith, Director of Law

CR-10-25 BY: FDA DATE: 1/13/25



RECEIVED

JAN 13 2025

CR-10-25

ANNEXATION
PLAT & DESCRIPTION
ACCEPTABLE
BRAD FOSTER, P.E., P.S.
FRANKLIN COUNTY ENGINEER

BY: FDA DATE: 1/13/25

FRANKLIN COUNTY ENGINEER
BRAD FOSTER, P.E., P.S.

**DESCRIPTION OF A 0.831 ACRE TRACT
FOR ANNEXATION PURPOSES**
From: Jackson Township, To: Grove City

Situate in Virginia Military Survey No. 8231, Jackson Township, Franklin County, State of Ohio, and being Lot 12 of "ALLEN E. McDOWELL'S LITTLE FARMS AMENDED PLAT", of record in Plat Book 17, Page 284, being owned by Ana Rose Properties LLC, of record in Instrument No. 202411250124129. All references to records being on file in the Office of the Recorder, Franklin County, Ohio, said Lot 12 being further described as follows:

The **Point of Reference** being a half inch diameter solid iron bar found at the intersection of the westerly right of way of McDowell Road (50' wide), with the northerly right of way of Edwards Road (50' wide), and being the southeasterly corner of Lot 30 of said "ALLEN E. McDOWELL'S LITTLE FARMS AMENDED PLAT";

Thence North 08°22'54" West, along the westerly right of way of a portion of McDowell Road, being the easterly line of said Lot 30, a distance of 340.70 feet to a half inch diameter solid iron bar found at the northeasterly corner of said Lot 30, being the southeasterly corner of Lot 11 of said "ALLEN E. McDOWELL'S LITTLE FARMS AMENDED PLAT";

Thence North 83°10'35" West, along the northerly line of said Lot 30, the southerly line of said Lot 11, a distance of 134.10 feet to a half inch diameter solid iron bar found marking the common corner at the southwest corner of said Lot 11, the northwesterly corner of said Lot 30, the southeasterly corner of said Lot 12, and the northeasterly corner of Lot 29 and being **The True Place of Beginning** of the herein described Lot 12, being 0.831 acres described for Annexation purposes, and being on a line between the City of Grove City and Jackson Township, marking a southwesterly corner of lands Annexed to the City of Grove City by Ordinance No. C-41-95, of record in Official Record Volume 30060 E-10, marking a northwesterly corner of lands Annexed to the City of Grove City by Ordinance No. C-6-98, of record in Inst. 199803120057946;

Thence North 83°10'35" West, along the northerly line of said Lot 29, being the southerly line of said Lot 12, a distance of 103.06 feet to an iron pipe set, at the southwesterly corner of said Lot 12, being the southeasterly corner of Lot 13, the northwesterly corner of Lot 29, being the northeasterly corner of Lot 28;

Thence North 08°05'22" West, along the westerly line of said Lot 12, being the easterly line of said Lot 13, a distance of 364.78 feet to an iron pipe set at the northwesterly corner of said Lot 12, being the northeasterly corner of said Lot 13, and being in the southerly right of way line of Sonora Drive (50' wide), and being on a line between the City of Grove City and Jackson Township, being a southerly line of lands Annexed to the City of Grove City by Ordinance No. C-41-95, of record in Official Record Volume 30060 E-10;

Thence South 82°03'28" East, along the southerly right of way line of Sonora Drive (50' wide), being the northerly line of said Lot 12, and being on a line between the City of Grove City and Jackson Township, being a southerly line of lands Annexed to the City of Grove City by Ordinance No. C-41-95, of record in Official Record Volume 30060 E-10, a distance of 103.46 to an iron pipe set at the northeasterly corner of Lot 12, being the northwesterly corner of said Lot 11;

Thence South 08°06'45" East, along the easterly line of said Lot 12, being the westerly line of said Lot 11, and being on a line between the City of Grove City and Jackson Township, being a westerly line of lands Annexed to the City of Grove City by Ordinance No. C-4195, of record in Official Record Volume 30060 E-10, a distance of 362.73 feet to the **True Place of Beginning**, containing 0.831 acre and being all of Franklin County Auditor Parcel 160-000440.

The total length of annexation perimeter is 934.03 feet, of which 466.19 feet is contiguous with the City of Grove City corporation lines, resulting in 50% perimeter contiguity.

The above description was prepared by John W. Evers, P.S. 7869, of Precision Surveying Services, LLC, from an actual boundary survey performed in December of 2024.

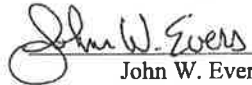
All iron pipes set are 3/4" inside diameter and 30" in length, with plastic cap stamped "PSS 7869".

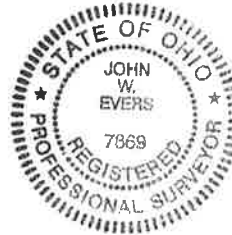
Property Address: 2139 Sonora Drive, Grove City, Ohio 43123

For the purpose of this description, a bearing of North 08°22'54" West, was used on the westerly right of way of a portion of McDowell Road, depicted on the record plat of ALLEN E. McDOWELL'S LITTLE FARMS AMENDED PLAT, as recorded in Plat Book 17, Page 284, on file in the Office of the Recorder, Franklin County, Ohio, and is based upon the Ohio South Zone - State Plane Coordinate System, NAD83(2011), epoch Jan 01, 2010.

Note: This annexation is not intended for the transfer of real property.

PRECISION SURVEYING SERVICES, LLC
Consulting Surveyors

 01-13-2025
John W. Evers P.S. 7869



Date: 03/12/25
Introduced By: Mr. Dew
Committee: Service
Originated By: Mr. Smith
Approved: Mr. Boso
Emergency: 30 Days: X
Current Expense: _____

No.: C-11-25
1st Reading: 03/17/25
Public Notice: 03/18/25
2nd Reading: 04/07/25
Passed: _____ Rejected: _____
Codified: _____ Code No: _____
Passage Publication: _____

ORDINANCE C-11-25

AN ORDINANCE TO VACATE A SANITARY SEWER EASEMENT

WHEREAS, in 1988, City Council approved a Development Plan for the Southampton Apartments located at the intersection of Hoover Road and Royal Meadow Lane; and

WHEREAS, as part of this project, the developer granted the City sanitary sewer easements; and

WHEREAS, those sanitary sewer easements were never used and are not needed for a municipal purpose; and

WHEREAS, the property owner has submitted a written request to have said easement vacated; and

WHEREAS, Council is satisfied there is good cause for the vacation of said portion of the sanitary sewer easements and it will not be detrimental to the general interest of the public.

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

SECTION 1. The sanitary sewer easement as depicted and described in Exhibit A is hereby vacated.

SECTION 2. This Ordinance shall take effect and be in force from and after the earliest date permitted by law.

Christina A. Houk, President of Council

Passed:

Richard L. Stage, Mayor

Effective:

Attest:

Tami K. Kelly, MMC, Clerk of Council

I certify that this
ordinance is correct as to form.

Stephen J. Smith, Director of Law

0.134 & 0.068 ACRE EASEMENT VACATION

State of Ohio, County of Franklin, City of Grove City
Virginia Military Survey No. 6839

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	19.40	N04° 34' 56"E
L2	127.74	N22° 43' 19"E
L3	177.74	S86° 46' 41"E
L4	20.00	S03° 13' 19"W
L5	163.60	N86° 46' 41"W
L6	113.60	S22° 43' 19"W
L7	17.84	N04° 34' 56"E
L8	124.20	N22° 43' 19"E
L9	179.20	S86° 46' 41"E
L10	10.00	S03° 13' 19"W
L11	172.14	N86° 46' 41"W
L12	117.14	S22° 43' 19"W

SOUTHAMPTON
CONDOMINIUM
C.P.B. 305 Pg. 166
Declaration
I.N. 202412040127148

The City of Grove City, Ohio
20' Sanitary Easement
O.R. 11004 Pg. D04

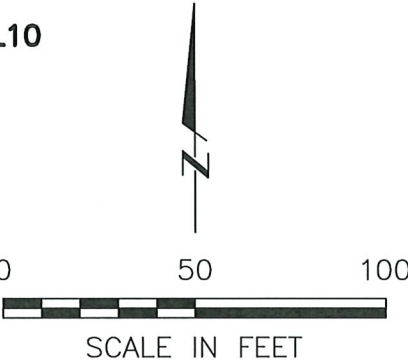
The City of Grove City, Ohio
10' Sanitary Easement
O.R. 10813 Pg. H08

EASEMENT
VACATION
0.134 AC.
(5,827 S.F.)

EASEMENT
VACATION
0.068 AC.
(2,963 S.F.)

LEGEND

- Property Line
- Centerline of Roadway
- R/W Right-of-Way
- POB Point of Beginning
- POC Point of Commencement
- 0.134 Ac. Easement Vacation
- 0.068 Ac. Easement Vacation



BASIS OF BEARINGS

Ohio State Plane Coordinate System, Ohio
South Zone, NAD83 (2011 Adjustment, Epoch
2010.00) as determined by ODOT RTN
observations, with a portion of the centerline
of Hoover Road bearing North 03°13'04" East.



BY: *Garrett Brown* 2/26/2025
Garrett G. Brown, P.S., E.I.
Registered Surveyor No. 8797

DRWN BY BPB CHK BY GGB DATE 2025-02-26

Franklin County
Commissioners
O.R. 16081 Pg. F19
67-WD
0.226 Ac. (D)

HOOPER RD. (VARIES)
(PUBLIC ROADWAY)

N03°13'04"E
Basis of Bearings

POC
0.134 Ac.
0.068 Ac.

POB
0.134 Ac.

POB
0.068 Ac.

Joshua T Smith Realty, LLC
PID: 040-001288-00
I.N. 202110270195674
0.8188 Ac. (D)

AUBURN VILLAGE
CONDOMINIUM
P.B. 2 Pg. 842

E. P. FERRIS
AND
ASSOCIATES
INC

Consulting Civil Engineers and Surveyors

2130 QUARRY TRAILS DR, 2ND FLOOR
COLUMBUS, OHIO 43228
(614) 299-2999
(614) 299-2992 (Fax)
www.EPFERRIS.com

LEGAL DESCRIPTION
0.134 ACRE EASEMENT VACATION

Situated in the State of Ohio, County of Franklin, City of Grove City, being in Virginia Military Survey No. 6839, and being part of SOUTHAMPTON CONDOMINIUM as delineated in Condominium Plat Book 305, Page 166, all being of record in the Recorder's Office, Franklin County, Ohio, and being more particularly described as follows:

COMMENCING at the southwesterly corner of said SOUTHAMPTON CONDOMINIUM and also being on the easterly right-of-way line of Hoover Road (width varies);

Thence along the southerly line of said SOUTHAMPTON CONDOMINIUM, South 85°25'04" East, 178.26 feet to a point;

Thence leaving said southerly line and across said SOUTHAMPTON CONDOMINIUM, North 04°34'56" East, 19.40 feet to the southwesterly corner of a 20 foot wide sanitary easement as conveyed to the City of Grove City, Ohio in Official Record 11004, Page D04 and being the **TRUE POINT OF BEGINNING**;

Thence continuing across said SOUTHAMPTON CONDOMINIUM and along said sanitary sewer easement, for the following two (2) courses:

- 1) North 22°43'19" East, 127.74 feet to a corner of said sanitary sewer easement;
- 2) South 86°46'41" East, 177.74 feet to a corner of said sanitary sewer easement;

Thence continuing across said SOUTHAMPTON CONDOMINIUM and across said sanitary sewer easement, South 03°13'19" West, 20.00 feet to a point on a southerly line of said sanitary sewer easement;

Thence continuing across said SOUTHAMPTON CONDOMINIUM and along sanitary sewer easement, for the following three (3) courses:

- 3) North 86°46'41" West, 163.60 feet to a corner of said sanitary sewer easement;
- 4) South 22°43'19" West, 113.60 feet to a corner of said sanitary sewer easement;
- 5) North 67°16'41" West, 20.00 feet to the **TRUE POINT OF BEGINNING**, containing 0.134 acres (5,827 S.F.), more or less.

Subject however to all legal easements, restrictions, and rights of way of record and of records in the respective utility offices.

Bearings referenced herein are based on the Ohio State Plane Coordinate System, Ohio South Zone, NAD83 (2011 Adjustment, Epoch 2010.00) as determined by ODOT RTN observations, with a portion of the centerline of Hoover Road bearing North 03°13'04" East.

This description was prepared by Garrett G. Brown, Ohio Registered Professional Surveyor 8797 and is based on a field survey conducted on August 23, 2024.

This description was prepared on February 26, 2025.



A handwritten signature in blue ink, appearing to read "Garrett Brown", written over a horizontal line.

2/26/2025

Garrett G. Brown, PS, E.I.
Registered Surveyor No. 8797

Date

Date: 02-24-25
Introduced By: Mr. Holt
Committee: Finance
Originated By: Mr Berry
Approved: Mayor Stage
Emergency: 30 Days: XX
Current Expense:

No.: C-09-25
1st Reading: 03-03-25
Public Notice: 03-04-25
2nd Reading: 03-17-25
Passed: Rejected:
Codified: Code No:
Passage Publication:

ORDINANCE C-09-25

AN ORDINANCE TO CREATE THE “GROVE CITY CARES” HEALTHCARE GRANT PILOT PROGRAM AND APPROPRIATE \$75,000.00 FROM GENERAL FUND FOR SAME

WHEREAS, Grove City is a community that cares about the health and wellness of its citizens; and

WHEREAS, like all American Cities, Grove City has a portion of the population that falls at or below the national poverty level; and

WHEREAS, a portion of our population earns under \$30,000.00 and that proportion is worsened with inflation, higher food prices, and increased medical costs, making healthcare an often unaffordable luxury; and

WHEREAS, affordable medical, dental, vision, and mental healthcare is essential for all citizens and is the most impactful social determinant of health for the public; and

WHEREAS, assisting low-income level residents with healthcare costs serves in keeping the community physically healthy and financially secure; and

WHEREAS, not having access to healthcare forces residents into emergency rooms and putting residents into further debt; and

WHEREAS, Grove City strives to attract a strong workforce and uplift small businesses, that often survive by utilizing part-time employees with lower wages and no healthcare benefits; and

WHEREAS, Grove City will proudly accept donations from employers that see the value in healthcare being offered under this program.

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

SECTION 1. The Grove City Health Care Grant Program is hereby created, as shown in Exhibit “A”.

SECTION 2. There is hereby appropriated \$75,000.00 from the General Fund into account 100120.551300 for this Program.

SECTION 3. There is hereby created the Grove City CARES Grant Committee-made up of City Finance Director or designee, originator of this legislation, the Chair of the Council Finance Committee, and two members (non-city employees) appointed by the Mayor with healthcare policy/management experience with majority consent of Council. The Committee will set the criteria and structure for the program and submit to Council for approval. Future changes to the program and funding recommendations by the CARES Grant Committee shall be submitted to Council for approval.

SECTION 4. This ordinance shall take effect at the earliest opportunity allowed by law and run through October 31, 2026

Christine A. Houk, President of Council

Passed:
Effective:

Richard L. Stage, Mayor

Attest:

Tami K. Kelly, MMC, Clerk of Council

I Certify that this ordinance is correct as to form.

Stephen J. Smith, Director of Law

I Certify that there is money in the treasury, or in the process of collection, to pay the within ordinance.

Michael A. Turner, Director of Finance



THE CITY OF GROVE CITY CARES HEALTHCARE GRANT PROGRAM

Healthcare Grant Application

The City of Grove City, in an effort to assist those with healthcare benefits who remain residents, has established a Healthcare Grant program. The following conditions apply:



1. Provide Proof of Residency in the City of Grove City Ohio's corporation limits, through rental agreement and/or utility bill.
2. Provide Proof that Income is below \$30,000.00 annually, through RITA income tax records.
3. Provide receipt of the healthcare insurance statement for reimbursement.
4. Awards will be up to \$400.00 annually for individual health insurance plans.
5. Awards will be up to \$600.00 annually for family health insurance plans.



New ☐
Reapplication ☐

GROVE CITY CARES HEALTHCARE GRANT APPLICATION

PLEASE PRINT OR TYPE:

Date: _____

Name _____

Address: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Please provide the following:

1. Notarized proof of residency form and utility bill or lease/rental agreement in your name.
2. Paid receipt of health care plan for the year
3. Signed Release for City to perform RITA inquiry

Return application to: City of Grove City
4035 Broadway
Grove City OH 43123



STATE OF OHIO)
COUNTY OF FRANKLIN) SS

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THE CITY OF GROVE CITY HEALTHCARE GRANT PROGRAM

RITA Tax Information Waiver

I voluntarily and knowingly authorize the City of Grove City to access my income tax information maintained in the Regional Income Tax Agency database to determine eligibility for the Grove City Healthcare Grant Program.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Date: 3/12/25
Introduced By: Mr. Holt
Committee: Administration
Originated By: Ms. Houk
Approved: _____
Emergency: 30 Days: _____
Current Expense: _____

No.: CR-11-25
1st Reading: 03/17/25
Public Notice:
2nd Reading:
Passed: _____ Rejected:
Codified: _____ Code No:
Passage Publication:

RESOLUTION NO. CR-11-25

A RESOLUTION TO AMEND THE RULES OF COUNCIL

WHEREAS, the Rules of Council were adopted by Resolution CR-44-63 and were amended by Resolutions CR-11-76, CR-28-87, CR-64-91, CR-44-16, CR-23-18, and CR-23-20, and were adopted in subsequent years at the Council's Organizational Meeting; and

WHEREAS, the Rules are being amended in preparation for the addition of a Deputy Clerk of Council.

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

SECTION 1. The Rules of Council are hereby amended and adopted as shown in Exhibit A, attached hereto and made a part hereof.

SECTION 2. This resolution shall take effect at the earliest opportunity allowed by law.

Christine A. Houk, President of Council

Richard L. Stage, Mayor

Passed:

Effective:

Attest:

Tami K. Kelly, MMC, Clerk of Council

I Certify that this resolution is correct as to form

Stephen J. Smith, Director of Law

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I. MEETINGS

A. Regular Meetings

Regular meetings of Council shall be held in the Council Chambers at 7:00 p.m. on the first and third Mondays of each month. Council may, by majority vote, change the day and/or hour determined by a like vote of the members present if constituting a quorum. In cases of emergency, the President of Council may cancel a meeting.

Caucus

Prior to each Regular meeting of Council, Council may hold a caucus session. The caucus session shall be an opportunity for Council to review and/or discuss the agenda prior to the Regular meeting. The general public shall be permitted to attend but shall not participate unless invited by Council or the Mayor. In the event that the Regular meeting of Council is cancelled, the caucus session shall also be cancelled.

B. SPECIAL Meetings

Council shall hold such special meetings as may be found necessary, which may be called by the Clerk upon the request of four (4) members of Council or as the President of Council deems necessary. Whenever possible, special meetings shall be held on the second, fourth, or fifth Monday of the month.

Any such vote or request for the calling of a special meeting shall state the subject or subjects to be considered thereat and no other subject or subjects shall be considered except upon the approval of six (6) or more of the members of Council in attendance at such special meeting. Twenty-four (24) hours notice of such special meetings called by four members of Council or the President of Council shall be given to the Press, each member of Council, the Mayor, and any other persons involved in the action to be taken.

C. Committee Meetings

Called by the Chair of the Committee or 4 members of Council to discuss legislation before Council or subjects of interest. Council shall take no official action of any kind during a committee meeting.

D. Work Sessions

Council work session topics may be submitted by any member of Council, the Mayor, or Administration to the Administrative/Rules Committee to be scheduled on the second, fourth, or fifth Monday of the month. Council shall take no official action of any kind

during a work session. (Examples: Governance retreats, information sharing, and discussion sessions.)

E. Notice

The Clerk shall maintain in a conspicuous place in City Hall and on the City's website an announcement of the time, date and place of the regular meeting of Council and, upon receipt thereof of notice of any special meeting or work session of Council, shall post an announcement thereof in a conspicuous place in City Hall and on the City's website, and shall give notice at least 24 hours before the time scheduled for such meeting per the Charter. The Clerk shall provide a copy of the agenda for any regular meeting, special meeting, or work session to any person who requests same and shall mail a copy of such agenda to any person requesting same and supplying the Clerk with a pre-addressed, stamped envelope or e-mail address. The Clerk shall provide an electronic copy for free, or a hard copy of any ordinance or resolution to be considered as an item on any agenda to any person who requests same and who pays to the City the sum of \$0.05 per page of the ordinance or resolution requested.

F. Open Meetings

All meetings of Council shall be open to the public, except for those exemptions set forth in the Ohio Revised Code and approved by two-thirds vote of all the members of Council. All official actions of the Council shall be taken in open session.

G. Minutes

Minutes of all regular meetings, special meetings, and work sessions shall be open to the public for inspection, during business hours of the City, upon reasonable advance request to the Clerk to inspect the same.

H. Recordings

Meetings of Regular and Special meetings of Council shall be recorded electronically and placed on the City's website for public viewing. The recordings shall not constitute the official record of action for the meeting.

I. Executive Session

Pursuant to the City Charter, Council may enter into Executive Session. The Mayor shall attend with the right to participate in debate, per Section 3.05 of the Charter.

II. ~~CLERK OF COUNCIL~~ COUNCIL STAFF

A. Clerk

Council shall ~~elect~~ appoint by majority vote a Clerk who shall act as Clerk of Council/City Clerk ~~and appoint such number of Deputy Clerks as Council may determine to be advisable.~~ The Clerk, or a designee, shall be present at all Council meetings and shall record the proceedings in the official journal, compile the agenda and other duties as prescribed by the Ohio Revised Code, the Charter, and ordinances of the City, and as determined by Council.

B. Deputy Clerk

Council shall appoint by majority vote any Deputy Clerk. ~~A~~ Deputy Clerks shall ~~follow the duties as determined by~~ be under the general supervision of the Clerk of Council. A Deputy shall attend such meetings as may be required by the Clerk, and in the absence of the Clerk at a regular or special meeting of Council, shall assume the duties of the Clerk for that meeting alone.

In the event that the Clerk or Deputy cannot attend a regular or special meeting of Council, the Director of Law ~~shall~~ may record the proceedings for that meeting alone, or the Clerk may obtain such service from ~~a retired or other community Clerk/Deputy~~ an individual who is qualified to perform the required duties.

Job descriptions for the Clerk of Council and Deputy Clerk of Council are available on the City's website. ~~can be found in Appendix A of the Rules.~~

C. Vacancies

Position vacancies will be filled using the City's Job Posting and Interview Process, described in current Administrative Orders. The President of Council, the Administrative/Rules Chair, and one additional member of Council (appointed by the Council President) shall serve as the Interview Panel. The Clerk and/or Deputy Clerk may also serve on the interview panel at City Council's discretion. This panel will bring forward for a majority vote of City Council any candidates for appointment.

III. THE CHAIR

Powers and Duties

A. Roll Call

The President of Council shall take the Chair at the hour appointed for Council to meet and immediately shall call the Council to order. The roll shall then be called by the Clerk, who shall enter into the Journal of each meeting the names of members present thereat. In the absence of a quorum at the time appointed for a meeting, the members present may briefly delay the start of the meeting and cause the Clerk to procure the attendance of absent members.

B. Temporary Chair

The President of Council shall serve as Chair to preside over its sessions.

In case of the absence of the President of Council, the Clerk shall call the Council to order. The Clerk shall call the roll and if a quorum is found to be present, the Council shall proceed to elect, by a majority vote, a temporary Chair of the meeting to serve until the appearance of the President of Council.

C. Substitute Chair

The Chair, i.e., President of Council or Temporary Chair, may call any other member to take their place ~~in-as~~ the Chair, such substitution not to continue beyond adjournment.

D. Appeals from Decisions of the Chair

The Chair shall preserve decorum and decide all questions of order, subject to appeal to Council. If any member transgresses the Rules of Council, the Chair shall, or any member may, call to order and in the latter instance, the Chair shall render a decision as to the point of order. In case of any appeal from a ruling of the Chair, the question shall be "Shall the decisions of the Chair stand as the decision of the Council". The Chair shall be sustained unless overruled by a majority vote of the members of Council present.

E. Chair's Power to Vote

Any member of Council who is serving as Chair shall have the same power to vote as other members.

F. Annual Budget

The President will prepare the Annual Budget for Council with the input from Members of Council and the Clerk. The President will approve all department requisitions and invoices upon confirmation that expenditures conform with the approved budget.

G. Evaluation of the Clerk of Council and Deputy Clerk of Council

The President ~~will~~shall prepare the Annual ~~Evaluation~~Performance Appraisal of the Clerk of Council and Deputy Clerk of Council with ~~the~~ input from the Members of Council. The President, ~~and two members of the the~~ Administrative/Rules ~~Committee~~ Chair, and one additional Member of Council (appointed by the Council President) ~~will~~ shall conduct the evaluation meeting with the Clerk. The President and Clerk of Council will both sign the evaluation prior to submitting to Human Resources. participate in the Performance Appraisal Process, which is detailed in the City's most current Administrative Order. The Clerk of Council and Deputy Clerk of Council shall participate in each review.

H. Staff Timekeeping and Leave

The President ~~will~~shall approve the Clerk of Council and Deputy Clerk of Council's time entered bi-weekly through the City's payroll system including all vacation and sick leave.

IV. MEMBERS' DUTIES AND PRIVILEGES

A. Seating Arrangement

The President of Council shall arrange the seating of the members of Council in the Council Chamber, and all members shall occupy said seats so designated during the time of their term of office.

B. Addressing the Chair

Members when about to speak to a question or make a motion, shall address the Chair as "Mr./Madam President", who shall pronounce the name of the member entitled to the floor. Members addressing Council shall confine themselves to the question under debate.

C. Limitation of Debate

No member shall be allowed to speak more than once upon any one subject until every member choosing to speak shall have spoken, nor for a time longer than three (3) minutes, without leave of Council as expressed by a majority vote of the members present. No person other than members of Council, the Mayor or City Administrator, the Law Director, and department heads as requested may be heard or enter into the debate of question or other matter before Council during the regular or special session except with leave of Council as expressed by a majority vote of the members present, or by being allotted time and being placed on the agenda as provided in Rules stated in V. A. 3) and 4).

The Chair shall be limited in debate in the same manner as Members of Council.

D. Voting

Every member present when a question is put shall vote on same, unless Council, shall, for special reasons, excuse them from voting. Said excuse shall be granted only if the members states reasons for the request before voting begins and the Council by majority vote of the members present accepts them. There shall be no debate upon this question.

Upon the opinion of the Director of Law or an Opinion of the Ohio Ethics Commission, a Member shall be exempt from voting when such action may result in the violation of any federal, state, or local law.

E. Roll Call

The roll call on each vote shall be rotated, so that the members whose name was called first on the last preceding roll call vote shall be called last; the members whose name

was called second on preceding roll call vote shall be called first, etc., and each member shall cast a vote when their name is called.

F. Demand for Roll Call Vote

Any member may demand a roll call vote upon any question before Council at any time before the decision on said question is announced by the Chair.

G. Excusal from Attendance

No member shall be excused from attendance at a Council meeting, except upon request to and permission by the President of Council prior to such meeting or by a vote of a majority of the members present. Refer to ORC 731.45 for being unexcused for two (2) months.

H. Excusal During Meeting

No member shall be excused while Council is in session except upon permission of the Chair.

V. ORDER OF BUSINESS & AGENDA

A. Order of Business & Agenda

The order of business at meetings of Council shall be as follows:

- 1) Roll call, to determine the presence of a quorum.
- 2) Reading of the Journal of the preceding meeting unless such reading shall be dispensed with by consent of a majority of the members present. If no objection is made to the Journal, the same shall be approved.
- 3) Consideration of agenda:
 - a. All matters submitted for consideration of the City Council at a regularly scheduled meeting must be first placed on the agenda.
 - b. The agenda shall consist of the ordinance and resolution number, the subject matter (by descriptive title only) and the name of the committee chair for each item.
 - c. The Clerk of Council with the assistance of the President of Council shall have administrative responsibility of assimilating and preparing the agenda subject only to the rules and regulations as prescribed by the City Council. In the absence of the President, the Clerk of Council shall publish the agenda. This in no way prohibits any member of Council from placing an item on the agenda, with the Rules prescribed.
 - d. All matters to be put on the agenda shall be delivered to the Clerk of Council in writing or electronically via e-mail and be signed by the interested proponent except members of the City Council, who may submit matters to the Clerk orally. Matters submitted electronically via e-mail shall be deemed signed by the individual sending the e-mail. All matters submitted must have a Council sponsor, unless provided for by Charter and/or the Code.
 - e. The Clerk of Council shall keep on file all written requests for agenda recognition until such requests have been addressed.
 - f. Matters submitted to be considered by the Council at its next regular meeting shall be given to the Clerk of Council no later than 12:00 noon, six working days before the next regularly scheduled meeting of Council.

- g. The Clerk of Council shall post the agenda to the City’s website and shall prepare or cause to be prepared and deliver or cause to be delivered to the following officials, a copy of the agenda and all legislation at the place so designated prior to the end of the regular day of business on the Thursday prior to the next regular meeting of Council:

Mayor	City Hall
Council	City Hall
Administrative Assistant	City Hall
Director of Law	City Hall
Deputy City Administrators	Via E-mail
City Consulting Engineer	Via E-Mail
Service Director	Via E-Mail
Safety Director	Via E-Mail
Finance Director	Via E-Mail
Chief Building Official	Via E-Mail
Chief of Police	Via E-Mail
Development Director	Via E-Mail
Parks & Rec. Director	Via E-Mail
Information Systems Director	Via E-Mail

- h. The Clerk of Council shall have prepared a sufficient number of agendas, complete with legislation for each representative of the press who will pick them up in the Clerk’s office prior to the meeting and shall have copies of the cover agenda ready for the general public that will attend the regular Council meeting.
- i. Consent agenda – The consent agenda may contain routine legislation which does not require further discussion. The consent agenda shall consist of legislation which is subject to a vote. Legislation will be placed on the consent agenda by the City Administrator in consultation with the Council President and/or Director of Law. All consent agenda items will be consolidated and

approved by a single voice vote of the members present. Prior to the approval of the consent agenda, if any Council member or a member of the public requests a discussion, that item will be removed from the consent agenda and considered separately at the appropriate place on the regular agenda. The Clerk shall record passage of the consent agenda and the vote thereon the same as if each is considered separately and voted upon.

- j. Assignment by chair of each public hearing item on the regular agenda to respective committee chair.
- k. Each item shall be heard in the order as printed on the agenda with the committees being listed in the order below.

Lands Committee
Safety Committee
Service Committee
Finance Committee
Parks Committee
Administrative/Rules Committee

- i) Upon motion of any Council member, the order of business at any meeting may be altered by affirmative vote of a majority of the members present.
- l. Each regular agenda item shall be given its reading, public hearing and opened for discussion by the Council, Administration, and the general public. Members of the public shall be permitted to speak on each item, for no more than three minutes.
- 4) After completion of all agenda items, the Chair shall request that any new business to be brought to the attention of Council by anyone present in the Council Chambers be done so at that time. This is the time for any open discussion from the floor. Comments shall be limited in time to three minutes unless otherwise allowed by a majority vote of the members present.
- 5) Reports and communications from the Mayor and other city officials, the Clerk, and the Council.
- 6) Adjournment.

VI. COUNCIL COMMITTEES

A. Appointment of Committees

The following Standing Committees, on which all members of Council shall serve, are hereby authorized:

- 1) Lands Committee
- 2) Safety Committee
- 3) Service Committee
- 4) Finance Committee
- 5) Parks Committee
- 6) Administrative/Rules

Lands

The lands committee may meet on a committee night as needed to discuss strategic planning as it relates to residential development, economic development, zoning, annexation, parks, and community amenities, etc. Upon sponsorship by a lands committee member, routine legislation will be assigned based on this description.

Safety

The safety committee may meet on a committee night as needed to discuss strategic planning as it relates to the division of police, homeland security, disaster preparedness, building/housing/fire code, traffic control, sidewalk program, etc. Upon sponsorship by a safety committee member, routine legislation will be assigned based on this description.

Service

The service committee may meet on a committee night as needed to discuss strategic planning as it relates to street maintenance, storm/sanitary sewers, stormwater management, utilities, engineering, public information, service expansion/rates or fees, waste management, city-provided services, etc. Upon sponsorship by a service committee member, routine legislation will be assigned based on this description.

Finance

The finance committee may meet on a committee night as needed to discuss strategic planning as it relates to capital improvement projects, workforce, city grants, budget planning, tax revenue, tax incentives, property tax, bonding and notes, salaries, appropriations, etc. Upon sponsorship by a finance committee member, routine legislation will be assigned based on this description.

Parks

The parks committee may meet on a committee night as needed to discuss strategic planning as it relates to parks and recreation facilities, park land acquisition, recreational programming, trail connectivity, senior center, community center, field space, etc. Upon sponsorship by a parks committee member, routine legislation will be assigned based on this description.

Administrative/Rules

The administrative/rules committee may meet on a committee night as needed to discuss strategic planning as it relates to senior staffing, employment matters, significant contracts, legal matters or actions, Council rules, city charter, etc. Upon sponsorship by an administrative/rules committee member, routine legislation will be assigned based on this description. This committee will also handle all human resource responsibilities of the City Council department and prepare the draft City Council annual appropriation.

Appointment of a member to chair each committee shall be made by the President of Council at the Organizational Meeting subject to approval by a majority vote of Council.

The President of Council may appoint such Special Committees of Council as deemed necessary provided that matters referred to or pending before a Standing Committee may not, without consent of its members, be referred to or considered by a special committee.

B. Temporary Chair

A Temporary Chair appointed by the President of Council shall preside when Council resolves itself into the Committee of the Whole. These Rules of Council shall govern the Committee of the Whole. All questions shall be decided by a majority vote of the members. When this Committee arises, any measure, together with any amendments thereto, reported out, shall receive the immediate consideration of Council unless otherwise ordered and placed upon the calendar or agenda.

C. Meetings

Committees shall meet on call of the Chair of the Committee. Whenever possible, committee meetings shall be held on the second, fourth, or fifth Monday of the month.

D. Quorum

A majority of members of Council shall constitute a quorum.

E. Temporary Committee Chair

In the absence of the Chair, a member named by the President of Council shall act as Temporary Chair.

F. Secretary to Committees

The Clerk or Clerk's designee shall act as secretary to each Committee and shall keep a record of attendance and a written record of the matters discussed at meetings thereof.

VII. MOTIONS

A. Motions

When a motion is made, it shall be stated by the Chair before debate. A motion shall not be withdrawn by the mover without the consent of Council. Unless otherwise required by law, a motion shall be deemed passed if it receives the affirmative vote of a majority of the members.

B. Order of Precedence

When a question is before Council, no motion shall be entertained except the following:

- 1) To adjourn
- 2) To lay on the table
- 3) The previous question
- 4) To postpone to a time certain
- 5) To refer
- 6) To amend

Said motions shall have precedence in the foregoing order.

C. Motion to Adjourn

Motion to adjourn shall be in order at any time, except as follows:

- 1) When repeated without intervening business or discussion.
- 2) When made while another member is speaking.
- 3) When the previous question has been ordered.
- 4) While a vote is being taken.

D. Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

E. Previous Question

The previous question shall be stated in these words: "Shall debate now close?" The motion shall pass if a majority of the members present shall favor it. If the said motion is ordered, there shall be no further amendment or debate, but the question shall be put immediately.

F. Motion to Postpone

Motions to postpone may be amended as to time, excepting a motion to postpone indefinitely. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

G. Motion to Amend

A motion to amend shall be susceptible of but one amendment. An amendment once rejected may not be moved again in the same form.

H. Motion to Suspend Rules

A motion to suspend the rule of five-day notice must receive the affirmative vote of five sevenths ($5/7$) of the members elected to Council and shall be open to debate. All other rules may be suspended by a majority of the members present without debate.

I. Motion to Reconsider

A motion to reconsider a proposal that has been acted upon favorably must be made before adjournment of the session of Council at which the vote was taken. A motion to reconsider any proposal that has been acted upon unfavorably by Council may be made no later than the next meeting after the vote of Council thereon. In either case, such motion may be made only by a member who voted with the prevailing side. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again.

VIII. MISCELLANEOUS

A. Procedures in Absence of Rules

In the absence of a rule to govern a point of procedure, reference shall be made to the practice set forth in Robert's Rules of Order, or if it cannot there be found, then to approved practice in other parliamentary bodies. The Clerk shall be the Parliamentarian.

B. Decorum in Council Chambers

The Chair shall maintain decorum in Council Chambers during the session.

Rules of Decorum

- 1) All interactions between city staff, elected officials, and members of the public will be conducted in a respectful manner.
- 2) Threats of any kind will not be tolerated.
- 3) Members of the public will refrain from any behavior that disturbs the orderly conduct of city business, including:
 - a) Abusive, profane, demeaning, intimidating, offensive, or defamatory remarks
 - b) Harassment or intimidation of anyone present in Chambers
 - c) Willful destruction of property
 - d) Conduct that threatens
 - e) A repetitive pattern of disruptive behavior
- 4) Members of the public should address all remarks to Council as a whole and not single out any member, unless in response to a question from that member.
- 5) Members of the public shall not approach the dais except with the permission or request of the Mayor or City Council.
- 6) No signs, placards, banners, or comparable items shall be permitted inside Council Chambers during a meeting, except to the extent that exhibits are employed during the presentation of a recognized speaker.
- 7) No wearing of caps or hats shall be permitted inside Council Chambers during a meeting.

In the event that any member of the public breaches these rules of decorum, they will be asked by the chair to discontinue the applicable conduct. If they do not comply, they may be instructed to leave the meeting.

C. Rules on Reading and Suspension of Rules

Ordinances: Every action of the Council establishing any offense and providing for the imposition of any penalty or providing for the levy of any tax or assessment or for the expenditure of any public funds or for the contracting of any indebtedness, as well as all actions required by Charter shall be taken by ordinance.

Each ordinance shall contain but one subject which shall be clearly set forth in its title.

Ordinances shall be introduced in writing and shall conform to the following procedures:

- 1) Council may reject such ordinances at the time of its first introduction.
- 2) Those ordinances not rejected shall be given a first reading by title.
- 3) Seven days shall lapse between the first reading and any further action by Council.
- 4) This waiting period may be waived by 5/7 of the elected members of Council in an emergency.
- 5) If the waiting period is waived, Council shall immediately vote on whether or not the ordinance shall be adopted, with or without amendments, or rejected.
- 6) During the waiting period and not less than five days before a second reading, the Clerk shall cause to be published on the City's website, a summary of the contents of the proposed ordinances, together with a notice of the time and place of the Council meeting at which it will be next considered, inviting interested citizens to be present and to express their opinions thereon.
- 7) Council must convene at the time and place so advertised in the public notice described in (6) above and shall give a second reading. This reading may be by title only.
- 8) Should any person be present who desires to be heard for or against the adoption of the ordinance, such person shall sign in on the meeting's speaker list prior to the start of the meeting and shall address the respective committee to which the ordinance has been referred to upon leave of the Chair of the respective Committee.
- 9) Written arguments and briefs for or against the ordinance may be filed with the Clerk prior to, at the hearing, or within twenty-four hours thereafter. Such time may be extended by a majority vote of Council.
- 10) After the hearing and the report of the Committee, Council shall vote on the ordinance. However, Council need not vote at this particular meeting. Final action may be postponed to such time as Council desires.
- 11) A favorable vote of four (4) members of Council shall be necessary to adopt any ordinance.
- 12) Final passage shall be attested by the President of Council and the Clerk and shall be presented for the Mayor's signature.
- 13) After passage, public notice shall be given by publication, by summary only, for ten days on the City's website and a prominent location in City Hall. Such summary shall consist of a brief statement of the purpose and effect of the ordinance. A copy of the full text of the ordinance shall be posted for not less than ten (10) days after passage in a public place in City Hall.

- 14) All ordinances except as below described shall take effect thirty (30) days after publication.
 - a. Ordinances raising revenue, making appropriations for current expenses, and those declared to be an emergency by 5/7 vote of Council shall go into effect upon passage, approval of the Mayor, attestation and publication by the Clerk. Posting of ordinances and publication by summary in a prominent location at City Hall and on the City's website shall be deemed publication.
- 15) The Annual Appropriation Ordinance is exempt from the above procedure and shall conform to the following procedures:
 - a. The annual appropriation ordinance shall be prepared by the Mayor with the assistance of the Administrative Assistant and the Director of Finance and shall be forwarded to Council not later than November 15th.
 - b. Council shall cause five (5) days public notice to be given of the meeting at which it proposes to consider and adopt the ordinance.
 - c. The appropriation ordinance shall be adopted not later than December 24th and shall take effect on January 1 whether or not such action has been taken by Council.
 - d. Copies of the appropriation ordinance shall be supplied to the head of each department, to such County, State and Federal officials as is required by law.

Resolutions: Action by Council which is not required by Charter to be by ordinance, and which is not of general public application or interest, may be taken by resolution. Such a resolution shall be introduced in writing, by a member of Council, and may be adopted by voice vote of a majority of Council.

D. Amending Rules

A majority vote of all members is required to alter, amend, rescind, or supplement these rules. Any proposed alterations, or amendments or supplements shall be submitted in writing at a regular or special meeting and placed on the agenda or calendar for the next regular meeting with the order of new business. By unanimous recorded vote of all members elected to Council, such proposed alterations, amendments, or supplements may be adopted at the meeting at which the same are submitted.

E. Quorum

A majority of all members elected to Council shall constitute a quorum.

F. Director of Law

The Director of Law shall, when requested by a member of Council, give a verbal opinion on any question of law concerning City affairs in open Council, but they may

deem the matter of importance and take a reasonable time to submit their opinion in writing.

G. Resignation

The resignation of a member of the Council shall be formally accepted by a majority vote of members of Council, exclusive of the member tendering the resignation.

H. Community Organization Liaison

A Community organization who desires a Council Member to be a liaison, shall submit a written request to the Clerk and the President shall appoint a member.

Appendix A