City Council Agenda

Monday, October 19, 2020 at 7:30 pm

6550 N. High Street, Worthington, Ohio 43085

Virtual Meeting Information

Link through: worthington.org

Our Government – Live Stream

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Visitor Comments**

Special Presentation(s)

5. **Community Visioning Update**

   Executive Summary: Community Visioning Committee Chair Joe Sherman will provide an update on the work of the Committee on the Community Visioning initiative.

Approval of Minutes

6. **Approval of Minutes**
   a. **Meeting Minutes - October 5, 2020**

Public Hearings on Legislation

7. **Ordinance No. 39-2020 Coronavirus Relief Fund Appropriation**

   Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the Coronavirus Relief Fund Unappropriated Balance.

   Executive Summary: This Ordinance appropriates funds in the Coronavirus Relief Fund.

   Recommendation: Motion to Amend and Approve as Amended

   Legislative History: Introduced October 5, 2020

New Legislation to Be Introduced

8. **Resolution No. 48-2020 Transfer 2020-03 (General Fund)**

   Adjusting the Annual Budget by Providing for a Transfer of Previously Appropriated Funds.

   Executive Summary: This Resolution authorizes the transfer of previously appropriated funds to cover expenses as anticipated for the remainder of the year in appropriate

accounts. Approval of this Resolution will not result in an increase of total appropriations.

Recommendation: Approve as Presented

9. **Resolution No. 49-2020 Amend Position Descriptions and Staffing Chart**
   Amending the Position Description for Assistant City Manager and Amending the Position Title and Position Description for Assistant to the City Manager/ Economic Development Director and Amending the Staffing Chart to Accommodate Said Positions
   Executive Summary: This Resolution changes the current job descriptions for Assistant City Manager and Economic Development Director to create a position of Assistant City Manager/Economic Development Director and revise duties for the Assistant City Manager and updates the Staffing Chart to reflect these changes.

   Recommendation: Introduce and Approve as Presented

10. **Ordinance No. 40-2020 CIP - 2020 Sewer Lining Repair**
    Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Costs of the 2020 Sewer Lining & Repair Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 711-20)
    Executive Summary: This Ordinance appropriates funds to cover the costs of the 2020 Sewer Lining and Repair Project.

    Recommendation: Introduce for Public Hearing on November 2, 2020

11. **Ordinance No. 41-2020 Additional Appropriation**
    Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund and Economic Development Fund Unappropriated Balance.
    Executive Summary: This Ordinance appropriates funds from the General Fund and Economic Development Fund for the purpose providing additional support to the ReBoot business grant program and establishing a Community Coronavirus Support line to provide financial assistance to local non-profits.

    Recommendation: Introduce for Public Hearing on November 2, 2020

12. **Ordinance No. 42-2020 Establish Compensation - Assistant City Manager/Economic Development Director**
    Amending Ordinance 46-2019 to Establish Compensation for the Unclassified Position of Assistant City Manager/Economic Development Director.
    Executive Summary: This Ordinances establishes the compensation for the Assistant City Manager/Economic Development Director

    Recommendation: Introduction for Public Hearing on November 2, 2020

Reports of City Officials

13. **Policy Item(s)**
    a. **Architectural Review Board Appeal - 150 West New England Avenue**
       City Council will discuss whether to hear the Appeal of the Architectural Review Board's denial of solar panels at 150 West New England Avenue.

b. **Proposed 2021-2025 Capital Improvements Program**
   Staff will present the proposed 2021-2025 Capital Improvements Program, which was distributed on October 5, 2020

Reports of Council Members

Other

Executive Session

Adjournment

14. **Motion to Adjourn**

Contact: D. Kay Thress, Clerk of Council (Kay.Thress@worthington.org 614-436-3100) | Agenda published on 10/15/2020 at 3:14 PM

City Council Agenda

Minutes

Monday, October 5, 2020 at 7:30 pm

6550 N. High Street, Worthington, Ohio 43085

Virtual Meeting Information

Link through: worthington.org

Our Government – Live Stream

1. **Call to Order**

Minutes:

Worthington City Council met remotely in Regular Session on Monday, October 5, 2020, via Microsoft Teams videoconference. President Michael called the meeting to order at or about 7:30 p.m.

2. **Roll Call**

Minutes:

Members Present: Peter Bucher, Rachael R. Dorothy, Beth Kowalczyk, Scott Myers, David Robins, Douglas K. Smith, and Bonnie D. Michael

Member(s) Absent: None

Also Present: City Manager Matt Greeson, Assistant City Manager Robyn Stewart, Law Director Tom Lindsey, Director of Finance Scott Bartter, Director of Service & Engineering Dan Whited, Director of Planning & Building Lee Brown, Director of Parks & Recreation Darren Hurley, Chief of Police Robert Ware, Chief of Fire & EMS Mark Zambito, Clerk of Council D. Kay Thress

3. **Pledge of Allegiance**

Minutes:

President Michael invited all to stand and join in reciting the Pledge of Allegiance to the flag.

4. **Visitor Comments**

Minutes:

There were no visitor comments.

DRAFT

Special Presentation(s)

5. **Community Energy Savers Campaign Update**

Minutes:

Mr. Bucher explained how the Worthington Partnership Green Team and other community leaders did a wonderful job with the Community Energy Savers (CES) program.

Mr. Lloyd described how this has been quite a herculean effort doing this CES campaign considering the COVID situation and not being able to have in-person events to promote all these programs. We found out last week that we exceeded both our AEP and Columbia Gas goals. Final numbers are not in yet, but we do know we will be receiving the $40,000 check from AEP and $20,000 from Columbia Gas. With this grant money, the Partnership will cover 100% of costs up to $3,000 for small businesses in the historic district, and 50% of costs outside of the historic district up to $3,000. They are pleased to have this money to help small businesses reduce their operating costs. One other thing that is part of this program, is the City will receive a 3-year action plan roadmap that AEP developed. A lot of it comes from the MORPC sustainable city award, but there are a lot of action items for the City and for residents to make their homes more efficient.

President Michael thanked Mr. Lloyd and the Worthington Partnership for all of their hard work to make this happen. It is wonderful for our City to be able to do this.

Mr. Robinson asked how the Partnership was able to secure the level of participation in this program without being able to do this in-person. Mr. Lloyd detailed how much of it was done through social media on Facebook and Instagram. There was also an email campaign to friends and neighbors, and sending of text messages to encourage people to participate. There was only one event, the Fair Food event, but there was a good turnout and they are excited. Mr. Bucher noted that they were also at the Farmer's Market which got people's attention as well.

Ms. Parini described how proud she is of this team, the Partnership was nervous starting a project like this in the middle of a pandemic, and it could not have been accomplished without the work of an amazing Green Team. At the halfway point of this project, we earned the "Sustainability Roadmap" which is a document that AEP produced. Hopefully it will continue to help push the City and community to keep making wonderful sustainable choices. The real win here is the cash that we will be earning to put right back into businesses' pockets. Several of our local business have signed on for additional rebates with the small businesses rebate program, so they are already planning to do upgrades. Dairy Queen and Whitney House are planning to do big lighting upgrades and we can completely pay for their out of

pocket costs. They will get rebates to pay for approximately half of their costs, and then the Partnership with the grant money can pay the rest of those costs. It is essentially free lighting upgrades which creates so much in savings year over year. There will be a simple grant application process for merchants wanting to access these dollars. We will just be asking them what work they will be doing and request to see the invoices before repaying them.

Ms. Dorothy thanked the whole team for bringing this initiative to Worthington. The rebates have been around for a number of years and she has received a number of AEP energy kits in the past. She is so thankful we are celebrating it and this is just a stop on the journey to becoming more sustainable. She is grateful for the people who got the kits and have worked to save energy. It is so easy to get LED bulbs now. This is a step worth celebrating. Mr. Lloyd explained how we will be able to learn how much energy is saved through this campaign. Early in September enough people had ordered the lightbulbs that it was equivalent to removing two houses from the grid, and we were only halfway to our goal at that point. It will be interesting to see the total savings this program is actually generating for residents and businesses.

President Michael asked if someone ordered a kit and never received it, what would that person need to do. Mr. Lloyd replied there was a huge uptick in September, so it may be 6-8 weeks before someone receives their kits.

Mr. Bucher asked how interested parties would apply for a grant. Ms. Parini replied that they should contact the Worthington Partnership directly. They will be starting with the businesses in the historic district, and then with any businesses outside the district. Any small business can certainly apply, the Partnership has $40,000 to spend.

President Michael asked that we celebrate as our businesses begin to get these grants, and then put something in a report or on social media letting people know that money went to help these businesses.

Approval of Minutes

6. **Approval of Minutes**

Minutes:

MOTION: Mr. Bucher moved, seconded by Ms. Kowalczyk to approve the meeting minutes of September 14, 2020 and September 21, 2020 as presented.

The motion passed unanimously by a voice vote.

Public Hearings on Legislation

7. **Ordinance No. 36-2020 Granting an Easement to Quikrete**

Granting a Non-Exclusive Easement to The Quikrete Companies, LLC and Authorizing the City Manager to Enter into an Easement Agreement to Allow for the Use of a Portion of the Huntley Bowl Park property.

Minutes:

MOTION: Mr. Smith moved, seconded by Mr. Myers to remove Ordinance No. 36-2020 from the table.

The motion passed unanimously by a voice vote.

Mr. Lindsey explained how Exhibit A is a plat representation of the area of the easement, it is essentially the access drive to the Huntley Bowl Park. Exhibit B is the easement agreement itself. Quickrete did clarify the terms and have agreed to them as put forth in Exhibit B. Quickrete is an over 50 year resident off of Huntley Road. The reason for this change in the access to their property is to eliminate some traffic safety issues, and this should improve traffic flow. Mr. Whited has had the opportunity to review the specific plans and they met to his approval. The City is getting an upgrading of that access driveway, which will be of benefit to the City. The easement is for a 25-year period, but Quickrete was concerned that the City reserved the right to terminate that easement agreement if there were a need to do so for some other public or quasi-public purpose. However, that is not anticipated by staff to occur because this is the access road to get back to the Huntley Bowl Park which is going to be improved in the near future to improve our storm water retention needs. The agreement does provide a schedule of repayments if the City were to terminate that agreement. We would then pay for the cost of those road improvements that the City would benefit from. There is a provision for them to make an initial payment to the City. It is a non-exclusive easement and we put on a price tag of $5,000. Since we value them as an employer in the City, as long as they stay five years, we would reimburse that $5,000 payment. The rest of the terms of the agreement are standard language, similar to the state of Ohio when it grants easements to different entities.

MOTION: Ms. Dorothy moved, seconded by Mr. Robinson to accept the amendment by including Exhibits A and B.

The motion passed unanimously by a voice vote.

There being no additional comments, the clerk called the roll of Ordinance No. 36-2020 (As Amended). The motion carried by the following vote:

Vote Results: Ayes: 7 / Nays: 0

8. **Ordinance No. 38-2020 Alley Name Change (From No Name Alley to Gillman Alley)**

Changing the Name of the Alley Between Linworth Road and Hutchinson Road Currently Known as No Name Alley to Gillman Alley.

Minutes:

Ms. Stewart shared how the City received a petition from residents who are along this alley, asking that it be renamed from "No Name Alley" to "Gillman Alley". The alley is located between Linworth Road on the right side and Hutchison Street. Many residents along the area have their addresses in front, off of Hutchison and

Linworth, however, they access their properties and parking areas from the alley. The alley is relatively narrow and gravel. According to state law, the process for naming a street or alley is done by an ordinance, which has been prepared for consideration.

Mr. Gillman presented how he has lived here virtually all of his life. It appears to him that because the alley has been getting so much more use, it would be good to have a designation. People access their properties, they have vendors delivering materials, all of these things are happening more and more through that alley. The Linworth Baptist Church, recently put up a six-foot high sign that makes it more difficult to see the alley as you approach it from the north road. Some of this is also vanity, his family has been here for a long time.

There being no additional comments, the clerk called the roll of Ordinance No. 38-2020. the motion carried by the following vote:

Vote Results: Ayes: 7 / Nays: 0

New Legislation to Be Introduced

9. **Resolution No. 45-2020 Transfer of Funds**

This Resolution transfers previously appropriated funds in the Coronavirus Relief Fund.

Minutes:

Resolution No. 45-2020 was introduced by Mr. Bucher.

MOTION: Ms. Kowalczyk moved, seconded by Mr. Smith to adopt Resolution 45-2020.

Mr. Bartter explained how this resolution transfers $122,834 of previously appropriated funds in the Coronavirus Relief Fund. With the CARES Act funding, it looks like we are going to be able to use $700,000 dollars to offset the payroll related to the EMS and paramedic positions, and the $122,834 for other expenses related to dealing with and managing the COVID-19 pandemic. This would include PPE, hand sanitizer, thermometers, thermo-imaging cameras, and other additional equipment. So the total received in distribution two is $822,834. We have yet to receive distribution three.

There being no additional comments, the motion to adopt Resolution 45-2020 passed unanimously by a voice vote.

10. **Resolution No. 46-2020 Right of Way Agreement (Crown Castle)**

Approving an Agreement and Permit for and between Crown Castle Fiber, LLC, a New York limited liability company, to Operate and Maintain a Telecommunications System Within the City of Worthington Pursuant to and Subject to the Provisions of Chapter 949 of the Codified Ordinances of the City of Worthington.

Minutes:

Resolution No. 46-2020 was introduced by Mr. Myers.

MOTION: Ms. Dorothy moved, seconded by Mr. Robinson to adopt Resolution 46-2020.

Mr. Greeson described how this is a routine renewal of a right-of-way agreement with Crown Castle in compliance with the codified ordinances.

There being no additional comments, the motion to adopt Resolution 46-2020 passed unanimously by a voice vote.

11. **Resolution No. 47-2020 Additional Driveway Easement 450 Tucker Dr.**

Authorizing a Variance from Section 903.10 of the Codified Ordinances of the City of Worthington to permit a second driveway from Tucker Drive to serve the property located at 450 Tucker Drive

Minutes:

Resolution No. 47-2020 was introduced by Mr. Bucher.

MOTION: Ms. Kowalczyk moved, seconded by Mr. Smith to adopt Resolution 47-2020.

MOTION: Mr. Myers moved, seconded by Ms. Dorothy to remove the 161 reference.

The motion passed unanimously by a voice vote.

Mr. Whited explained that the owner at 450 Tucker is building a home and is interested in having a loop driveway. The requirements are that there be two hundred feet in frontage. They have 140 feet, which is similar to other property owners in the vicinity. There are two reasons why this is appropriate: Tucker has very little traffic, and it makes it safer for the occupant to leave the site. Staff encourages approval of this variance.

Mr. Robinson asked if we are simply introducing this resolution. President Michael replied that when we introduce a resolution, typically it is voted upon. If a Councilmember has a problem, it can be tabled. Mr. Robinson asked if we have received comments from residents in the area. Mr. Whited said he is unaware of any comments, and this did not require notice. Mr. Robinson explained how his reaction when seeing anything in the 400 block of Tucker, he would think we want to allow for public comment before approving any kind of infrastructure change that may affect neighbors. He fairly often receives questions and comments from people asking about the 410 Tucker property. He does not want to approve a second driveway without allowing for time to communicate with neighbors. Mr. Greeson responded that if that is the preference, we do not have an established procedure as these do not happen all that often. The question is what is the expectation for communication. President Michael asked if there was a sign in front of the properties. Mr. Whited replied there was not.

Mr. Cooper, the owner of the property explained that when they started building the home, they were very mindful of the concerns about 410 Tucker. Throughout the process, they met with the neighbors on either side, showing the plans before construction began, and talking to them about the circular driveway. The drive is not circular, as they are wanting to avoid impacting a tree, so they have worked with the homeowners on each side so that any concerns are met.

Mr. Robinson asked if this is tabled, could it be brought up again next week. President Michael explained that the second meeting is typically the Committee of the Whole that does not have discussion of legislation.
Ms. Dorothy asked whether Mr. Cooper has talked to the neighbors, and if they are aware of this proposed driveway. Mr. Cooper replied that they have, and as the house has been constructed, neighbors have walked through it, looking out from the second floor down to the front area so they could see where the drive would go. They have also taken bright orange tape to mark out the areas so they could see where it would go and so they could steer clear of the trees. Ms. Dorothy stated that it sounds like the neighborhood has information, and this is a public meeting and there is nobody here to say anything. She is in favor of voting for this tonight.
Mr. Myers shared he would also be in favor of voting for this. This circular driveway should not be a shock to anyone. This is not comparable to 410 Tucker, which had multi-faceted issues from the start.
Mr. Robinson shared that he thinks it would be sound public process to allow a week. He has spoken with individuals along Tucker and Medick, not specifically about this driveway, but about the redevelopment on the property. He cannot support this without speaking to individuals about it.
MOTION: Mr. Robinson moved to table Resolution 47-2020. There was no second.
The motion to table Resolution 47-2020 failed
There being no additional comments, the motion to adopt Resolution 47-2020 passed by a voice vote six to one.

12. Ordinance No. 39-2020 Coronavirus Relief Fund Appropriation

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the Coronavirus Relief Fund Unappropriated Balance.

Minutes:
Ordinance No. 39-2020 was introduced by Mr. Bucher
The Clerk was instructed to give notice of a public hearing on said ordinance(s) in accordance with the provisions of the City Charter unless otherwise directed.
Mr. Greeson explained how we are going to receive a third wave of CARES Act funding which is great in the sense that it will help the City's impact from the corona virus. One of the strategies that we have employed, is that we tried to utilize most of those dollars consistent with use for COVID-related or eligible City expenses, then using separate General Fund or Economic Development Fund dollars to grant to community organizations. That approach has saved the Finance Department from future administrative burden and the potential for federal audit. Going forward we would like to endeavor to do that to the best of our ability again to limit the amount of administrative compliance. However, we did hear Council say that it wants to explore how we might allocate some of the additional dollars to community organizations to address any needs that may exist.

Mr. Bartter noted how with the legislation, it was introduced blank to expedite the process in appropriating the funds. The deadline has been extended and with the extension, we have until November 20th before we return unspent funds. There are pages and pages of Treasury guidance and other guidance interpreting the required criteria for use of the dollars.
Mr. Greeson detailed how we are creating a team that will look at how to recommend allocating these dollars and how much of that is going to City operational expenses, and how much might be available to grant out into the community. The question is if we grant out into the community, will that be done from General Fund dollars, or from CARES Act dollars. Staff would like to see if there is another Councilmember who would like to work with staff and President Michael on this effort. We will also be asking a representative from the libraries to participate.
Ms. Kowalczyk volunteered to serve on this effort. She does not want us to have to return money if there is a need that we can fill.

Reports of City Officials

13. Policy Item(s)

a. Request to Bid - Police Building Mold Mitigation

Minutes:
Mr. Greeson went over how we have a roof project and HVAC project going on, with one of the biggest pieces of this overall effort being the reduction of humidity and eliminating mold growth in the building to protect the health of our employees.
Ms. Dorothy asked when the work was going to be completed by and what has already been done. Mr. Whited responded that we are in the early stages, working on the envelope and HVAC concurrently, and progress has already been made.
MOTION: Ms. Kowalczyk moved, seconded by Mr. Smith to allow staff to advertise for the bids for mold mitigation of the Police Department.
The motion passed unanimously by a voice vote.

b. Request to Bid - 2020 Sewer Lining & Rehabilitation

Minutes:
Mr. Whited detailed how this is a bid for a project to improve our sewer lines. We will be putting a lining product inside the sewer, rehabilitating the structural integrity, stopping leakage, and increasing the lifecycle by a significant amount.
Ms. Dorothy asked how it was decided what parts of the sewer to rehabilitate. Mr. Whited replied that our service technicians run little cameras through the

sewers and investigate whether there are breaks or leaks or connections. Ms. Dorothy expressed that hopefully we will not have as much sewer infiltration, and we are cleaning up our act.
MOTION: Ms. Dorothy moved, seconded by Mr. Robinson that we advertise for the bids for the 2020 Sewer Lining and Rehabilitation project.
The motion passed unanimously by a voice vote.

Reports of Council Members

14. Reports of Council Members

Minutes:
There were no reports from Council Members.

Other

15. Other

Minutes:
Mr. Greeson described to Council how he emailed out the proposed Five-Year Capital Improvement Program as well as the proposed 2021 Operating Budget. We will be distributing hard copies of those unless told otherwise. Both those documents will be uploaded to the Worthington.org website by tomorrow.
Secondly, the City did receive an application from Lifestyle Communities for the UMCH property earlier today. We will endeavor to get that loaded onto the development page on Worthington.org. There is a section that has information about that site and we will put that information there. We will also notify people about its availability through the "Notify Me" portion of the website and there are a number of people that signed up for information about that site when there is any new information.
Mr. Robinson asked if the number of pages of the budget this year was greater than in previous years and if so, why. Mr. Bartter expressed that did not think so, but last year there were some added summaries that provided descriptions of each fund and what was going on from a revenue standpoint.

Executive Session

16. Conference with an attorney for the City concerning disputes involving the City that are the subject of pending or imminent court action.

Minutes:
MOTION: Mr. Smith moved, seconded by Mr. Myers to go into executive session with the City Attorney concerning disputes involving the City regarding impending court action and employee compensation and benefits.

Vote results: Ayes: 7 / Nays: 0

Council adjourned to executive session at 8:43 p.m. from the Regular meeting session.
MOTION: Mr. Smith moved, seconded by Mr. Myers to return to open session at 9:08 p.m.
Vote results: Ayes: 7 / Nays: 0

Adjournment

17. Motion to Adjourn

Minutes:
MOTION: Ms. Dorothy moved, seconded by Mr. Robinson to adjourn. President Michael declared the meeting adjourned at 9:08 p.m.

DRAFT

Contact: D. Kay Thress, Clerk of Council (Kay.Thress@worthington.org 614-436-3100)

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 14, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter. Finance Director

Subject: Coronavirus Relief Fund - Appropriation

EXECUTIVE SUMMARY
The City has now received an additional $529,437 in CARES Act Funding. This is in addition to the first two distributions which totaled $822,834. This Legislation would appropriate the funds received with the third distribution.

RECOMMENDATION
Motion to Amend: Section 1. to insert the Relief Fund Totals, insert a new Section 2. and renumber the remaining Section. Pass as amended.

BACKGROUND/DESCRIPTION
With the passage of Resolution No. 31-2020, the Worthington City Council requested CARES Act funding for expenditures incurred as a result of the COVID-19 pandemic. The City has received two distribution to date, totaling $822,834. Those funds previously received were appropriated with Ordinance 27-2020.

The Ohio General Assembly recently passed H.B 614, which creates a third distribution of CARES Act funding. The City has received $529,437 in additional funding for a total of $1,352,272.

Guidance from the U.S. Treasury, Office of Budget Management, and from the Ohio Auditor of State have affirmed that payroll expenses for "public safety, public health, health care, human services, and similar employees" responding to the COVID-19 public health emergency are allowable expenses. The Division of Fire analyzed COVID-19 runs for a sample week and determined that twenty percent (20%) of their

total runs were COVID-19 runs. While every run and every interaction has been impacted by the current pandemic, Staff believe it would be advisable to attribute 20% of the wages of the Division of Fire and Division of Police as COVID-19 fund eligible.

ATTACHMENTS
Ordinance No. 39-2020 (As Amended)
Ordinance No. 39-2020

ORDINANCE NO. 39-2020
(As Amended)

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the Coronavirus Relief Fund Unappropriated Balance.

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available; and,

WHEREAS, the City of Worthington passed Resolution No. 31-2020 requesting Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Funding; and

WHEREAS, with the passage of Resolution No. 31-2020, the Worthington City Council affirmed that the City will spend funding only on qualified expenses; and,

WHEREAS, the City has received two distributions of CARES Act Funding and anticipates receiving a third distribution; and,

WHERAS, any unspent balance of the funds received are required to be returned to the State Treasury by December 28, 2020.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the Coronavirus Relief Fund unappropriated balances to:

Account No.	Description	Amount
222.2020.511052	Police – Personal Services	$ 432,620.21
222.6070.511052	Fire – Personal Services	$ 96,817.38
	Coronavirus Relief Fund Total	**$ 529,437.59**

SECTION 2. That for the period from March 1, 2020 through December 30, 2020 twenty percent (20%) of the payroll and associated benefits for positions in the Division of Fire and Division of Police is substantially dedicated to mitigating or responding to COVID-19. That the position of Assistant Fire Chief (formally Fire Captain), and Fire Lieutenant is 100% dedicated to mitigating or responding to COVID-19.

SECTION 3. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

_____
President of Council

Attest:

Introduced October 5, 2020
P.H October 19, 2020

_____
Clerk of Council

ORDINANCE NO. 39-2020

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the Coronavirus Relief Fund Unappropriated Balance.

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available; and,

WHEREAS, the City of Worthington passed Resolution No. 31-2020 requesting Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Funding; and,

WHEREAS, with the passage of Resolution No. 31-2020, the Worthington City Council affirmed that the City will spend funding only on qualified expenses; and,

WHEREAS, the City has received two distributions of CARES Act Funding and anticipates receiving a third distribution; and,

WHERAS, any unspent balance of the funds received are required to be returned to the State Treasury by December 28, 2020.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the Coronavirus Relief Fund unappropriated balances to:

Account No.	Description	Amount
	Coronavirus Relief Fund Total	**$**

SECTION 2. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

_____
President of Council

Attest:

Introduced October 5, 2020
P.H October 19, 2020

_____
Clerk of Council

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 14, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter, Finance Director

Subject: General Fund Transfers

EXECUTIVE SUMMARY
This Resolution authorizes the transfer of previously appropriated funds to cover expenses as anticipated for the remainder of the year in appropriate accounts. Approval of this Resolution will not result in an increase of total appropriations.

RECOMMENDATION
Approve as Presented

BACKGROUND/DESCRIPTION
Additional funding is need in the Economic Development department to fund the Assistant City Manager/Economic Development Director position for the remainder of 2020.

From: 101.5010.511095 – Planning & Building Assistant
To: 101.1070.511094 - Assistant City Manager/ED Director $2,600.00

From: 101.5010.511095 – Planning & Building Assistant
To: 101.1070.512200 - PERS – Economic Development $375.00

Due to a position vacancy and volume of planning and development projects, additional consultant funding is requested in the Planning Department.

From: 101.5010.511095 – Planning & Building Assistant
To: 101.5010.540570 – Consultants $10,000.00

Additional hours were added for the Part-Time Court Liaison to provide a police presence at City Council Meetings, Board of Zoning Appeals and Architectural Review Board meetings. Utilizing the Part-Time Court Liaison for this coverage reduces overtime use in the Division of Police.

From:	101.2030.511027 – Part-Time Communication Technician	
To:	101.2030.511029 – Part-Time Court Liaison	$11,000.00

RESOLUTION NO. 48-2020

Adjusting the Annual Budget by Providing for a Transfer of Previously Appropriated Funds.

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Legislation, providing that such amendment does not authorize the expenditure of more revenue than will be available;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is made the following transfer of previously appropriated funds:

From Account No.	**To Account No.**	**Amount**
101.5010.511095	101.5010.540570	$ 10,000.00
101.5010.511095	101.1070.511094	2,600.00
101.5010.511095	101.1070.512200	375.00
101.2030.511027	101.2030.511029	11,000.00
Total Transfers		**$ 23,975.00**

SECTION 2. That the Clerk be and hereby is instructed to record this Resolution in full in the appropriate resolution book.

Adopted _____

_____
President of Council

Attest:

_____
Clerk of Council

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 15, 2020

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: Resolution No. 49-2020 - Job Descriptions & Staffing Chart Change – Assistant City Manager Positions

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EXECUTIVE SUMMARY
This Resolution changes the current job descriptions for Assistant City Manager and Economic Development Director to create a position of Assistant City Manager/Economic Development Director and revise duties for the Assistant City Manager and updates the Staffing Chart to reflect these changes.

RECOMMENDATION
Introduction and Approval as Presented

BACKGROUND/DESCRIPTION
This Resolution implements changes to the division of duties in the City Manager's Office. It replaces the current job description for the Assistant to the City Manager/Economic Development Director with a job description for Assistant City Manager/Economic Development Director. With these revisions, the Economic Development Director will continue to oversee and implement the City's economic development strategy and initiatives while also assuming responsibility for many of the more general management duties in Administration that are currently handled by the Assistant City Manager. The Management Assistant will provide more support for economic development initiatives to ensure continued robust economic development activities.

The Assistant City Manager job description is revised with this Resolution to focus on guidance and oversight of the Departments of Parks & Recreation, Planning &

Building and Service & Engineering while still providing high level administrative work on City initiatives and activities. These changes are beneficial given the current areas of focus for the City and the initiatives and projects that are currently under consideration.

In addition to adopting revised job descriptions, this Resolution revises the staffing chart to reflect the title change for the Assistant City Manager/Economic Development Director.

ATTACHMENT(S)
Resolution No. 49-2020
Revised Job Descriptions

RESOLUTION NO. 49-2020

Amending the Position Description for Assistant City Manager and Amending the Position Title and Position Description for Assistant to the City Manager/ Economic Development Director and Amending the Staffing Chart to Accommodate Said Positions.

WHEREAS, City Council wishes to amend the position description for the position of Assistant City Manager to properly reflect the duties of this position; and,

WHEREAS, City Council wishes to amend the title for the position of Assistant to the City Manager/Economic Development Director to the title of Assistant City Manager/Economic Development Director; and,

WHEREAS, it is necessary to amend the position description for the position of Assistant City Manager/Economic Development Director to properly reflect the duties of this position; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 72-2019 establishing the 2020 Staffing Chart of the City of Worthington to reflect the title change for Assistant City Manager/Economic Development Director.

NOW, THERFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the unclassified position of Assistant City Manager (Class Specification No. 30) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the position description for the unclassified position of Assistant City Manager/Economic Development Director (Class Specification No. 229) as per the description attached hereto be and the same is hereby amended.

SECTION 3. That City Council does hereby amend the 2020 Staffing Chart of the City of Worthington to include the amended title Assistant City Manager/Economic Development Director.

SECTION 4. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted_____

_____
President of Council

Attest

_____
Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT CITY MANAGER		**CLASS: 30**
Department:	Administration	
Date:	October 19, 2020	Title Revised: 2019
Reports To:	City Manager	Updated: 2019

General Statement of Duties

Under the general direction of the City Manager, the Assistant City Manager performs a variety of responsible and independent work of an administrative nature encompassing all City functions. Acts as City Manager in the Manager's absence. Coordinates and oversees activities of the Departments of Parks & Recreation, Planning & Building, and Service & Engineering. This is supervisory and administrative work of a highly responsible nature. This position serves as one of the City Manager's principal assistants engaged in a wide range of duties through both general and specific delegation by the City Manager. The Assistant City Manager performs both assigned and independent staff work and makes recommendations to the City Manager for development of overall administrative policies. This position gives policy guidance and interpretation to department heads and through frequent daily conferences and contacts with the City Manager and others, keeps informed and abreast of current projects and developments in City government.

The Assistant City Manager is liaison to numerous community groups, attending meetings and making presentations. This position also provides staff support to the City Council and the City's boards and commissions as needed.

Essential Functions of the Position:

Provides general guidance and oversight of the Departments of Parks & Recreation, Planning & Building and Service & Engineering.

Leads the City's overall strategy regarding funding and implementation of infrastructure management.

Directs community information and engagement initiatives related to high profile and/or controversial projects and initiatives.

Performs research and studies and generates reports containing recommendations on administrative policies and City initiatives to the City Manager.

Receives complaints from the public and channels items to the appropriate department or takes necessary action to resolve.

Attends meetings of the City Council and other boards and commissions as necessary.

Prepares staff memos, ordinances and resolutions for the City Council.

Reviews and approves agenda materials for City Council meeting.

Provides policy guidance and interpretation to department heads.

Prepares and makes presentations to City Council and community groups.

Reviews City codes and administrative regulations and makes recommendations for revision where required.

Negotiates agreements and contracts.

Represents the City Manager at meetings where assigned.

Coordinates and oversees development of the City's Capital Improvement Program.

Reviews operating budget requests for the Departments of Parks & Recreation, Planning & Building and Service & Engineering and assists the City Manager and Finance Director on development of the City's annual operating budget.

Serves as City Manager in the Manager's absence.

Knowledge, Skills and Abilities:

Possess knowledge of local government in Ohio.

Possess the ability to write clear, concise reports, memoranda and letters.

Possess the ability to analyze complex public policy issues and manage diverse administrative projects.

Possess knowledge of municipal government budgeting practices and procedures.

Possess excellent oral and written communications skills.

Possess experience with Microsoft Windows based word processing, spreadsheet and graphics programs.

Possess the ability to accomplish tasks with a minimum of supervision.

Possess the ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively.

Possess the ability to establish and maintain effective working relationships with the public, City Council members, department heads and other City employees.

Minimum Requirements of the Position:

The Assistant City Manager must possess a Bachelor's degree in Public Administration, Business Administration, Political Science or a related field (Master's degree preferred) and seven or more years progressively responsible administrative and management experience in local government, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 49-2020; Effective _____

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE:	**Assistant City Manager /Economic Development Director**	
		CLASS: 229
Department:	Administration	
Date:	October 19, 2020	Title Revised: 2010
Reports To:	City Manager	Updated: 2019

General Statement of Duties

Under the general direction of the City Manager, the Assistant City Manager/Economic Development Director performs a variety of responsible and independent work of an administrative nature encompassing all City functions. May acts as City Manager in the Manager's absence. Coordinates and oversees activities of the Department of Administration, including Information Technology, Public Information, Economic Development and Clerk functions. This is supervisory and administrative work of a highly responsible nature. This position serves as one of the City Manager's principal assistants engaged in a wide range of duties through both general and specific delegation by the City Manager. The Assistant City Manager/Economic Development Director performs both assigned and independent staff work and makes recommendations to the City Manager for development of overall administrative policies. This position gives policy guidance and interpretation to department heads and through frequent daily conferences and contacts with the City Manager and others, keeps informed and abreast of current projects and developments in City government.

The Assistant City Manager/Economic Development Director is liaison to numerous community groups, attending meetings and making presentations. This position also provides staff support to the City Council and the City's boards and commissions as needed and is the primary staff liaison to the Worthington Community Improvement Corporation. This position is the primary staff person responsible for the City's economic development program. This individual works directly with the business community and supervises the City's business retention and expansion programs including personnel and contracts associated with economic development programs of the city.

Essential Functions of the Position:

Serves as Director of the Department of Administration; coordinates and oversees activities of Information Technology, Public Information, Economic Development, City Clerk and Mayor's Court.

Performs research and studies and generates reports containing recommendations on administrative policies and City initiatives to the City Manager.

Receives complaints from the public and channels items to the appropriate department or takes necessary action to resolve.

Attends meetings of the City Council and other boards and commissions as necessary.

Prepares staff memos, ordinances and resolutions for the City Council.

Reviews and approves agenda materials for City Council meeting.

Provides policy guidance and interpretation to department heads and the Department of Administration.

Attends meetings of the Community Improvement Corporation and prepares reports for the Corporation as needed.

Prepares and makes presentations to City Council and community groups.

Reviews City codes and administrative regulations and makes recommendations for revision where required.

Negotiates agreements and contracts.

Coordinates the activities of the administrative staff.

Represents the City Manager at meetings where assigned.

Provides assistance to the business community and the general public on permitting and approvals.

Prepares operating budget requests for the Department of Administration and assists the City Manager and Finance Director on development of the City's annual operating budget.

May serves as City Manager in the Manager's absence.

Knowledge, Skills and Abilities:

Possess knowledge of local government in Ohio.

Possess the ability to write clear, concise reports, memoranda and letters.

Possess the ability to analyze complex public policy issues and manage diverse administrative projects.

Possess knowledge of municipal government budgeting practices and procedures.

Experience and /or education in planning, zoning and land use.

Possess excellent oral and written communications skills.

Possess experience with Microsoft Windows based word processing, spreadsheet and graphics programs.

Possess the ability to accomplish tasks with a minimum of supervision.

Possess the ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.

Possess the ability to establish and maintain effective working relationships with the public, City Council members, department heads and other City employees.

Minimum Requirements of the Position:

The Assistant City Manager/Economic Development Director must possess a Bachelor's degree in Public Administration, Business Administration, Political Science, Regional Planning or a related field (Master's degree preferred) and five or more years progressively responsible administrative and management experience in local government, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 49-2020; Effective _____

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 15, 2020

To: Matthew H. Greeson, City Manager

From: Dan Whited, Director of Service & Engineering

Subject: Appropriation for Sewer Lining and Rehabilitation project

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EXECUTIVE SUMMARY
This Ordinance would appropriate funds to cover the costs of the 2020 Sewer Lining and Repair Project.

RECOMMENDATION
Introduce for Public Hearing on November 2, 2020

BACKGROUND/DESCRIPTION
This project encompasses the rehabilitation of sanitary sewers identified in recent sewer studies conducted in compliance with 2005 OEPA issued Director's Final Findings and Orders (DFFO's) to the City of Columbus.

This project has been sent out for bid with the bid opening scheduled for Friday, October 16, 2020.

ATTACHMENT(S)
October No. 40-2020

ORDINANCE NO. 40-2020

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for an Appropriation from the Capital Improvements Fund Unappropriated Balance to Pay the Costs of the 2020 Sewer Lining & Repair Project and all Related Expenses and Determining to Proceed with said Project. (Project No. 711-20)

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the Capital Improvements Fund Unappropriated Balance to Account No. 308.8170.560987 an amount not to exceed _____($_____) to pay the cost of the 2020 Sewer Lining & Repair Project (Project No. 711-20)

SECTION 2. That the City Manager be and hereby is authorized and directed to enter into an agreement with the firm of _____ for the provision of the aforementioned services.

SECTION 3. For the purposes of Section 2.21 of the Charter of the City, this ordinance shall be considered an "Ordinance Determining to Proceed" with the Project, notwithstanding future actions of this Council, which may be necessary or appropriate in order to comply with other requirements of law.

SECTION 4. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

_____
President of Council

Attest:

_____
Clerk of Council

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 15, 2020

To: Matthew H. Greeson, City Manager

From: Scott F. Bartter, Finance Director

Subject: ReBoot & Community Support Appropriation

EXECUTIVE SUMMARY
This Ordinance appropriates funds from the General Fund and Economic Development Fund for the purpose providing additional support to the ReBoot business grant program and establishing a Community Coronavirus Support line to provide financial assistance to local non-profits.

RECOMMENDATION
Introduce for Public Hearing on November 2, 2020

BACKGROUND/DESCRIPTION
There have been three distributions of CARES Act Funding to the City of Worthington totaling $1,352,271.59. The City has planned to utilize the majority of those funds to offset wages and benefits in the Division of Fire and Division of Police. This enables the City to utilize funds from the General Fund that would normally support payroll expenses to fund grants to support the community. A group which includes staff, representation from Worthington Libraries, and City Council has met and supports the plan as outlined below.

A total of $400,000 (approximately 30%) of the CARES Act funding received would be used to fund the ReBoot business grant program and a new community coronavirus support program for non-profits. The breakdown would be $300,000 in grant funding for small business (with $75,000 already spent on rounds one and two), and $100,000 for non-profit support.

The previous grants to small businesses were funded from the Economic Development fund. This new round of funding would continue that practice, which necessitates an additional transfer from the General Fund into the Economic Development fund. The Community Coronavirus Support line would come directly from the General Fund.

Additionally, the Division of Fire has identified a need for a new Stryker powerlift cot for Medic 103. While this purchase may be eligible for CARES Act dollars, staff is recommending funding this purchase from the General Fund.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)
General Fund Appropriations - $365,000
Economic Development Fund Appropriations - $300,000

ORDINANCE NO. 41-2020

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund and Economic Development Fund Unappropriated Balance.

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available; and,

WHEREAS, in response to the Coronavirus Pandemic, City staff have partnered with other community organizations and individuals to form the Responsible Business opening and Outreach Team (ReBoot) Worthington; and,

WHEREAS, in conjunction with the efforts of ReBoot, the Worthington Libraries and other community organizations, a Community Coronavirus Survey was developed,

WHEREAS, 2,359 people responded to the Survey, with forty-four percent (44%) of respondents being City of Worthington residents; and,

WHEREAS, the Survey results highlighted a need in the Community for further support of local businesses impacted by the Coronavirus Pandemic as well as a need for support to local non-profit agencies; and,

WHEREAS, with Resolution 37-2020 and 43-2020, City Council previously authorized the use of previously appropriated funds to support a ReBoot grant program for small business; and,

WHEREAS, with the receipt of CARES Act funding, the Council desires to make additional funds available to support both small businesses and non-profit groups impacted by the pandemic.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the General Fund unappropriated balances to:

Account No.	Description	Amount
101.1070.560983	Economic Development Transfer	$ 225,000
101.1140.540541	Community Coronavirus Support	$ 100,000
101.6070.533007	Capital Equipment – EMS	$ 40,000
	General Fund Total	**$ 365,000**

ORDINANCE NO. 41-2020

SECTION 2. That there be and hereby is appropriated from the Economic Development Fund unappropriated balances to:

219.1919.540651	ReBoot Coronavirus Relief Program	$ 300,000
	Economic Development Fund Total	**$ 300.000**

SECTION 3. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

_____
President of Council

Attest:

_____
Clerk of Council

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 15, 2020

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: Ordinance No. 42-2020 - Establish Compensation – Assistant City Manager/Economic Development Director

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EXECUTIVE SUMMARY
This Ordinances establishes the compensation for the Assistant City Manager/ Economic Development Director

RECOMMENDATION
Introduction for Public Hearing on November 2, 2020

BACKGROUND/DESCRIPTION
Resolution No. 49-2020, listed earlier on this agenda, revises the job description and changes the title for the Economic Development Director to Assistant City Manager/Economic Development Director. This Ordinance establishes the compensation for the position.

FINANCIAL IMPLICATIONS/FUNDING SOURCES (if applicable)
The compensation is set at $115,000 which will be funded in the General Fund. It replaces the previous compensation for the Economic Development Director.

ATTACHMENT(S)
Ordinance No. 42-2020

ORDINANCE NO. 41-2020

Amending Ordinance No. 45-2019 (As Amended) to Adjust the Annual Budget by Providing for Appropriations from the General Fund and Economic Development Fund Unappropriated Balance.

WHEREAS, the Charter of the City of Worthington, Ohio, provides that City Council may at any time amend or revise the Budget by Ordinance, providing that such amendment does not authorize the expenditure of more revenue than will be available; and,

WHEREAS, in response to the Coronavirus Pandemic, City staff have partnered with other community organizations and individuals to form the Responsible Business opening and Outreach Team (ReBoot) Worthington; and,

WHEREAS, in conjunction with the efforts of ReBoot, the Worthington Libraries and other community organizations, a Community Coronavirus Survey was developed,

WHEREAS, 2,359 people responded to the Survey, with forty-four percent (44%) of respondents being City of Worthington residents; and,

WHEREAS, the Survey results highlighted a need in the Community for further support of local businesses impacted by the Coronavirus Pandemic as well as a need for support to local non-profit agencies; and,

WHEREAS, with Resolution 37-2020 and 43-2020, City Council previously authorized the use of previously appropriated funds to support a ReBoot grant program for small business; and,

WHEREAS, with the receipt of CARES Act funding, the Council desires to make additional funds available to support both small businesses and non-profit groups impacted by the pandemic.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That there be and hereby is appropriated from the General Fund unappropriated balances to:

Account No.	Description	Amount
101.1070.560983	Economic Development Transfer	$ 225,000
101.1140.540541	Community Coronavirus Support	$ 100,000
101.6070.533007	Capital Equipment – EMS	$ 40,000
	General Fund Total	**$ 365,000**

ORDINANCE NO. 41-2020

SECTION 2. That there be and hereby is appropriated from the Economic Development Fund unappropriated balances to:

219.1919.540651	ReBoot Coronavirus Relief Program	$ 300,000
	Economic Development Fund Total	**$ 300.000**

SECTION 3. That notice of passage of this Ordinance shall be posted in the Municipal Administration Building, the Worthington Library, the Griswold Center and the Worthington Community Center and shall set forth the title and effective date of the Ordinance and a statement that the Ordinance is on file in the office of the Clerk of Council. This Ordinance shall take effect and be in force from and after the earliest period allowed by law and by the Charter of the City of Worthington, Ohio.

Passed _____

_____
President of Council

Attest:

_____
Clerk of Council

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 15, 2020

To: Matthew H. Greeson, City Manager

From: Tom Lindsey, Law Director

Subject: ARB appeal review process

This memorandum discusses the process for Council's consideration of whether to hold a public hearing on an appeal from the Architectural Review Board.

Section 1177.08 of the Worthington Codified Ordinances, adopted in 1987, governs the appeal of a decision of the Architectural Review Board. The aggrieved party files a notice of intent to appeal with the City Clerk identifying the decision being appealed and the basis of the appeal. Section 11.77.08(b) establishes a two-step process for handling the appeal. The first step is Council decides whether to hear the appeal. The second step, if Council elects to hear the appeal, is the public hearing and Council decision on the merits of the appeal.

> 1177.08(b) Council may then elect to hold a public hearing on the appeal by the affirmative vote of a majority of its members, or failing to so elect, shall reject the application for appeal. In the event Council elects to hold a public hearing on the request for appeal, the hearing shall be held not later than sixty days after a final decision has been rendered by the Board. Council, by a majority vote of its members, shall decide the matter and its decision shall be final.

Section 1177.08(B) clearly states that the determination to hear the appeal is separate from the public hearing on the appeal. However, it does not provide the specific process or standard of review Council to follow in determining whether to hear the appeal.

Council has generally made the determination whether to hear an appeal by reviewing the applicant's notice of intent to appeal, the staff memo provided to ARB, and the minutes of the ARB hearing and not by listening to testimony from the applicant, staff, or the public. If after reviewing the written materials Council strongly believes it needs to hear such testimony, then it should probably decide to hold the public hearing on the appeal.

As I discussed at the October 5th Committee of the Whole meeting, the rules of the Ohio Supreme Court and U.S. Supreme Court provide standards of review for determining whether to hear discretionary appeals. These courts rarely grant a discretionary appeal when the asserted error consists of erroneous factual findings or the misapplication of a properly stated rule of law. Here are the standards of review used by the courts modified to apply to Council consideration of an ARB appeal:

(a) Whether the question raised in the appeal is one of great general or public interest.

(b) Whether the ~~lower court~~ ARB so far departed from the accepted and usual course of ~~judicial proceedings~~ administrative hearings as to call for an exercise of the ~~Court's~~ Council's supervisory power.

(c) Whether the ~~lower court~~ ARB decided an important ~~question of law~~ code interpretation that has not been, but should be, settled by ~~this Court~~ Council.

(d) Whether the ~~lower court~~ ARB has decided an important question in a way that conflicts with relevant ~~decisions~~ policies or guiding documents of ~~this Court~~ Council.

Council may want to use these standards in deciding whether to hear a discretionary appeal from ARB. In some instances, Council may have alternatives other than hearing an appeal.

For instance, if Council disagrees with the current treatment of solar panels in the Architectural Review District in the Codified Ordinances or the Design Guidelines, City Council can change the language in the Code and Guidelines regardless of what it determines to do with the current appeal.

The language on solar panels in the Code and Guidelines was modified in 2017 after extensive conversation and input by members of the public. If Council chooses to consider a change to the language, the City would typically provide a process by which the public can comment on proposed changes. This process would typically start with the MPC/ARB, which would make recommendations to Council for ultimate adoption.

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 9, 2020

To: Matthew H. Greeson, City Manager

From: R. Lee Brown, Planning & Building Director

Subject: Discussion on whether to hear the Appeal of the Architectural Review Board's denial of solar panels and set a date for the discussion is so desired by Council.

EXECUTIVE SUMMARY
Discussion on whether to hear the Appeal of the Architectural Review Board's denial of solar panels for a home at 150 W. New England Ave.

BACKGROUND/DESCRIPTION

On September 24, 2020 the Architectural Review Board denied the applicants request by a 4 to 3 vote for the placement of solar panels on the front façade of a home located on the corner of W. New England Ave. and Evening St. in the Historic District.

On October 1, 2020 the City Clerk received an Appeal from Patrick Rogers concerning ARB's denial. Section 1177.08 of the Codified Ordinances outlines the process to appeal the Architectural Review Board's decision.

Codified Ordinances of the City of Worthington
Planning & Zoning Code - Section 1177.08 APPEALS
The Board of Architectural Review shall decide all applications for architectural review not later than thirty days after the first hearing thereon.
(a) Any person, firm or corporation, or any officer, department, board or agency of the City who has been aggrieved by any decision of the Board involving an application for architectural review approval, or any member of Council whether or

not aggrieved, may appeal such decision to Council by filing notice of intent to appeal with the City Clerk within ten days from the date of the decision, identifying the application appealed and the basis for the appeal. (Ord. 16-2016. Passed 5-2-16.)

(b) Council may then elect to hold a public hearing on the appeal by the affirmative vote of a majority of its members, or failing to so elect, shall reject the application for appeal. In the event Council elects to hold a public hearing on the request for appeal, the hearing shall be held not later than sixty days after a final decision has been rendered by the Board. Council, by a majority vote of its members, shall decide the matter and its decision shall be final. (Ord. 22-87. Passed 5-11-87.)

(c) If no notice of intent to appeal is filed with the City Clerk within the period specified in subsection (a) hereof, Council may at the option of a majority of its members and not later than ten days following the expiration of the appeal period, elect to review any architectural review decision of the Board. Council shall schedule a public hearing on the matter which shall not be held more than sixty days after a final decision was rendered by the Board. At a public hearing, Council by a majority vote of its members, shall decide the matter and its decision shall be final. (Ord. 09-2013. Passed 4-15-13.)

ATTACHMENTS:

- Patrick Rogers ARB Appeal Letter
- Portion of the ARB & MPC Memo
- Portion of the ARB & MPC Meeting Minutes
- Resolution #19-2017
- Application & Materials Submitted to the City
- PowerPoint

150 W. New England Avenue
Worthington, OH. 43085

October 1, 2020

Ms. Kay Thress
6550 N. High Street
Worthington, OH 43085

Dear Ms. Thress:
I would like to officially file an appeal of the Architectural Review Board (ARB) decision rendered on September 24, 2020 that denied my request to install energy efficient, high-technology, solar panels on my low-slope residential roof. The vote was 4 to 3 against my request.

At the outset, let me state that I have attached my appeal application, as well as an overview of the work that was proposed at the ARB meeting. Additionally, I've attached the design specifications that govern the use of solar panels in the district.

However, before getting into the particulars of my appeal, I would like to provide brief context.

My wife and I have been residents of Worthington for 6 years, and my wife is a teacher at Sutter Park Elementary School. We chose this neighborhood because of its charm, the reputation of the school system, and importantly, our knowledge that a large number of Worthington citizens are committed to a sustainable world, a goal that we share. My wife and I had three personal beliefs that served as the basis for our original proposal to the ARB.

- We are extremely aware that climate change is affecting the world negatively, and that dependence on fossil fuel sources to provide our energy needs is, in large measure, a principal reason for the dramatic changes in average worldwide—and local—temperatures.

- The United States, by population, represents approximately 4% of the world's population, but consumes 25% of its energy. Solar energy—a renewable source of energy—is one of the more promising alternatives.

- Each individual—whether living in Worthington, OH or Melbourne, Australia—has a personal responsibility to reduce his or her carbon footprint. Our future on this planet demands this level of attention.

Worldview aside for the moment, I am filing my appeal principally on the basis that the ARB did not apply my design specifications properly in its assessment of my proposal. The four board members who voted against my proposal did so simply because of their claim that the solar panels would be visible from the right of way. As you are aware, while Resolution 19-2017 does 'strongly discourage' visible panels, it does not prohibit them outright. It states, in section C.ii,

that solar panels can be approved if their placement "does not have an adverse effect on the architecture of the building, or the character of the site or Architectural Review District".

In order to evaluate whether a given solar panel petitioner has met, (or has not met) these stated criteria, the resolution specifies three details on how a body such as the ARB is to judge a proposal.

1. … visible panels should not "alter the historic character of the property." During the open discussion of my proposal, not one member objected to my proposal with respect to this consideration.
2. … the "removal of historic materials or alterations of feathers and spaces that characterize a property should be avoided." Again, not one member objected on the basis that my proposal violated this consideration.
3. …"distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved." No member objected on the basis of this point, and no call-in participant to the meeting objected as well.

To the contrary, and as my original application applies to these three criteria, the ARB agreed that my house, having been built in 1959, did not have any distinctive feathers or craftsmanship considerations.

The resolution goes on to instruct the ARB to "first identify functional and decorative features of the roof …..and conclude that the addition of solar panels does not impact the functional or distinctive features." The ARB did not identify any functional or decorative features, and did not deny the proposal on this basis.

In sum, I respectfully request that the City Council hear my appeal and ultimately reverse the ARB decision based on three factors.

First, I contend that the ARB did not apply the published guidelines outlined in the City's resolution accurately or within the scope of their intent. Instead, they applied their own perspective in declaring that my proposed solar panels being partially visible from select vantage points, were not going to be allowed. Their rejection—narrow as it was-- goes beyond the scope of Resolution 19-2017.

Second, the dissenting voters seemed to be swayed more by the thought that our solar panels would negatively impact the "aesthetics" of the Architectural District while setting aside the broader and more impactful fact that the installation of solar panels would function to enhance the district in two important ways: (1) the panels will reduce fossil-fuel dependence, and (2) they will serve as an inspiration to other residents to install similar systems that would, in turn, further reduce this dependence. To naysayers who might object to solar panels because they perceive the aesthetics of our neighborhood would be affected, I would reply that when telephone lines and/or electric power poles were installed in Worthington during bygone days, we live today with that "intrusion" because we realize that the function these lines and poles provide far outweigh any aesthetics imperfections that come with their installation.

Third, my wife and I intend to take personal responsibility for our community, the country, and our world by reducing our carbon footprint. We want our daughter—and our neighbors—to imitate our model and recognize that to limit fossil fuel consumption and to adopt alternative clean forms of energy is a good thing.

My wife and I would like to thank the Council for considering our appeal. We trust that you will grant approval of our appeal so that we can move forward in our conservation efforts that affect us—and our neighborhood—in a positive way.

If I can address any points of our request to reverse the ARB's decision, please feel free to contact me.

Sincerely,

Patrick Rogers

Attachments:

19-2017 Solar Panels in Design Guidelines 04.26.2017.pdf

Rogers Plans w. attachments.pdf

Rogers Zoning statement.pdf

Rogers arch review filing.pdf

MEMORANDUM

TO: Members of the Architectural Review Board
Members of the Municipal Planning Commission

FROM: R. Lee Brown, Director
Lynda Bitar, Planning Coordinator

DATE: September 18, 2020

SUBJECT: Staff Memo for the Meeting of September 24, 2020

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1. Solar Panels – **150 W. New England Ave.** (Appalachian Renewable Power/Rogers) **AR 65-2020**

<u>Findings of Fact & Conclusions</u>

Background & Request:
The property is a corner lot that is 80-feet deep and 120-feet wide on the corner of W. New England Ave. and Evening St. The house is a split-level style that was built in 1959. In 2014 the Board approved the installation of a generator to the rear of the property. This application is a request to install solar panels.

Project Details:
1. The applicant is proposing the installation of 25 solar panels. All are shown on the south side roof facing E. New England Ave.
    a. The house is situated in a way that the roof only faces north and south.
2. The 1.38" thick panels would be mounted on a metal railing system and sit approximately 6" above the roof.
3. The color of the proposed panels would be black with the railing system also being black to match. The existing roof on the house appears to be Sierra Tan in color.
4. The location of the supporting equipment is shown in the northeast corner of the existing house.
    a. Existing vegetation on the site appears to screen this equipment.

Land Use Plans:
<u>Worthington Design Guidelines and Architectural District Ordinance</u>
Place solar panels in a location that minimizes the visual impact as seen from the right-of-way and surrounding properties. Generally, panels should be located on roofs in the following manner: the rear 50% of the roof of the main building; the rear inside quadrant of the roof of a main building on a corner lot; or on accessory structures in the rear yard. On sloped roofs, place panels flush along the roof unless visibility is decreased with other placement. With flat roofs, keep panels at

least 5' from the edge of the roof, or place at the edge if a building parapet exists that will screen the panels.

Solar panels at another location on a building or site may be acceptable if their placement does not have an adverse effect on the architecture of the building, or the character of the site or Architectural Review District. The equipment to support solar panels should be screened from view.

Staff Analysis:

1. The existing house is situated on a corner lot with a gabled roof that runs east west so that that both sides of the roof are visible from E. New England Ave. and Evening St.
    a. Solar panels would be visible from the public right-of-way in any location on this home.
2. Equipment is required to be screened from view.
    a. The proposed location of the equipment appears to be screened by the existing vegetation.
3. The Board should discuss that it appears to be impossible to meet the Design Guidelines as part of this proposal, and determine if the placement has an adverse effect on the architecture of the building, or the character of the site or the Architectural Review District.
    a. In 2015 and 2016 the Board approved the installation of solar panels on the front eastern elevation of two homes on Evening St., however this did lead to City Council adopting stricter guidelines as it pertains to the placement of Solar Panels in the Architectural Review District.

Recommendation:

Staff is recommending ***denial*** of this application as presented as it does not comply with the Design Guidelines.

Motion:

THAT THE REQUEST BY APPALACHIAN RENEWABLE POWER ON BEHALF OF PATRICK ROGERS FOR A CERTIFICATE OF APPROPRIATENESS TO INSTALL SOLAR PANELS AT 150 W. NEW ENGLAND AVE. AS PER CASE NO. AR 65-2020, DRAWINGS NO. AR 65-2020, SEPTEMBER 14, 2020, BE APPROVED BASED ON THE FINDINGS OF FACT AND CONCLUSIONS IN THE STAFF MEMO AND PRESENTED AT THE MEETING.

PORTION OF THE MINUTES OF THE REGULAR MEETING
WORTHINGTON ARCHITECTURAL REVIEW BOARD
WORTHINGTON MUNICIPAL PLANNING COMMISSION
VIRTUAL MEETING
September 24, 2020

The regular meeting of the Worthington Architectural Review Board and the Worthington Municipal Planning Commission was called to order at 7:00 p.m. with the following members present: Mikel Coulter, Chair; Thomas Reis, Vice-Chair; Kathy Holcombe, Secretary; Edwin Hofmann; David Foust; Richard Schuster; and Susan Hinz. Also present were Scott Myers, Worthington City Council Representative; Lee Brown, Director of Planning & Building; and Lynda Bitar, Planning Coordinator.

A. Call to Order - 7:00 pm

1. Roll Call

2. Pledge of Allegiance – Tom Reis

3. Approval of minutes of the September 10, 2020 meeting

Mr. Foust moved to approve the minutes, and Mrs. Holcombe seconded the motion. All Board members voted, "Aye," and the minutes were approved.

B. Architecture Review Board – New Business

1. Solar Panels – **150 W. New England Ave.** (Appalachian Renewable Power/Rogers) **AR 65-2020**

Mr. Brown reviewed the following from the staff memo:

<u>Findings of Fact & Conclusions</u>

Background & Request:
The property is a corner lot that is 80-feet deep and 120-feet wide on the corner of W. New England Ave. and Evening St. The house is a split-level style that was built in 1959. In 2014 the Board approved the installation of a generator to the rear of the property. This application is a request to install solar panels.

Project Details:
1. The applicant is proposing the installation of 25 solar panels. All are shown on the south side roof facing E. New England Ave.
    a. The house is situated in a way that the roof only faces north and south.
2. The 1.38" thick panels would be mounted on a metal railing system and sit approximately 6" above the roof.
3. The color of the proposed panels would be black with the railing system also being black

to match. The existing roof on the house appears to be Sierra Tan in color.

4. The location of the supporting equipment is shown in the northeast corner of the existing house.
    a. Existing vegetation on the site appears to screen this equipment.

Land Use Plans:

Worthington Design Guidelines and Architectural District Ordinance

Place solar panels in a location that minimizes the visual impact as seen from the right-of-way and surrounding properties. Generally, panels should be located on roofs in the following manner: the rear 50% of the roof of the main building; the rear inside quadrant of the roof of a main building on a corner lot; or on accessory structures in the rear yard. On sloped roofs, place panels flush along the roof unless visibility is decreased with other placement. With flat roofs, keep panels at least 5' from the edge of the roof, or place at the edge if a building parapet exists that will screen the panels.

Solar panels at another location on a building or site may be acceptable if their placement does not have an adverse effect on the architecture of the building, or the character of the site or Architectural Review District. The equipment to support solar panels should be screened from view.

Staff Analysis:

1. The existing house is situated on a corner lot with a gabled roof that runs east west so that that both sides of the roof are visible from E. New England Ave. and Evening St.
    a. Solar panels would be visible from the public right-of-way in any location on this home.
2. Equipment is required to be screened from view.
    a. The proposed location of the equipment appears to be screened by the existing vegetation.
3. The Board should discuss that it appears to be impossible to meet the Design Guidelines as part of this proposal, and determine if the placement has an adverse effect on the architecture of the building, or the character of the site or the Architectural Review District.
    a. In 2015 and 2016 the Board approved the installation of solar panels on the front eastern elevation of two homes on Evening St., however this did lead to City Council adopting stricter guidelines as it pertains to the placement of Solar Panels in the Architectural Review District.

Recommendation:

Staff recommended denial of this application as presented because it did not comply with the Design Guidelines.

Discussion:

Mr. Brown read verbatim from Resolution #19-2017 as it pertains to the revisions that were approved by City Council for the placement of solar panels in the sustainability section of the Design Guidelines.

Mr. brown stated that he apologizes in advance for the length of what he was about to read but felt that the full outline of the recommendations needed to be on record and discussed as part of this application. Mr. Brown read the following:

Energy conservation methods are encouraged. Making use of the existing buildings inherent efficiency features should occur first. Maintaining building components in good condition helps preserve energy, as well as retaining the integrity of the property. Landscape concepts often complement energy conservation and should be maintained and replenished. Utilize indigenous plant materials, trees, and landscape features, especially those which perform passive solar energy functions such as sun shading and wind breaks. Preserve and enhance green/open spaces wherever practicable.

Manage storm water run-off through the use of rain gardens, permeable forms of pavement, rain barrels and other such means that conserve water and filter pollutants.

Place solar panels in a location that minimizes the visual impact as seen from the right-of-way and surrounding properties. Generally, panels should be located on roofs in the following manner: the rear 50% of the roof off a main building; the rear inside quadrant of the roof of a main building on a corner lot; or on accessory structures in the rear yard. On sloped roofs, place panels flush along the roof unless visibility is decreased with other placement. With flat roofs, keep panels at least 5' from the edge of the roof, or place at the edge if a building parapet exists that will screen the panels.

Solar panels proposed for another location on a building or site visible from the principal right-of-way are to be strongly discouraged and may be acceptable only if their placement does not have an adverse effect on the architecture of the building, or the character of the site or Architectural Review District. The Board shall consider the following criteria to determine whether conditions exist to support an application for the placement of solar panels in a location visible from the right-of-way:

1. The inclusion of panels, visible from the right-of-way, shall not alter the historic character of a property and the character shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
2. If panels are to be placed on a roof, visible from the right-of-way, the Architectural Review Board shall first identify functional and decorative features of the roof such as, but not limited to, the roof's shape, such as hipped, gambrel, and mansard; decorative features, such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning and conclude that the addition of solar panels does not impact the functional or distinctive features.
3. Preservation of the architectural character of the structure and of the Architectural Review District shall be the Board's primary consideration and the efficiency of

the installation shall only be considered once other considerations of the Guidelines have been satisfied.

4. Should efficiency be considered, the applicant shall have demonstrated that the addition of solar panels advances an over-all plan of energy efficiency and sustainability. As evidence of this requirement the Board shall consider the following and such other criteria as the Board considers appropriate:
    a. The use of alternative methods of energy conservation such as awnings, insulation and landscaping.
    b. Other sustainable steps the applicant has taken including but not limited to, rain catchment systems, pervious pavement, native plantings, and energy efficient window systems, energy efficient mechanical equipment and appliances.
5. The Board's review shall apply to the entire Architectural Review District. A property's location in the Historic District, as that term is used in the application for National Register of Historic Places designation, or the identification in that application of a property as "contributing" or "non-contributing" shall be of no effect.
6. The Board shall consider all alternative technologies that may be available at the time of the application and approve the existing technology most consistent with the architectural guidelines.
7. If placed on a roof location visible from the right-of-way, the panels, working or faux, should cover as much of the roof as is possible to make them appear as one continuous unit.

The equipment to support solar panels should be screened from view.

Mr. Brown swore in the applicant, Mr. Patrick Rogers, 150 W. New England Ave., Worthington, Ohio. Mr. Rogers said he read the Design Guidelines and felt that the roof he was installing would not have any decorative features, the roof would be plain. In regard to the point about covering as much of the roof is possible, he said there is a Fire Code that does not allow for covering the roof as exampled in the resolution. There has to be a three-foot walkway on either side and eighteen inches from the top and bottom. He said they followed the Fire Code and covered as much as the could. He said he understood city staff had an issue with the color so he contacted a roofer to see if his roof would last another thirty years and he was told no. Mr. Rogers said he chose a color for the new roof that would blend well with the solar panels. The roof does not have any cupolas, weathervanes, or any historical features that he is aware of. He said the solar panels are flat and black to match the roof, and do not have any distinctive features. The chimney would not be impacted at all.

Mr. Rogers said he and his wife moved into Worthington in 2014. He said they liked the progressive area that was environmentally conscious, and this plan is one of the last steps for them to have their house be environmentally efficient and for them to be better stewards of the planet. Between 2016 and 2019, they replaced all their appliances to be energy efficient, including the oven, dishwasher, washer, dryer, microwave and refrigerator. They also installed a smart thermostat to program and control room temperatures and spent over $1,000.00 dollars fitting the house with LED bulbs which can be controlled remotely. They converted the outside lights to be

dusk to dawn and paid an additional fee for an extra recycling bin. They also hired an Arborist to trim the trees around the house so they can continue to be healthy and provide efficient shade. Mr. Rogers said he drives a hybrid car, and this is the next step in their plan. He intends to install equipment for an electric car, and a tankless electric water heater. Mr. Rogers said there was only one portion of the roofline that would be affected by the tree.

Mr. Foust said when City Council went through the process to develop the guideline, they decided that you needed to start with a base position that solar panels would be allowed in all situations unless there were specific problems that would stop it, or you took the base approach that in general solar panels would not be allowed in the Architectural Review District unless they met certain requirements that overcame the major concerns. The major concern that they have discussed in the past, brought up by the other examples in town that led to legislation, was visibility. Since solar panels were not part of the original design of the area, their approach has been that the panels needed to be on the back of the house, or somewhere where they cannot be readily seen from the street. He felt this application did not meet the criteria that was established by City Council.

Mr. Coulter said prior to approving solar panels in the district, it would need to be proven by the homeowner that they have done all that they possibly could to make their home energy efficient and based on the homeowners' presentation they have done that. He said they have taken care of the windows, they have switched the bulbs to LED's, they have switched their appliances, so that part of the requirement has been met. Mr. Coulter said he agreed with Mr. Foust, that there is still the visibility issue that is a concern. Mr. Hofmann asked Mr. Rogers if the panels were in the back of the house if there would be a big decrease in viability and Mr. Rogers said yes, he was told the panels would have to face the south for full effectiveness. Mr. Brown pointed out the house is located on the corner, so both sides of the house would be visible from the street. Mr. Rogers asked the Board what visible panels would be allowed for approval.

Mr. Brown swore in Ms. Keri Dunn, representing Appalachian Renewable Power on behalf of the homeowner for 150 W. New England Ave., Worthington, Ohio. She said she wanted to bring up another point which is the low slope of the roof which reduces the visibility of the panels as well as the black on black panels and the black railing which would blend with the new black asphalt shingles.

Mr. Schuster said one of the things Mr. Brown read was if this would change the design of the house. He said he applauded the homeowners for all the things they have done to become energy efficient, but unfortunately the solar panels on the front of the house, changes the look of the house. He said the house sits within the Architectural Review District, and within the Historic District, and he felt the panels did change the look of the house.

Mr. Brown said he wanted to point out the update to the 2017 Design Guidelines from City Council. He said if you delve down into the additional criteria outlined in the Guidelines the one thing it does start off to say is if the panels are to be placed on a roof, visible from the right-of-way, the Architectural Review Board shall first identify functional and decorative features of the roof such as, but not limited to, the roof's shape, such as hipped, gambrel, and mansard; decorative features, such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning and conclude that the addition

of solar panels does not impact the functional or distinctive features. Mr. Brown said after learning the additional information about the new black shingles, that the applicant met the criteria for this particular criterion, but going onto the next portion, about the preservation of the architectural character of the structure and of the Architectural Review District shall be the Board's primary consideration and the efficiency of the installation shall only be considered once other considerations of the Guidelines have been satisfied. The original materials submitted as part of this application by the applicant did not address any of the considerations outlined in the 2017 amendment to the Design Guidelines, it is only tonight that we are seeing things for the first time. Mr. Brown reiterated the rest of the criterion and felt the applicant has met most of the criterion, but there still needs to be the discussion with the Board.

Mr. Reis said he felt the intention of the Design Guidelines was to not have solar panels visible from the right-of-way. All the conditions met were very applaudable, and the applicant has certainly invested a great amount of work to the home internally, but he felt the general intent of the Design Guidelines were for the panels not to be visible from the right-of-way. Mr. Reis said if you go through the Architectural Review District there are a lot of other houses that have the same roofline, and should this be approved, it would be setting a precedent for most the other homes in the district to have solar panels on the front of the house.

Mr. Rogers said he had the Ordinance and the Guidelines up on his computer and it gives examples of what the solar panels could look like. He said he felt he met the criteria to be allowed to have solar panels. Mr. Coulter said he felt it makes a difference as to what style the home is. If the home was a Victorian style, or maybe a farmhouse style like his neighbor has, solar panels do not fit the look of the house when visible from the street. When looking at Mr. Roger's house, the panels would probably be more appropriate for that type of a house, than the style of home owned by Mr. Foust. Mr. Coulter said he did share the same concerns though as Mr. Reis, and that was if you open the door it is awfully hard to close it again. As stewards of the Architectural Review District they must be extremely careful as to how they proceed with this. Mr. Rogers said he appreciated the concerns, but felt people are also stewards of the planet. If his house met the criteria, then this should be encouraged. His house could be a good example of how the criteria was met. Mr. Rogers said he understood the genie is hard to get back in the bottle, but the Architectural Review Board would still have to look at each case individually. He said having more solar panels in the district is not a bad thing. Mr. Hofmann said he felt the entire Board was struggling with this. He said he would like to see energy efficiency encouraged, but this must be done thoughtfully, but he would still prefer to see the panels on the other side of the house.

Ms. Dunn said if the panels were placed on the northern side of the house, with the sun coming from the southern hemisphere, you lose over thirty percent of your production in a year. She said as it stands with type of an array Mr. Rogers is set to reduce the amount of carbon emissions of 276 acres of trees. He is also reducing the emissions of burning 233,000 pounds of coal and taking 45 vehicles off the road, and he does have the goal of being an environmental steward. Mr. Rogers said this array would produce 110% of the amount of energy he needed to efficiently run his home.

Mr. Myers said as the drafter of the legislation he would like to give some of the background for the legislative history behind what came out of this. He said the guidelines were presented to City Council after six months of debating combined with public input, that the general rule within the

Architectural Review District is that solar panels are not to be allowed period, but if certain criteria can be met, they would be acceptable with the district. He said they specifically discussed they were not going to discuss whether the property is a contributing factor. They were looking at the district as a whole, and that is why the language came out in the fashion that it came out. Mr. Myers said the operative language in that provision is the last paragraph, the middle paragraph of subsection C, which provides that solar panels in another location on a building, meaning a visible location, if that placement does not have an adverse effect on the architecture or the building or the character of the site or the Architectural Review District. The point was that the entire district had to be viewed any time a panel was being put on. He said the debate between the Board, the citizens and City Council over this, what they had was a conflict between two values in Worthington. One was sustainability, which Worthington has a history of going back at least twenty years. Sustainable Worthington has been one of the more active groups in Worthington, and that was one side of the debate. The second side of the debate was an intense desire to maintain the overall historic character of the Review District, which was one of the first communities in Ohio to adopt review standards for an Architectural District. He said it is a core value of this community, and it was a heated and lengthy debate. Mr. Myers said he himself ran on a platform for his first campaign that he wanted solar panels on every roof in Worthington to show that it was a progressive city and good stewards of the planet. He said that position lost out, and the citizens said no. The more important value at this point in our history is to preserve the integrity of the Review District and solar panels as Mr. Foust pointed out did not exist in 1803. Therefore, by their very nature they do not protect the integrity of the district. Ultimately, the Design Guidelines were a compromise. He said, as well all know, the two things you do not want to see being made are sausage and law. Mr. Myers said they had input from Sustainable Worthington, from the Old Worthington Association, and the Worthington Historical Society. They spent six months drafting the language after considerable public debate, and this is what the public wanted. He said maybe in five years when we come back, attitudes will have changed, and the more important goal will be sustainability, but three years ago when this was enacted, the citizens of Worthington, said the more important goal is the integrity of the Architectural Review District. He said if you are going to deviate, you have to say why, and it cannot impact the entire district, not just one house. The other point of efficient steps taken by the property owner was placed there when a property owner came in and thought solar panels were going to be a one size fits all panacea for all their energy needs and they said no, you cannot put them in a visible location unless you can demonstrate to the Board that that is the only place they will work and that you have done everything else to reduce your electric bill.

Mr. Myers said he applauds the property owner and he could not agree with him more, but he did not feel that that criteria was applicable to this application. He said he could not offer an opinion as to whether the panels should be allowed or not, he just wanted to give the legislative background regarding the solar panels. Mr. Myers said there were other people that did not agree with the decision that was ultimately reached but of the 14,000 citizens in Worthington the majority thought this was the way to go.

Mr. Coulter asked if there were any emails or callers regarding this application and Mrs. Bitar said there was one caller.

Mr. Brown swore in Mr. Tom Burns, 1006 Kilbourne Dr., Worthington, Ohio. Mr. Burns said he

wanted to speak in favor of the applicant's proposal because he felt he fulfilled all the necessary requirements of the Resolution that was passed by City Council. Mr. Burns felt maybe the community may once wanted to say no to everything a few years ago, but now maybe they understand their role in the bigger picture of the ecosystem and how important it is for everyone to be good stewards of the planet. He urged the Board members to support the application.

Mr. Brown swore in Mr. Matt Gregory, 48 Howard Ave., Worthington, Ohio. Mr. Gregory said he would like to speak in support of the applicant. He said he wanted to echo Mr. Burn's comments and as the world changes and things progress they have to remember their forefathers also face tough decisions such as when electricity was discovered and poles had to be put up near residences, people back then had to deal with changes, but they adapted for obvious reasons. He said this is just another time to adapt.

Motion:
Mr. Reis moved:

THAT THE REQUEST BY APPALACHIAN RENEWABLE POWER ON BEHALF OF PATRICK ROGERS FOR A CERTIFICATE OF APPROPRIATENESS TO INSTALL SOLAR PANELS AT 150 W. NEW ENGLAND AVE. AS PER CASE NO. AR 65-2020, DRAWINGS NO. AR 65-2020, SEPTEMBER 14, 2020, BE APPROVED BASED ON THE FINDINGS OF FACT AND CONCLUSIONS IN THE STAFF MEMO AND PRESENTED AT THE MEETING.

Mrs. Holcombe seconded the motion. Mr. Brown called the roll. Mr. Hofmann, nay; Ms. Hinz, aye, she felt the applicant met the criteria that was necessary; Mr. Schuster, nay, because of the current proposed location for the panels; Mr. Foust, nay, because this would not be compliant with what City Council passed; Mrs. Holcombe, aye, because she felt the applicant met the criteria that was necessary; Mr. Reis, nay, because the panels would be visible from the right-of-way; and Mr. Coulter, aye, because he felt the applicant met the criteria necessary. The motion was denied.

At 9:15 p.m. the Board & Commission took a 5-minute break, and the meeting break, and the meeting resumed at 9:20 p.m.

RESOLUTION NO. 19-2017

Amending the Worthington Design Guidelines for the Architectural Review District by Revising the Recommendations for the Placement of Solar Panels in the Sustainability Section.

WHEREAS, City Council established an Architectural Review Ordinance for the City of Worthington in 1967 and the Architectural Review process has provided great benefits to the City in preserving our heritage and character and promoting high quality development; and,

WHEREAS, City Council adopted guidelines for the Architectural Review process in 2004; and,

WHEREAS, City Council added a Sustainability Section to the Worthington Design Guidelines in 2010; and,

WHEREAS, City Council and the Architectural Review Board are interested in encouraging sustainable design and building practices, while preserving the character and integrity of the Architectural Review District; and,

WHEREAS, revising the section in the Design Guidelines addressing recommendations for solar panel placement would assist applicants with planning and design.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the Sustainability section of the Worthington Design Guidelines be amended to revise Recommendation "C" addressing the placement of solar panels as set forth on the attached Exhibit "A".

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted May 1, 2017

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

EXHIBIT A

Sustainability:

Sustainability can be achieved by ensuring the economic, environmental and social concerns of Worthington are addressed in a balanced manner. The City of Worthington and its Architectural Review Board are interested in encouraging sustainable design and building practices, while preserving the character and integrity of the Architectural Review District. The Design Guidelines as a whole work toward that end; and this section addresses additional measures for sustainability.

Recommendations:

A. Energy conservation methods are encouraged. Making use of the existing buildings inherent efficiency features should occur first. Maintaining building components in good condition helps preserve energy, as well as retaining the integrity of the property. Landscape concepts often complement energy conservation and should be maintained and replenished. Utilize indigenous plant materials, trees, and landscape features, especially those which perform passive solar energy functions such as sun shading and wind breaks. Preserve and enhance green/open spaces wherever practicable.

B. Manage storm water run-off through the use of rain gardens, permeable forms of pavement, rain barrels and other such means that conserve water and filter pollutants.

C. (i) Place solar panels in a location that minimizes the visual impact as seen from the right-of-way and surrounding properties. Generally, panels should be located on roofs in the following manner: the rear 50% of the roof off a main building; the rear inside quadrant of the roof of a main building on a corner lot; or on accessory structures in the rear yard. On sloped roofs, place panels flush along the roof unless visibility is decreased with other placement. With flat roofs, keep panels at least 5’ from the edge of the roof, or place at the edge if a building parapet exists that will screen the panels.

(ii) Solar panels proposed for another location on a building or site visible from the principal right-of-way are to be strongly discouraged and may be acceptable only if their placement does not have an adverse effect on the architecture of the building, or the character of the site or Architectural Review District. The Board shall consider the following criteria to determine whether conditions exist to support an application for the placement of solar panels in a location visible from the right-of-way:

1. The inclusion of panels, visible from the right-of-way, shall not alter the historic character of a property and the character shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
2. If panels are to be placed on a roof, visible from the right-of-way, the Architectural Review Board shall first identify functional and decorative features of the roof such as, but not limited to, the roof's shape, such as hipped, gambrel, and mansard; decorative features, such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning and

conclude that the addition of solar panels does not impact the functional or distinctive features.

3. Preservation of the architectural character of the structure and of the Architectural Review District shall be the Board's primary consideration and the efficiency of the installation shall only be considered once other considerations of the Guidelines have been satisfied.
4. Should efficiency be considered, the applicant shall have demonstrated that the addition of solar panels advances an over-all plan of energy efficiency and sustainability. As evidence of this requirement the Board shall consider the following and such other criteria as the Board considers appropriate:
    a. The use of alternative methods of energy conservation such as awnings, insulation and landscaping.
    b. Other sustainable steps the applicant has taken including but not limited to, rain catchment systems, pervious pavement, native plantings, and energy efficient window systems, energy efficient mechanical equipment and appliances.
5. The Board's review shall apply to the entire Architectural Review District. A property's location in the Historic District, as that term is used in the application for National Register of Historic Places designation, or the identification in that application of a property as "contributing" or "non-contributing" shall be of no effect.
6. The Board shall consider all alternative technologies that may be available at the time of the application and approve the existing technology most consistent with the architectural guidelines.
7. If placed on a roof location visible from the right-of-way, the panels, working or faux, should cover as much of the roof as is possible to make them appear as one continuous unit.

The equipment to support solar panels should be screened from view.

D. Bike racks and other methods of facilitating alternative transportation should be utilized.

E. Streetscape elements should be of a human scale.

F. Make use of recycled materials; rapidly renewable materials; and energy efficient materials.

G. Use of natural and controlled light for interior spaces and natural ventilation is recommended.

H. Minimize light pollution.

EXHIBIT A

Examples:

Source: National Trust for Historic Preservation

Source: Matt Grocoff

Source: National Trust for Historic Preservation

EXHIBIT A

Source: Santa Cruz, CA Via Inspectors Blog

Source: Great Sky Solar

City of Worthington

ARCHITECTURAL REVIEW BOARD

Certificate of Appropriateness
Application

Case # AR 65-2020
Date Received 9/14/2020
Fee $6
Meeting Date
Filing Deadline
Receipt #

1. **Property Location** 150 W. New England Ave.
2. **Present/Proposed Use** Residential, no change
3. **Zoning District** R-10
4. **Applicant** Appalachian Renewable Power

   Address 10131 Haga Ridge, Stewart, OH 45778

   Phone Number(s) 304-483-6411

   Email keri@arp-solar.com
5. **Property Owner** Patrick Rogers

   Address 150 W. New England Ave. Worthingon, OH 43085

   Phone Number(s) 614-975-2457

   Email patrick.rogers23@gmail.com
6. **Project Description** 8.0 kW Solar PV System installation
7. **Project Details:**

   a) **Design** Roof mount solar arrays

   b) **Color** black

   c) **Size** 25 panels

   d) **Approximate Cost** $6,240 **Expected Completion Date** TBD

PLEASE READ THE FOLLOWING STATEMENTAND SIGN YOUR NAME:
The information contained in this application and in all attachments is true and correct to the best of my knowledge. I further acknowledge that I have familiarized myself with all applicable sections of the Worthington Codified Ordinances and will comply with all applicable regulations.

Keri L. Dunn — 08/13/20
Applicant (Signature) — Date

8/13/2020
Property Owner (Signature) — Date

Abutting Property Owners List for
150 W. New England Ave.

James & Kirsten Chan	158 W. New England Ave.	Worthington, OH 43085
Steven & Akiko Pullen	653 Evening St	Worthington, OH 43085
Gordon & Kathryn Myers	652 Sinsbury Dr E	Worthington, OH 43085
Stephan & Sherri Cooke	140 W. New England Ave.	Worthington, OH 43085
Robert & Jeanine Vosler	163 W. New England Ave.	Worthington, OH 43085
Barry & Karen Epstein	147 W. New England Ave.	Worthington, OH 43085
Bert Luedemann & Carol Easton	129 W. New England Ave.	Worthington, OH 43085

CITY OF WORTHINGTON

DRAWINGS NO. AR 65-2020

DATE 09-14-2020

Appalachian Renewable Power
10131 Haga Ridge Road Stewart, Ohio 45778 P 740-277-8498»

The home at 150 W. New England Ave. is situated on a road running east / west with the front of the home facing south. Due to this layout of the house, it is unfeasible to place solar modules on the rear of the home since it faces north and the sun will always be in the southern sky. It is for this reason that the solar array must be on the front of the home and visible from the right of way. Knowing that the solar array would be on display, the array was designed with black on black modules to maximize the aesthetic appeal. The panels will be flush with the roof and will not detract from the appearance of the home. An example of the black panels is below.

150 W. New England Ave.

100-002814 04/19/2017

VSE Project Number: U3340.0211.201

August 5, 2020

Moxie Solar
230 Sugar Creek Lane
North Liberty, IA 52317

REFERENCE: Rogers, Patrick- Residence (08-2250-1): 150 West New England Avenue, Worthington, OH 43085
Solar Array Installation

To Whom It May Concern:

Per your request, we have reviewed the existing structure at the above referenced site. The purpose of our review was to determine the adequacy of the existing structure to support the proposed installation of solar panels on the roof as shown on the panel layout plan.

Based upon our review, we conclude that the existing structure is adequate to support the proposed solar panel installation.

Design Parameters

Code: 2017 Ohio Building Code (2015 IBC) & 2019 Residential Code of Ohio (2018 IRC)
Risk Category: II
Design wind speed: 115 mph (3-sec gust) per ASCE 7-10
Wind exposure category: C
Ground snow load: 20 psf

Existing Roof Structure

Roof structure: 2x4 manufactured trusses @ 24" O.C.
Roofing material: composite shingles

Connection to Roof

Mounting connection: (1) 5/16" lag screw w/ min. 2.5" embedment into framing at max. 48" o.c. along rails
(2) rails per row of panels, evenly spaced; panel length perpendicular to the rails not to exceed 67 in

Conclusions

Based upon our review, we conclude that the existing structure is adequate to support the proposed solar panel installation. In the area of the solar array, other live loads will not be present or will be greatly reduced (Ohio Building Code, Section 1607.12.5). The glass surface of the solar panels allows for a lower slope factor per ASCE 7, resulting in reduced design snow load on the panels. The gravity loads and; thus, the stresses of the structural elements, in the area of the solar array are either decreased or increased by no more than 5%. Therefore, the requirements of Section 3404.3 of the Ohio Building Code are met and the structure is permitted to remain unaltered.

The solar array will be flush-mounted (no more than 6" above the roof surface) and parallel to the roof surface. Thus, we conclude that any additional wind loading on the structure related to the addition of the proposed solar array is negligible. The attached calculations verify the capacity of the connections of the solar array to the existing roof against wind (uplift), the governing load case. Because the increase in lateral forces is less than 10%, this addition meets the requirements of the exception in Section 3404.4 of the Ohio Building Code. Thus the existing lateral force resisting system is permitted to remain unaltered.

Limitations

Installation of the solar panels must be performed in accordance with manufacturer recommendations. All work performed must be in accordance with accepted industry-wide methods and applicable safety standards. The contractor must notify Vector Structural Engineering, LLC should any damage, deterioration or discrepancies between the as-built condition of the structure and the condition described in this letter be found. Connections to existing roof framing must be staggered, except at array ends, so as not to overload any existing structural member. The use of solar panel support span tables provided by others is allowed only where the building type, site conditions, site-specific design parameters, and solar panel configuration match the description of the span tables. The design of the solar panel racking (mounts, rails, etc.) and electrical engineering is the responsibility of others. Waterproofing around the roof penetrations is the responsibility of others. Vector Structural Engineering assumes no responsibility for improper installation of the solar array.

VECTOR STRUCTURAL ENGINEERING, LLC
OH Firm License: 3392

08/05/2020

Russell Emery, P.E.
OH License: PE.84657 - Expires: 12/31/2021
Project Engineer

Enclosures

RNE/ard

JOB NO.: U3340.0211.201
SUBJECT: WIND PRESSURE

PROJECT: Rogers, Patrick- Residence

Components and Cladding Wind Calculations

Label: Solar Panel Array

Note: Calculations per ASCE 7-10

SITE-SPECIFIC WIND PARAMETERS:

Basic Wind Speed [mph]:	115
Exposure Category:	C
Risk Category:	II

Notes:

ADDITIONAL INPUT & CALCULATIONS:

Height of Roof, h [ft]:	15	(Approximate)	Hip?
Comp/Cladding Location:	Gable/Hip Roofs 7° < θ ≤ 27°		No
Enclosure Classification:	Enclosed Buildings		
Zone 1 GC_p:	0.9	Figure 30.4-2B (enter negative pressure coefficients)	
Zone 2 GC_p:	1.7		
Zone 3 GC_p:	2.6		
α:	9.5	Table 26.9-1	
z_g [ft]:	900	Table 26.9-1	
K_h:	0.85	Table 30.3-1	
K_{zt}:	1	Equation 26.8-1	
K_d:	0.85	Table 26.6-1	
Velocity Pressure, q_h [psf]:	24.4	Equation 30.3-1	
GC_{pi}:	0	Table 26.11-1	

PRESSURES:

$$p = q_h\left[(GC_p) - (GC_{pi})\right]$$

Equation 30.9-1

Zone 1, p [psf]:	22.0	psf (1.0 W, Interior Zones, beyond 'a' from roof edge)
Zone 2, p [psf]:	41.5	psf (1.0 W, End Zones, within 'a' from roof edge)
Zone 3, p [psf]:	63.5	psf (1.0 W, Corner Zones, within 'a' from roof corner) (a= 3 ft)

JOB NO.: U3340.0211.201
SUBJECT: CONNECTION

PROJECT: Rogers, Patrick- Residence

Calculate Uplift Forces on Connection

	Pressure (0.6 Wind) (psf)	Max Connection Spacing[1] (ft)	Max Trib. Area[2] (ft^2)	Max Uplift Force (lbs)
Zone 1	13.2	4.0	11.2	147
Zone 2	24.9	4.0	11.2	278
Zone 3	38.1	4.0	11.2	426

Calculate Connection Capacity

Lag Screw Size [in]:	5/16	
C_d:	1.6	NDS Table 2.3.2
Embedment[3] [in]:	2.5	
Grade:	SPF (G = 0.42)	
Nominal Capacity [lbs/in]:	205	NDS Table 12.2A
Number of Screws:	1	
Prying Coefficient:	1.4	
Total Capacity [lbs]:	586	

Determine Result

Maximum Demand [lbs]:	426
Lag Screw Capacity [lbs]:	586

Result: **Capacity > Demand, Connection is adequate.**

Notes

1. 'Max Connection Spacing' is the spacing between connections along the rails.
2. 'Max Trib Area' is the product of the 'Max Connection Spacing' and 1/2 the panel width/height perpendicular to the rails. (2) rails per row of panels. Length or panels perpindicular to the rails shall not exceed 67".
3. Embedment is measured from the top of the framing member to the beginning of the tapered tip of the lag screw. Embedment in sheathing or other material is not effective. The length of the tapered tip is not part of the embedment length.

JOB NO.: U3340.0211.201
SUBJECT: GRAVITY LOADS

PROJECT: Rogers, Patrick- Residence

CALCULATE ESTIMATED GRAVITY LOADS

Roof Pitch: 3.9 :12

ROOF DEAD LOAD (D)	Design material weight [psf]	Increase due to pitch	Material weight [psf]
Composite Shingles	2.1	1.05	2.0
1/2" Plywood	1.1	1.05	1.0
Framing	3.0		3.0
Insulation	0.5		0.5
1/2" Gypsum Clg.	2.1	1.05	2.0
M, E & Misc	1.5		1.5
Total Original Roof DL	10.3		
PV Array DL	3.2	1.05	3

ROOF LIVE LOAD (Lr)

Existing Design Roof Live Load [psf]	20	ASCE 7-10, Table 4-1
Roof Live Load With PV Array [psf]	0	Ohio Building Code, Section 1607.12.5

SNOW LOAD (S):	Existing	w/ Solar Array	
Roof Slope [x:12]:	3.9	3.9	
Roof Slope [°]:	18	18	
Snow Ground Load, p_g [psf]:	20	20	ASCE 7-10, Section 7.2
Terrain Category:	C	C	ASCE 7-10, Table 7-2
Exposure of Roof:	Fully Exposed	Fully Exposed	ASCE 7-10, Table 7-2
Exposure Factor, C_e:	0.9	0.9	ASCE 7-10, Table 7-2
Thermal Factor, C_t:	1.1	1.1	ASCE 7-10, Table 7-3
Risk Category:	II	II	ASCE 7-10, Table 1.5-1
Importance Factor, I_s:	1.0	1.0	ASCE 7-10, Table 1.5-2
Flat Roof Snow Load, p_f [psf]:	14	14	ASCE 7-10, Equation 7.3-
Minimum Roof Snow Load, p_m [psf]:	0	0	ASCE 7-10, Section 7.3.4
Unobstructed Slippery Surface?	No	Yes	ASCE 7-10, Section 7.4
Slope Factor Figure:	Figure 7-2b	Figure 7-2b	ASCE 7-10, Section 7.4
Roof Slope Factor, C_s:	1.00	0.87	ASCE 7-10, Figure 7-2
Sloped Roof Snow Load, p_s [psf]:	14	12	ASCE 7-10, Equation 7.4-
Design Snow Load, S [psf]:	14	12	

JOB NO.: U3340.0211.201
SUBJECT: LOAD COMPARISON

PROJECT: Rogers, Patrick- Residence

Summary of Loads

	Existing	With PV Array
D [psf]	10	13
Lr [psf]	20	0
S [psf]	14	12

Maximum Gravity Loads:

	Existing	With PV Array	
(D + Lr) / Cd [psf]	24	15	ASCE 7-10, Section 2.4.1
(D + S) / Cd [psf]	21	22	ASCE 7-10, Section 2.4.1

(Cd = Load Duration Factor = 0.9 for D, 1.15 for S, and 1.25 for Lr)

Maximum Gravity Load [psf]:	24	22

Ratio Proposed Loading to Current Loading:	**91%**	**OK**

The gravity loads and; thus, the stresses of the structural elements, in the area of the solar array are either decreased or increased by no more than 5%. Therefore, the requirements of Section 3404.3 of the Ohio Building Code are met and the structure is permitted to remain unaltered.

www.jinkosolar.com

Eagle 60M
300-320 Watt

MONO PERC MODULE

Positive power tolerance of 0~+3%

KEY FEATURES

Innovative Solar Cells
Five busbar monocrystalline PERC cell technology improves module efficiency

High Efficiency
Higher module conversion efficiency (up to 19.55%) due to Passivated Emmiter Rear Contact (PERC) technology

PID Free
World's 1st PID-Free module

Low-Light Performance
Advanced glass technology improves light absorption and retention

Strength and Durability
Certified for high snow (5400Pa) and wind (2400Pa) loads

Weather Resistance
Certified for salt mist and ammonia resistance

LINEAR PERFORMANCE WARRANTY

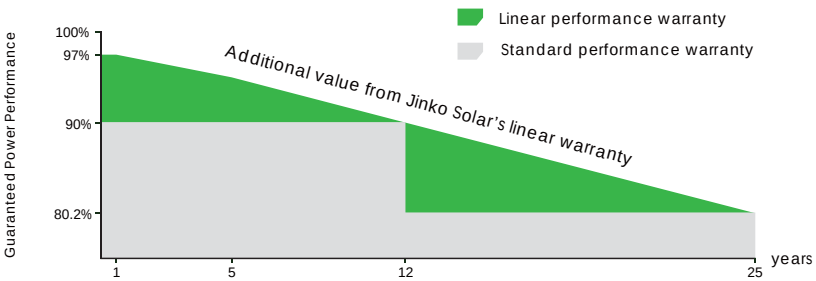
10 Year Product Warranty • 25 Year Linear Power Warranty

- ISO9001:2008 Quality Standards
- ISO14001:2004 Environmental Standards
- OHSAS18001 Occupational Health & Safety Standards

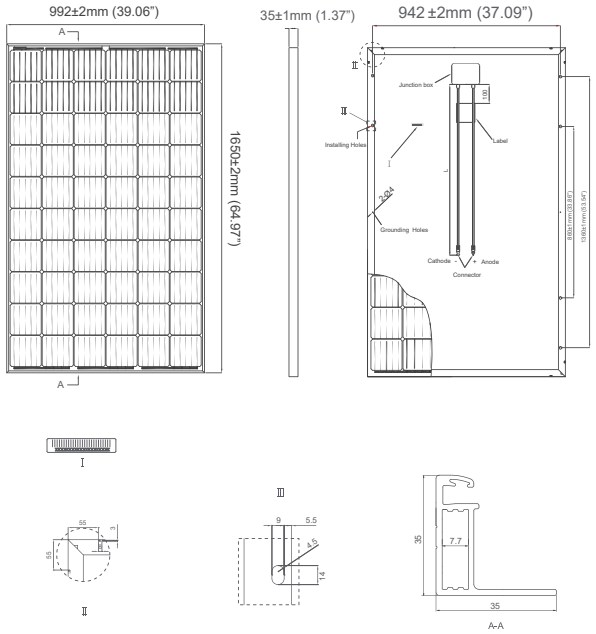
Nomenclature:

JKM320M - 60B

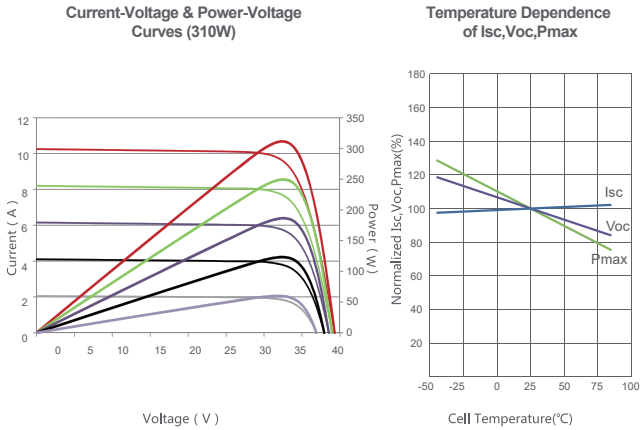
Code	Backsheet
null	White
B	Black



Engineering Drawings



Electrical Performance & Temperature Dependence



Mechanical Characteristics

Cell Type	Monocrystalline PERC 156×156mm (6 inch)
No. of Cells	60 (6×10)
Dimensions	1650×992×35mm (65.00×39.05×1.37 inch)
Weight	19.0kg (41.9 lbs.)
Front Glass	3.2mm, Anti-reflection Coating, High Transmission, Low Iron, Tempered Glass
Frame	Anodized Aluminium Alloy (Black)
Junction Box	IP67 Rated
Output Cables	12 AWG, Length: 900mm (35.43 inch)
Fire Type	Type 1

Packaging Configurations

(Two pallets =One stack)

30 pcs/pallet, 60pcs/stack, 840 pcs/40'HQ Container

SPECIFICATIONS

Module Type	JKM300M-60		JKM305M-60		JKM310M-60		JKM315M-60		JKM320M-60	
	STC	NOCT	STC	NOCT	STC	NOCT	STC	NOCT	STC	NOCT
Maximum Power (Pmax)	300Wp	224Wp	305Wp	227Wp	310Wp	231Wp	315Wp	235Wp	320Wp	239Wp
Maximum Power Voltage (Vmp)	32.6V	30.6V	32.8V	30.8V	33.0V	31.0V	33.2V	31.2V	33.4V	31.4V
Maximum Power Current (Imp)	9.21A	7.32A	9.30A	7.40A	9.40A	7.49A	9.49A	7.56A	9.59A	7.62A
Open-circuit Voltage (Voc)	40.1V	37.0V	40.3V	37.2V	40.5V	37.4V	40.7V	37.6V	40.9V	37.8V
Short-circuit Current (Isc)	9.72A	8.01A	9.83A	8.12A	9.92A	8.20A	10.04A	8.33A	10.15A	8.44A
Module Efficiency STC (%)	18.33%		18.63%		18.94%		19.24%		19.55%	
Operating Temperature (℃)	-40℃~+85℃									
Maximum System Voltage	1000VDC (UL and IEC)									
Maximum Series Fuse Rating	20A									
Power Tolerance	0~+3%									
Temperature Coefficients of Pmax	-0.37%/℃									
Temperature Coefficients of Voc	-0.28%/℃									
Temperature Coefficients of Isc	0.048%/℃									
Nominal Operating Cell Temperature (NOCT)	45±2℃									

*STC: Irradiance 1000W/m² Cell Temperature 25°C AM=1.5

NOCT: Irradiance 800W/m² Ambient Temperature 20°C AM=1.5 Wind Speed 1m/s

* Power measurement tolerance: ± 3%

CAUTION: READ SAFETY AND INSTALLATION INSTRUCTIONS BEFORE USING THE PRODUCT.

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JKM300-320M-60-A1-US

Enphase IQ 7 and IQ 7+ Microinverters

The high-powered smart grid-ready **Enphase IQ 7 Micro**™ and **Enphase IQ 7+ Micro**™ dramatically simplify the installation process while achieving the highest system efficiency.

Part of the Enphase IQ System, the IQ 7 and IQ 7+ Microinverters integrate with the Enphase IQ Envoy™, Enphase IQ Battery™, and the Enphase Enlighten™ monitoring and analysis software.

IQ Series Microinverters extend the reliability standards set forth by previous generations and undergo over a million hours of power-on testing, enabling Enphase to provide an industry-leading warranty of up to 25 years.

Easy to Install

- Lightweight and simple
- Faster installation with improved, lighter two-wire cabling
- Built-in rapid shutdown compliant (NEC 2014 & 2017)

Productive and Reliable

- Optimized for high powered 60-cell and 72-cell* modules
- More than a million hours of testing
- Class II double-insulated enclosure
- UL listed

Smart Grid Ready

- Complies with advanced grid support, voltage and frequency ride-through requirements
- Remotely updates to respond to changing grid requirements
- Configurable for varying grid profiles
- Meets CA Rule 21 (UL 1741-SA)

* The IQ 7+ Micro is required to support 72-cell modules.

UL CERTIFIED
SAFETY US-CA
E341165

To learn more about Enphase offerings, visit **enphase.com**

ENPHASE.

Enphase IQ 7 and IQ 7+ Microinverters

INPUT DATA (DC)	IQ7-60-2-US		IQ7PLUS-72-2-US	
Commonly used module pairings[1]	235 W - 350 W +		235 W - 440 W +	
Module compatibility	60-cell PV modules only		60-cell and 72-cell PV modules	
Maximum input DC voltage	48 V		60 V	
Peak power tracking voltage	27 V - 37 V		27 V - 45 V	
Operating range	16 V - 48 V		16 V - 60 V	
Min/Max start voltage	22 V / 48 V		22 V / 60 V	
Max DC short circuit current (module Isc)	15 A		15 A	
Overvoltage class DC port	II		II	
DC port backfeed current	0 A		0 A	
PV array configuration	1 x 1 ungrounded array; No additional DC side protection required; AC side protection requires max 20A per branch circuit			
OUTPUT DATA (AC)	**IQ 7 Microinverter**		**IQ 7+ Microinverter**	
Peak output power	250 VA		295 VA	
Maximum continuous output power	240 VA		290 VA	
Nominal (L-L) voltage/range[2]	240 V / 211-264 V	208 V / 183-229 V	240 V / 211-264 V	208 V / 183-229 V
Maximum continuous output current	1.0 A (240 V)	1.15 A (208 V)	1.21 A (240 V)	1.39 A (208 V)
Nominal frequency	60 Hz		60 Hz	
Extended frequency range	47 - 68 Hz		47 - 68 Hz	
AC short circuit fault current over 3 cycles	5.8 Arms		5.8 Arms	
Maximum units per 20 A (L-L) branch circuit[3]	16 (240 VAC)	13 (208 VAC)	13 (240 VAC)	11 (208 VAC)
Overvoltage class AC port	III		III	
AC port backfeed current	0 A		0 A	
Power factor setting	1.0		1.0	
Power factor (adjustable)	0.85 leading ... 0.85 lagging		0.85 leading ... 0.85 lagging	
EFFICIENCY	**@240 V**	**@208 V**	**@240 V**	**@208 V**
Peak efficiency	97.6 %	97.6 %	97.5 %	97.3 %
CEC weighted efficiency	97.0 %	97.0 %	97.0 %	97.0 %
MECHANICAL DATA				
Ambient temperature range	-40ºC to +65ºC			
Relative humidity range	4% to 100% (condensing)			
Connector type (IQ7-60-2-US & IQ7PLUS-72-2-US)	MC4 (or Amphenol H4 UTX with additional Q-DCC-5 adapter)			
Dimensions (WxHxD)	212 mm x 175 mm x 30.2 mm (without bracket)			
Weight	1.08 kg (2.38 lbs)			
Cooling	Natural convection - No fans			
Approved for wet locations	Yes			
Pollution degree	PD3			
Enclosure	Class II double-insulated, corrosion resistant polymeric enclosure			
Environmental category / UV exposure rating	NEMA Type 6 / outdoor			
FEATURES				
Communication	Power Line Communication (PLC)			
Monitoring	Enlighten Manager and MyEnlighten monitoring options. Both options require installation of an Enphase IQ Envoy.			
Disconnecting means	The AC and DC connectors have been evaluated and approved by UL for use as the load-break disconnect required by NEC 690.			
Compliance	CA Rule 21 (UL 1741-SA) UL 62109-1, UL1741/IEEE1547, FCC Part 15 Class B, ICES-0003 Class B, CAN/CSA-C22.2 NO. 107.1-01 This product is UL Listed as PV Rapid Shut Down Equipment and conforms with NEC-2014 and NEC-2017 section 690.12 and C22.1-2015 Rule 64-218 Rapid Shutdown of PV Systems, for AC and DC conductors, when installed according manufacturer's instructions.			

1. No enforced DC/AC ratio. See the compatibility calculator at https://enphase.com/en-us/support/module-compatibility.
2. Nominal voltage range can be extended beyond nominal if required by the utility.
3. Limits may vary. Refer to local requirements to define the number of microinverters per branch in your area.

To learn more about Enphase offerings, visit **enphase.com**

ENPHASE.

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2019-3-26

Datasheet

IRONRIDGE

Flush Mount System

Built for solar's toughest roofs.

IronRidge builds the strongest mounting system for pitched roofs in solar. Every component has been tested to the limit and proven in extreme environments.

Our rigorous approach has led to unique structural features, such as curved rails and reinforced flashings, and is also why our products are fully certified, code compliant and backed by a 20-year warranty.

Strength Tested

All components evaluated for superior structural performance.

PE Certified

Pre-stamped engineering letters available in most states.

Class A Fire Rating

Certified to maintain the fire resistance rating of the existing roof.

Design Assistant

Online software makes it simple to create, share, and price projects.

UL 2703 Listed System

Entire system and components meet newest effective UL 2703 standard.

25-Year Warranty

Products guaranteed to be free of impairing defects.

XR Rails

XR10 Rail

A low-profile mounting rail for regions with light snow.

- 6’ spanning capability
- Moderate load capability
- Clear and black finish

XR100 Rail

The ultimate residential solar mounting rail.

- 8’ spanning capability
- Heavy load capability
- Clear and black finish

XR1000 Rail

A heavyweight mounting rail for commercial projects.

- 12’ spanning capability
- Extreme load capability
- Clear anodized finish

Bonded Splices

All rails use internal splices for seamless connections.

- Self-drilling screws
- Varying versions for rails
- Forms secure bonding

Clamps & Grounding

UFOs

Universal Fastening Objects bond modules to rails.

- Fully assembled & lubed
- Single, universal size
- Clear and black finish

Stopper Sleeves

Snap onto the UFO to turn into a bonded end clamp.

- Bonds modules to rails
- Sized to match modules
- Clear and black finish

CAMO

Bond modules to rails while staying completely hidden.

- Universal end-cam clamp
- Tool-less installation
- Fully assembled

Grounding Lugs

Connect arrays to equipment ground.

- Low profile
- Single tool installation
- Mounts in any direction

Attachments

FlashFoot2

Flash and mount XR Rails with superior waterproofing.

- Twist-on Cap eases install
- Wind-driven rain tested
- Mill and black finish

Conduit Mount

Flash and mount conduit, strut, or junction boxes.

- Twist-on Cap eases install
- Wind-driven rain tested
- Secures ¾” or 1” conduit

Slotted L-Feet

Drop-in design for rapid rail attachment.

- Secure rail connections
- Slot for vertical adjusting
- Clear and black finish

Bonding Hardware

Bond and attach XR Rails to roof attachments.

- T & Square Bolt options
- Nut uses 7/16” socket
- Assembled and lubricated

Resources

Design Assistant

Go from rough layout to fully engineered system. For free.

Go to IronRidge.com/design

NABCEP Certified Training

Earn free continuing education credits, while learning more about our systems.

Go to IronRidge.com/training

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PROJECT NAME: **ROGERS, PATRICK**

THIS DISTRIBUTED GENERATION FACILITY WAS INSTALLED IN ACCORDANCE WITH THE CURRENT STATE ADOPTED NATIONAL ELECTRICAL CODE

DESIGN SUMMARY

- **SIZE**: 8.000 kW PV Solar System (25 modules)
- **STYLE**: Residential, asphalt shingle roof, flush mount, grid tied, net-metered
- **LOCATION**: South facing roof of home
- **ORIENTATION:** Portrait, 18°pitch, 183°azimuth
- **MODULE:** JinKO JKM320M-60B 320W, 65.55"x 39.45"x 1.38" thick, 41.9 lbs
- **RACKING:** IronRidge XR-100 with asphalt shingle roof flashings
- **INVERTER:** Enphase IQ7+ MicroInverters
- **VOLTAGE:** 120/240V, 1Φ
- **MONITORING:** Enphase Enlighten Online Monitoring
- **ADDITIONAL WORK:** None

VECTOR engineers
651 W. SHORN PARK BLVD. STE. 101 DRAPER, UTAH 84020
PHONE (801) 990-7775 www.VECTORSE.COM

STATE OF OHIO
RUSSELL N. EMERY
PE-84657
REGISTERED PROFESSIONAL ENGINEER

08/05/2020

Firm License Number: 03392
VSE Project Number: U3340.0211.201

Vector Structural Engineering has reviewed the existing structure with loading from the solar array. The design of the racking system, connections, and all other structure is by others. Mechanical, architectural, and all other nonstructural aspects of the design are by others. Electrical is by others, unless stamped by Dean Levorsen.

PV Solar Array
Roof of building

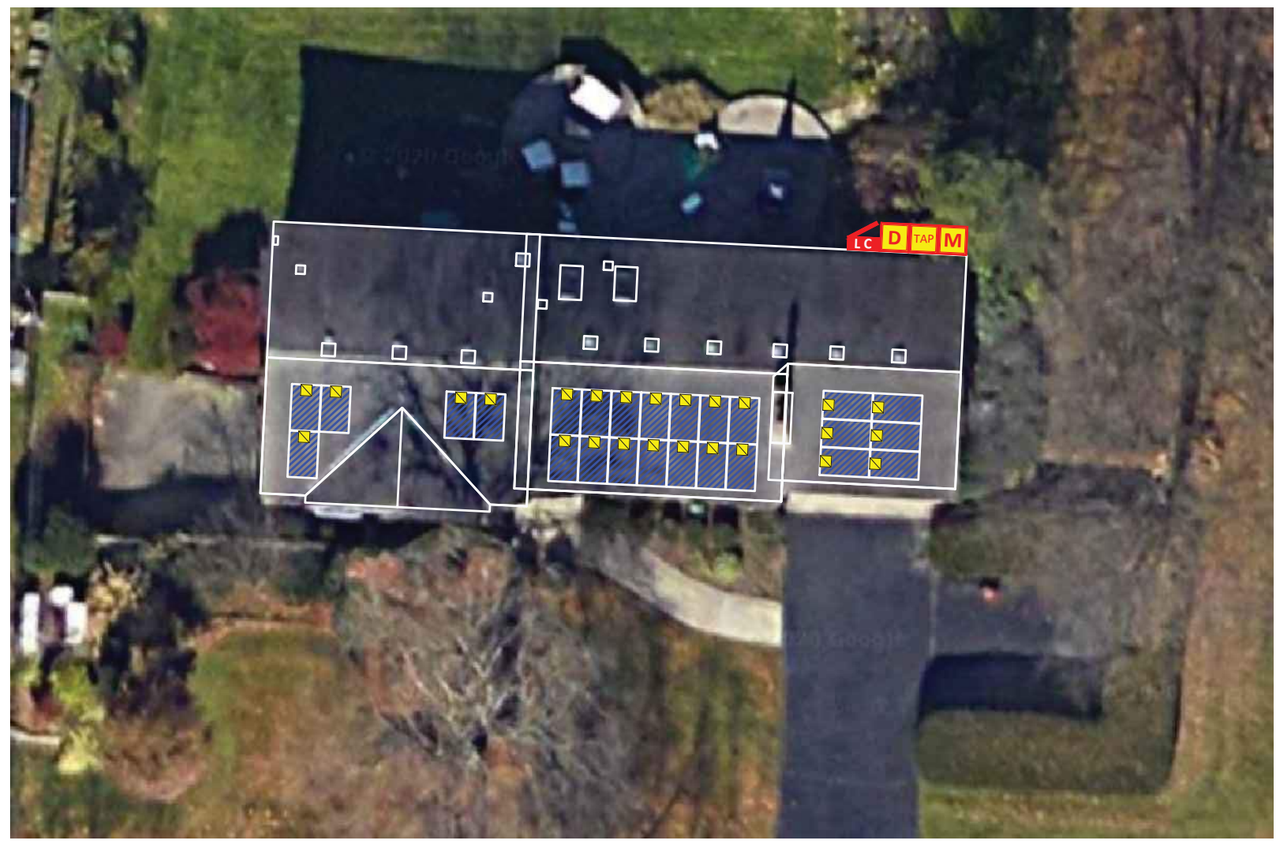
Enphase Microinverter
Array

PV Solar Dedicated Load Center
Building Exterior

AC Solar Disconnect
Building Exterior

Main Service Panel
Building Interior

Utility Meter
Building Exterior



N

1
01
SITE MAP
NO SCALE

MOXIE
AMERICA'S SOLAR COMPANY

CONTRACTOR

MOXIE SOLAR

(855) 669-4387
INFO@MOXIESOLAR.COM

230 SUGAR CREEK LANE
NORTH LIBERTY, IA 52317

OWNER

PATRICK ROGERS

(614) 975-2457
PATRICK.ROGERS23@GMAIL.COM

150 W NEW ENGLAND AVE
WORTHINGTON, OH 43085

AHJ

CITY OF WORTHINGTON
(614) 431-2424

374 HIGHLAND AVE
WORTHINGTON, OH 43085

UTILTY

AEP OHIO

(800) 672-2231

REVISIONS

07/29/20	PLAN SET	GG

DESIGN SUMMARY

01

PROJECT NAME: **ROGERS, PATRICK**

BUILD SUMMARY

- **MODULE:** QTY (25) JKM320M-60B 320W, 65.55"x 39.45"x 1.38" thick, 41.9 lbs
- **STRUCTURE:** Wood prefabricated 2"x 4" trusses @ 24" OC
- **RACKING:** IronRidge XR-100 with asphalt shingle roof flashing. Run rails across the trusses. Penetrate every 4ft or less into trusses. Installer must verify all penetrations are secure and centered in wood members. Any damaged wood members must be repaired immediately by scab, sister, or full replacement. Max Rail Overhang = 19” from last attachment point. Module Overhang = 18” .
- **ACCESS:** 1-story residence.
- **INVERTERS:** Mount microinverters at module locations.
- **MONITORING:** Enphase Enlighten online monitoring utilizing existing wireless router.
- **ADDITIONAL WORK:** None

VECTOR ENGINEERS
657 W. BALENA PARK BLVD. STE. 101 DRAPER, UTAH 84020
PHONE (801) 990-1775 WWW.VECTORSE.COM

STATE OF OHIO
RUSSELL N. EMERY
PE-84657
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08/05/2020
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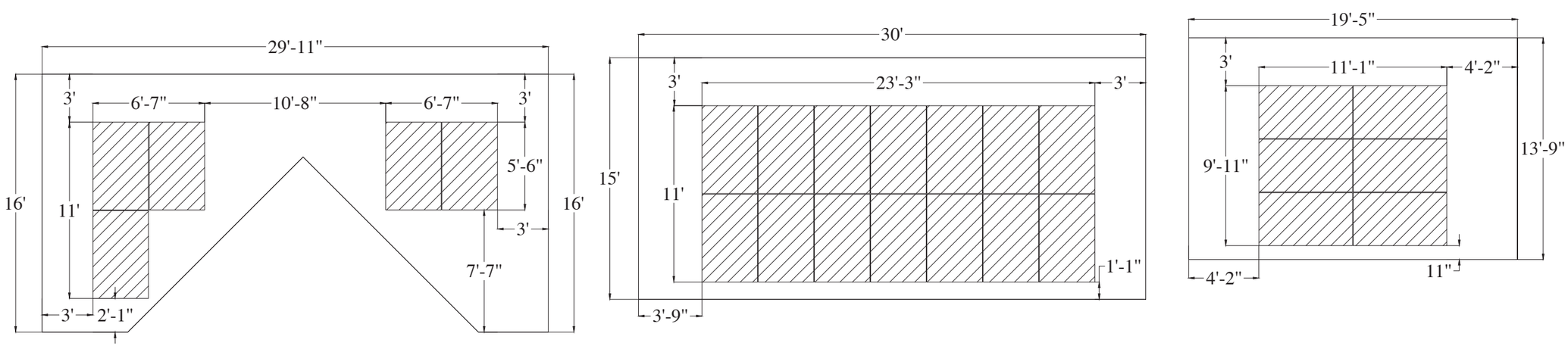

1 / 02 ARRAY DESIGN
NO SCALE

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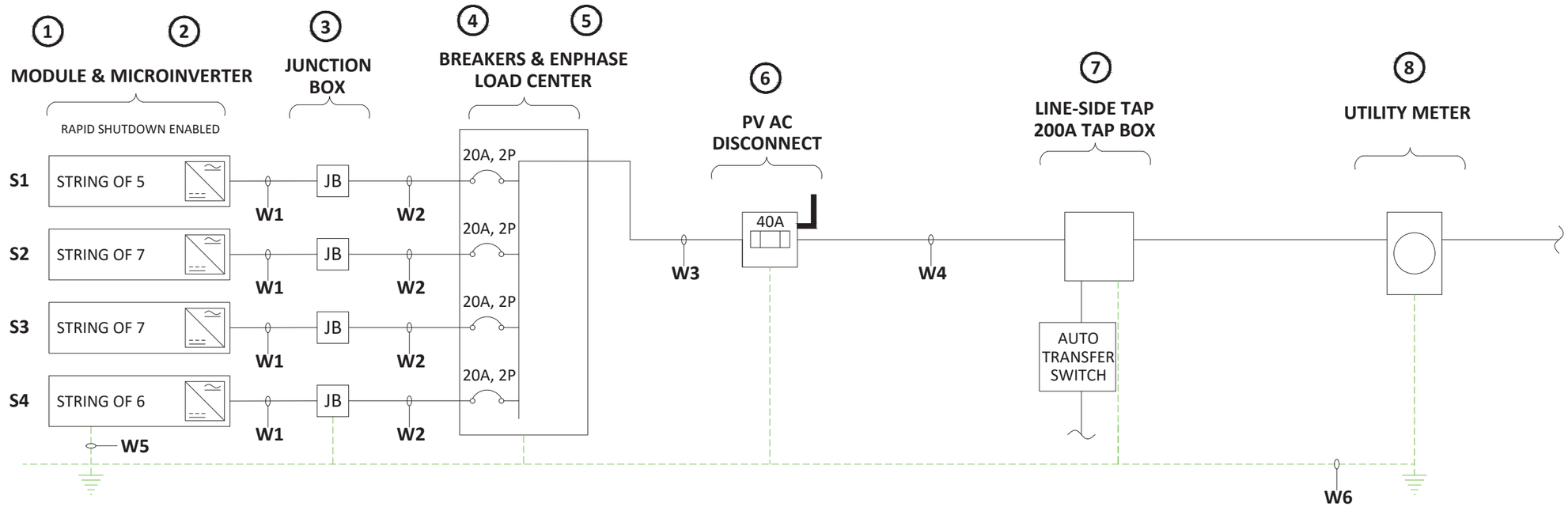
REVISIONS

07/29/20	PLAN SET	GG

BUILD SUMMARY

02

PROJECT NAME: **ROGERS, PATRICK**

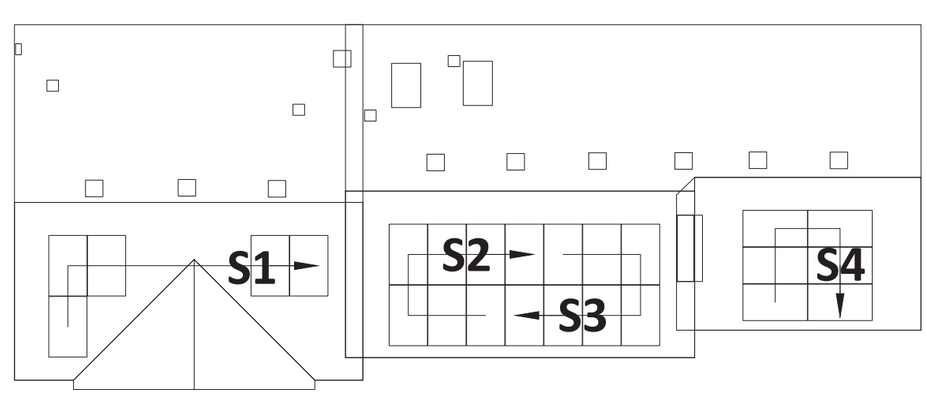


1 / 03 ONE-LINE ELECTRICAL DIAGRAM - 8.000 KW (DC)

NO SCALE

EQUIPMENT SCHEDULE						
TAG	ITEM	MAKE	MODEL	VOLTAGE	QTY	LOCATION
1	MODULE	JINKO	JKM320M-60B 320W	DC	25	ROOF TOP
2	MICROINVERTER	ENPHASE	IQ7PLUS-72-2-US 290W (AC)	120/240V, 1Φ	25	ROOF TOP
3	JUNCTION BOX	SOLADECK	0799	120/240V, 1Φ	4	ROOF TOP
4	BREAKERS	EATON	20A, 2-POLE BR220	120/240V, 1Φ	4	LOAD CENTER
5	LOAD CENTER	ENPHASE	IQ COMBINER X-IQ-AM1-240-3	120/240V, 1Φ	1	BLD EXTERIOR
6	DISCONNECT	EATON	60A ENCLOSURE 40A FUSING	120/240V, 1Φ	1	BLD EXTERIOR
7	LINE-SIDE TAP BOX	MILBANK	200A ENCLOSURE U4540-XL	120/240V, 1Φ	1	BLD EXTERIOR
8	UTILITY METER	ACLARA	CL200	120/240V, 1Φ	1	BLD EXTERIOR

WIRE SCHEDULE					
TAG	RUN	CONDUCTOR TYPE	GAUGE	CONDUIT	RUN LENGTH
W1	PV HOMERUNS	Q-CABLE	#12	-	60 FT
W2	JUNCTION BOX TO LOAD CENTER	THWN-2, Cu	#10	¾"	30 FT
W3	LOAD CENTER TO DISCONNECT	THWN-2, Cu	#8	1"	5 FT
W4	DISCONNECT TO TAP BOX	THWN-2, Cu	#8	1"	5 FT
W5	GROUND ELECTRODE	BARE, Cu	#6	-	-
W6	EQUIPMENT GROUND	THWN-2, Cu	#6 (MIN)	-	100 FT



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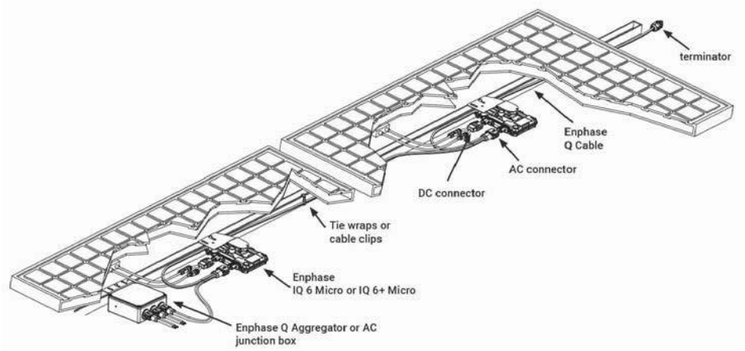
REVISIONS

07/29/20 PLAN SET GG

ELECTRICAL

03

PROJECT NAME: **ROGERS, PATRICK**



1/04 MODULE AND MICROINVERTER CONNECTION DETAIL

NO SCALE

2/04 IRONRIDGE ASPHALT SHINGLE ROOF DETAIL

NO SCALE

SYSTEM AC DISCONNECT AT SERVICE

PHOTOVOLTAIC SYSTEM AC DISCONNECT

MAXIMIM OPERATING AC CURRENT: 30.25 AMPS

NOMINAL OPERATING AC VOLTAGE: 120/240 VAC

3/04 PHOTOVOLTAIC MARKING AND LABELING

NO SCALE

CODE REVIEW & CALCULATIONS

SOLAR PHOTOVOLTAIC (PV) SYSTEM WITH ENPHASE

Inverter Type: IQ7Plus MicroInverters
Minimum String Length: N/A
Maximum String Length: 13 Panels @ 240V
Nominal String Voltage: 240V (AC)
Nominal Output Current (Per MicroInverter): 1.21A

JinKO JKM320M-60B 320W

NEC 690.7 MAXIMUM VOLTAGE

690.7(A): Maximum Photovoltaic System Voltage
JKM320M-60B 320W Module Voc = 40.90V
Module V_{max} = ((-40°C)-25°C)(-0.0028V/°C)(40.90V)+(40.90V) = 48.34V (DC)
Module V_{max} Output = 48.34V (DC) < IQ7+ MicroInverter Vmax Input = 60V (DC)

NEC 690.8 CIRCUIT SIZING AND CURRENT

690.8(A)(1): Photovoltaic Source Circuit Currents
Module to MicroInverter I_{max}= 1.21A x 25 x 125% = 37.81A

690.8(A)(3): Inverter Output Circuit Current.
MicroInverter Rated Continuous Output Power = 290W
MicroInverter rated Continuous Output Current = 1.21A
System I_{max} = 37.81A

NEC 690.9 OVERCURRENT PROTECTION

690.9(B): Overcurrent Device Ratings
Disconnect Fuse: 1.21A x 25 x 125% = 37.81A -> 40A OCPD

NEC 690.12 RAPID SHUTDOWN OF PV SYSTEMS ON BUILDINGS

PLAN: Rapid Shutdown enabled disconnect shall be located next to the service and be labeled in accordance with 690.56(B) and (C).

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REVISIONS

07/29/20	PLAN SET	GG

DETAILS & CALCULATIONS

04

150 W. New England Ave.

100-002814 04/19/2017

Eagle 60M
300-320 Watt
MONO PERC MODULE

Positive power tolerance of 0~+3%

KEY FEATURES

Innovative Solar Cells
Five busbar monocrystalline PERC cell technology improves module efficiency

High Efficiency
Higher module conversion efficiency (up to 19.55%) due to Passivated Emmiter Rear Contact (PERC) technology

PID Free
World's 1st PID-Free module

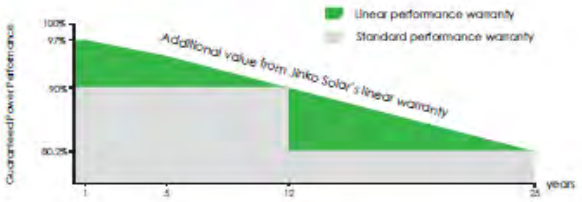
Low-Light Performance
Advanced glass technology improves light absorption and retention

Strength and Durability
Certified for high snow (5400Pa) and wind (2400Pa) loads

Weather Resistance
Certified for salt mist and ammonia resistance

LINEAR PERFORMANCE WARRANTY

10 Year Product Warranty • 25 Year Linear Power Warranty



- ISO9001:2008 Quality Standards
- ISO14001:2004 Environmental Standards
- OHSAS18001 Occupational Health & Safety Standards

Nomenclature:

JKM320M - 60B

Code	Backsheet
null	White
B	Black

PROJECT NAME: **ROGERS, PATRICK**

THIS DISTRIBUTED GENERATION FACILITY WAS INSTALLED IN ACCORDANCE WITH THE CURRENT STATE ADOPTED NATIONAL ELECTRICAL CODE

DESIGN SUMMARY

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- **STYLE:** Residential, asphalt shingle roof, flush mount, grid tied, net-metered
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Roof of building

Enphase Microinverter
Array

PV Solar Dedicated Load Center
Building Exterior

AC Solar Disconnect
Building Exterior

Main Service Panel
Building Interior

Utility Meter
Building Exterior

N

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01
SITE MAP
NO SCALE

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REVISIONS

07/29/20	PLAN SET	GG

DESIGN SUMMARY

01

A HEARING
REGARDING
THIS PROPERTY
WILL BE HELD
7:00 PM
worthington.org

150
4307DH

150

150

To comment on this project

Email: planning@worthington.org

Or call: 1 567-249-0063 and enter

Conference ID: 183 744 414#

STAFF MEMORANDUM
City Council Meeting – October 19, 2020

Date: October 15, 2020

To: Matthew H. Greeson, City Manager

From: Robyn Stewart, Assistant City Manager

Subject: Proposed 2021-2025 Capital Improvements Program

EXECUTIVE SUMMARY
Staff will present the proposed 2021-2025 Capital Improvement Program, which as distributed on October 5, 2020

BACKGROUND/DESCRIPTION
The City staff distributed the proposed 2021-2025 Capital Improvements Program (CIP) to the City Council in October 5, 2020. Staff will provide a presentation, which is attached.

The presentation highlights the following:

1. **Overview of the Proposed CIP** – The presentation includes an overview of the proposed five-year program.

2. **Five-Year Financial Forecast for the Capital Improvements Fund** – The presentation highlights the cash flow for the Capital Improvements Fund associated with the proposed projects and equipment in the proposed CIP.

3. **City Council Priorities** – The presentation includes information about how the proposed CIP addresses established City Council Priorities.

4. **Uncertainties** – The presentation notes areas of uncertainty that may impact the proposed CIP.

5. **Debt Associated with the CIP** – The presentation includes information about the City's current debt obligations and the planned debt associated with the proposed CIP.

6. **Highlight 2021 Projects and Equipment Purchases** – Staff will highlight the projects and equipment includes in the first year of the CIP and will answer questions about planned expenditures across all five years of the proposed CIP.

A Resolution to adopt the CIP will be prepared for consideration by the City Council in December in conjunction with the public hearing and adoption of the operating budget. The proposed 2021-2025 Capital Improvements Program is available on the City's website at www.worthington.org/budget.

ATTACHMENTS
Presentation

Worthington
Founded 1803

Proposed 2021-2025 Capital Improvements Program

Presentation Goals

Discuss the overarching trends in the proposed CIP

Review the CIP Fund cash flow projections & financial forecast

Highlight how the proposed CIP ties to City Council priorities

Discuss the impacts of the CIP's financial constraints

Highlight uncertainties in the proposed program

Discuss the City's current and projected debt

Overview projects and equipment programmed for 2021

CIP Approval Process

October

- Present & discuss proposed CIP

November

- Follow-up as needed on discussion items

December

- Adoption

2020 CIP Update

Kenyonbrook Trunk Sewer

- Design continues in 2021, construction planned for 2022

Building Improvement Program

- Reinstate full amount for 2020

Community Center Pools Resurfacing

- Planned for pool shutdown in 2021

Community Center South End Door

- Reinstate amount for 2020

Fire Hydrant Replacement & Painting

- Program already completed with reduced amount

2020 CIP Update

Police Building HVAC & Remediation

- Amount reduced due to updated project cost; project underway

Police Building Roof Repair

- Amount increased due to updated project cost; project underway

Traffic Signal Improvement Program

- Reinstate full amount for 2020

Worthingway Stormwater Improvements

- Amount reduced due to updated project cost

2020 CIP Update

McCord Park Renovations

- Design work will resume; construction delayed until 2021

Selby Park Playground Replacement

- Reinstate full amount; construction planned for Spring 2021

Bike & Pedestrian Improvements

- Reinstate full amount for 2019 & 2020; crossing needs re-bid

Computer Replacement

- Program already completed with reduced amount

Server & Network

- Program partially restored

2020 CIP Update

Firefighter Protection Equipment

- Amount reduced due to updated cost

Fire Hose

- Purchased from unspent 2019 funds

Mobile Data Terminals for Fire Vehicles

- Program already completed with reduced amount; portion not completed proposed for 2021

Self Contained Breathing Apparatus

- Purchase delayed to 2021 to pursue grant possibility

2020 CIP Update

Records Management Software

- Amount reduced due to updated cost

Scan Tools for Garage

- Amount reduced due to updated cost

Wood Chipper

- Amount reduced due to updated cost; balance of funds used to purchase needed leaf box

Trends in the CIP

Very financially constrained

- 2020 income tax revenue flat from 2019
  - Slight increase expected in 2021 (1.5%)
- Expenditure requests exceeded available revenue in all years

Revenues are not keeping up with expenditures demands

Investments focused on maintaining existing infrastructure

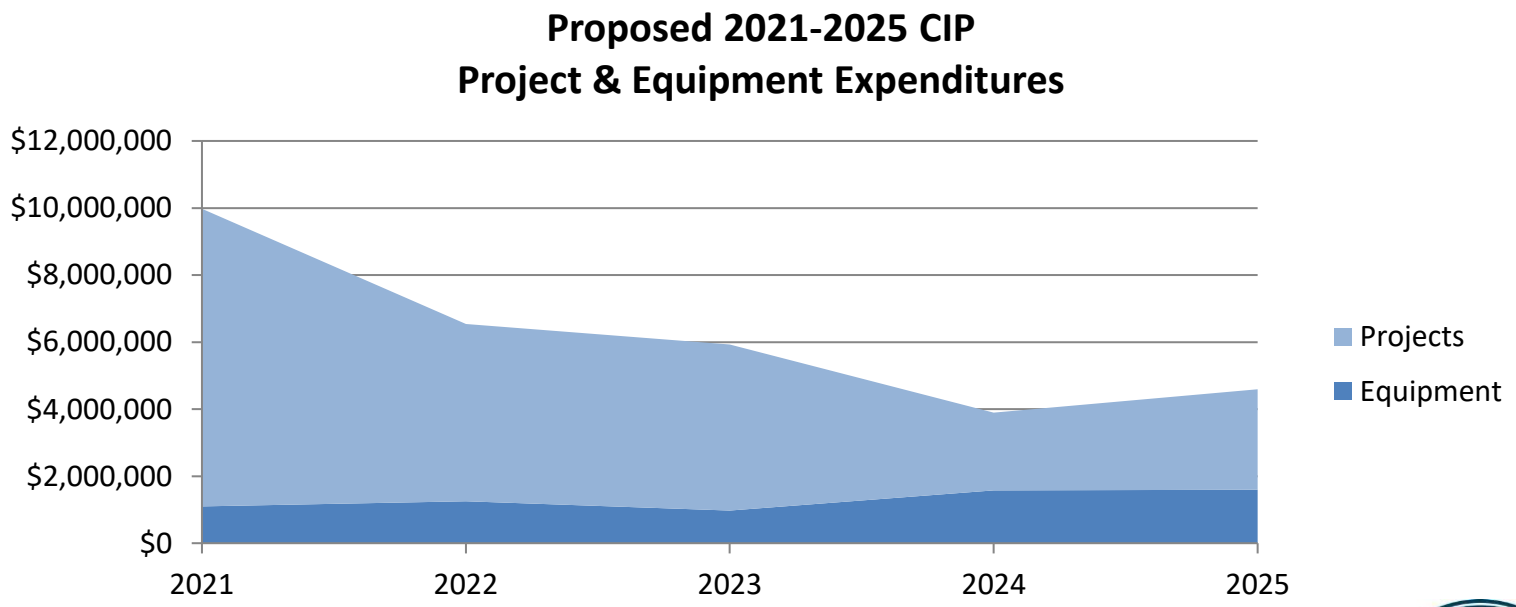
- Maintenance and replacement schedules have been extended
- New/expanded demands identified (water lines and HVAC)

Debt levels are increasing

- Using balance in the GBR Fund to lower CIP funds used for debt payments in this five-year window

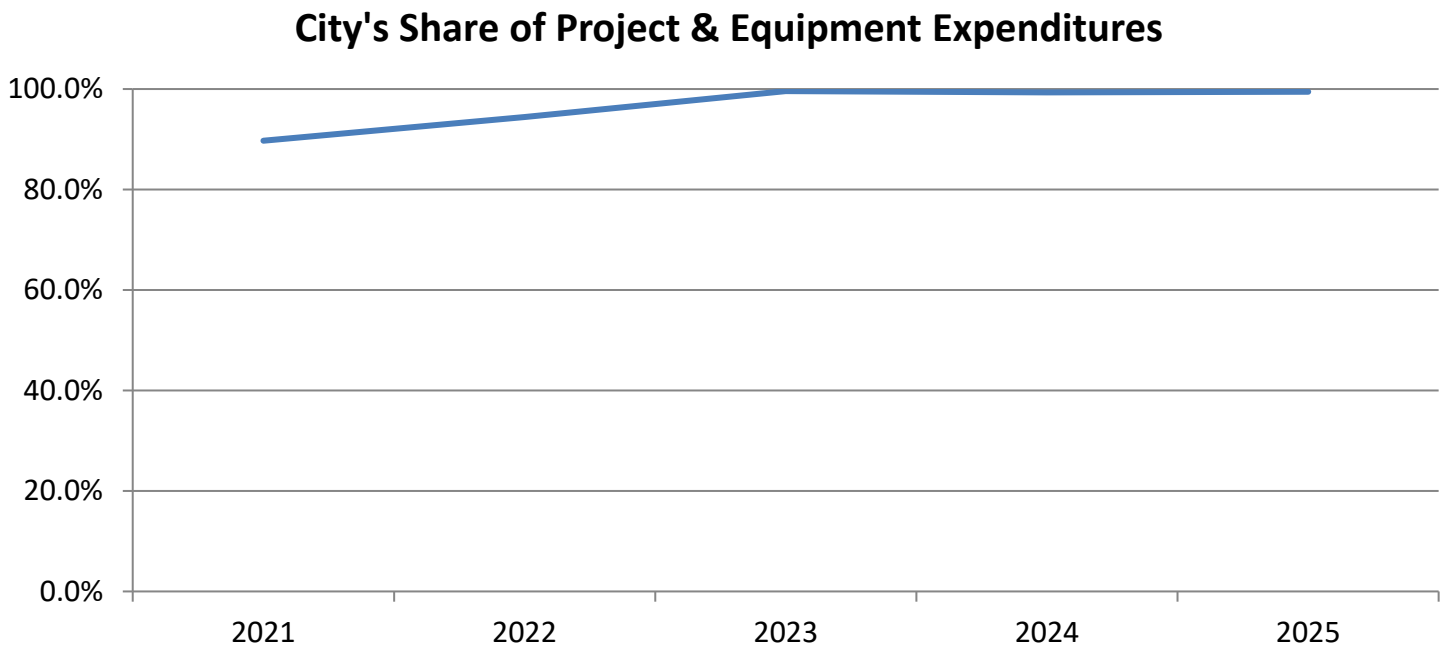
Overview of Proposed CIP

	2021	2022	2023	2024	2025	Total
Projects	$8,875,000	$5,291,000	$4,954,500	$2,320,500	$3,000,000	$24,441,000
Equipment	$1,104,000	$1,252,600	$976,200	$1,575,100	$1,595,000	$6,502,900
Total	$9,979,000	$6,543,600	$5,930,700	$3,895,600	$4,595,000	$30,943,900

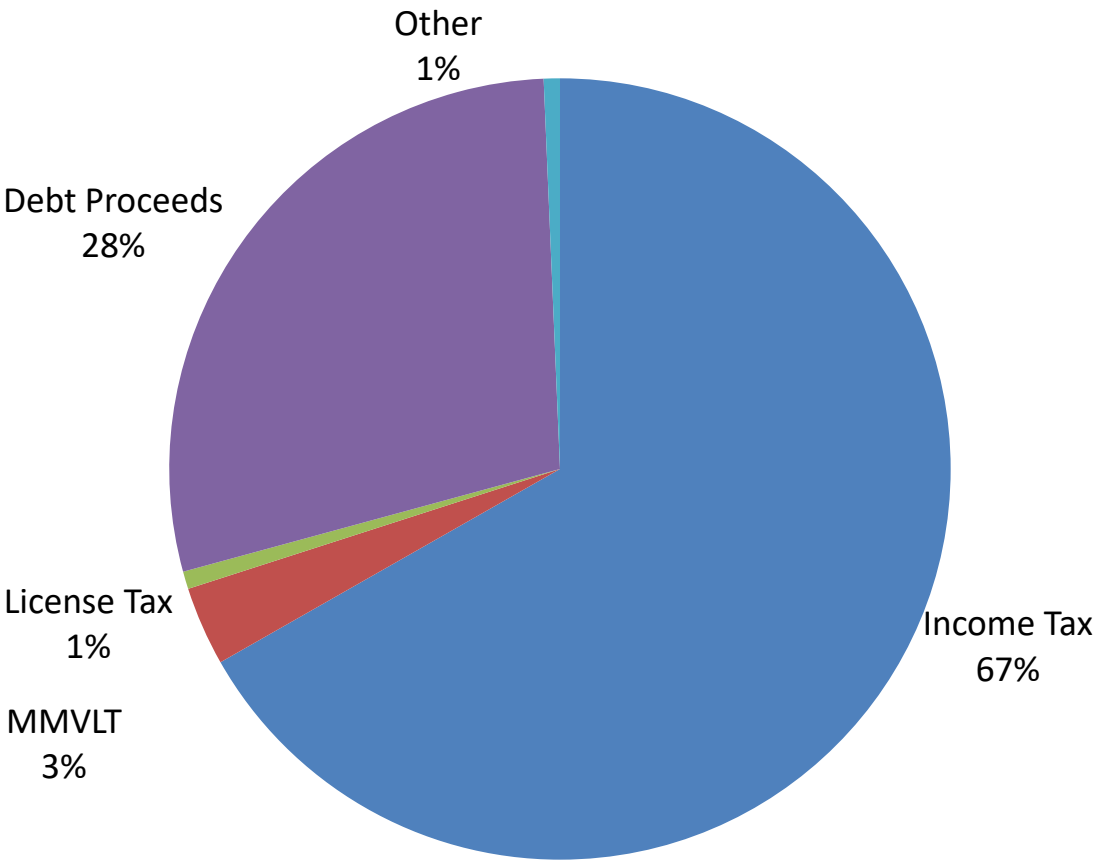


City's Share of Proposed CIP

	2021	2022	2023	2024	2025	Total
Total Cost	$9,979,000	$6,543,600	$5,930,700	$3,895,600	$4,595,000	$30,943,900
City Sources	$8,954,000	$6,178,600	$5,905,700	$3,870,600	$4,570,000	$29,278,900
% City Share	89.7%	94.4%	99.6%	99.5%	99.5%	94.6%



CIP Revenue Sources



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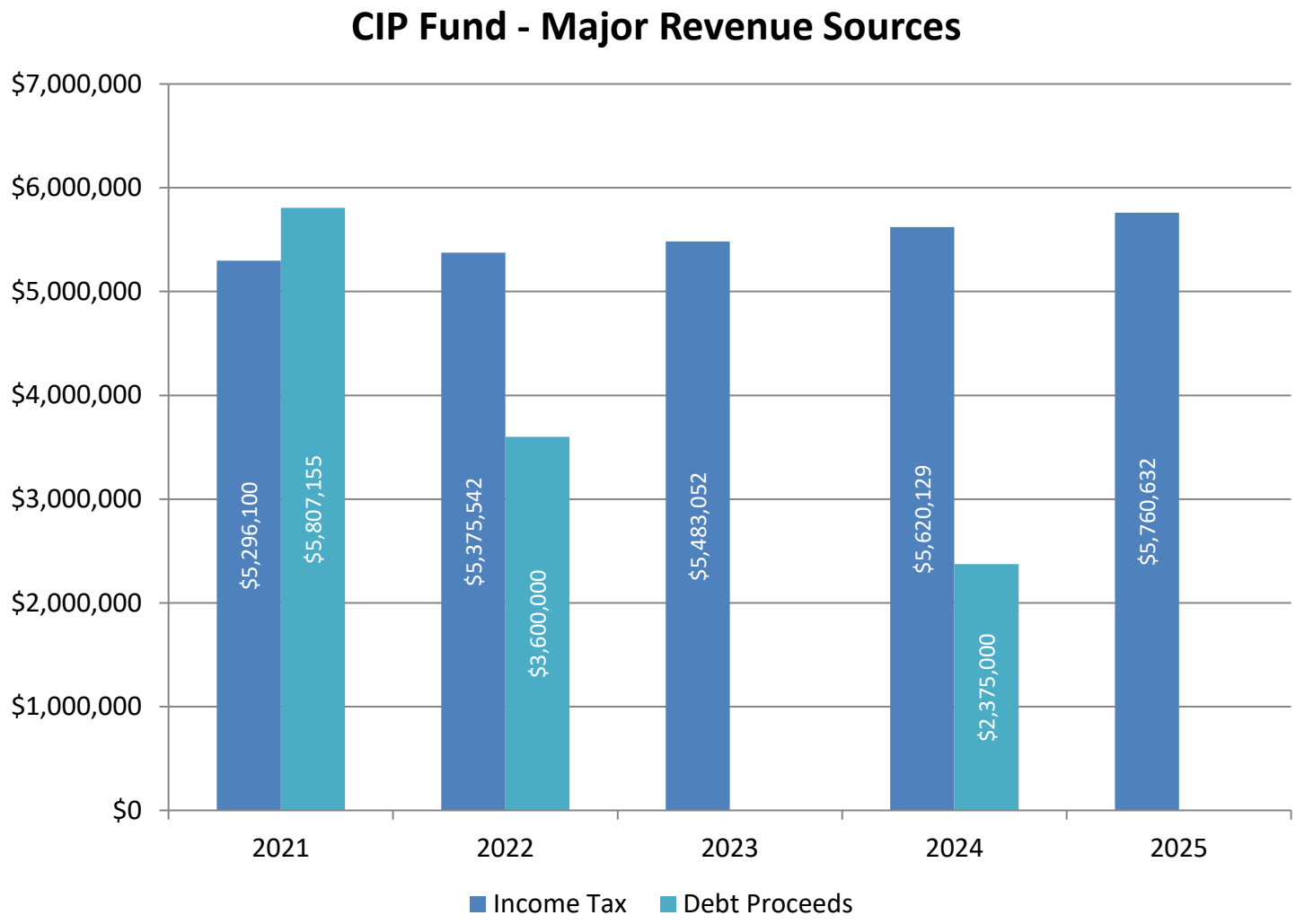
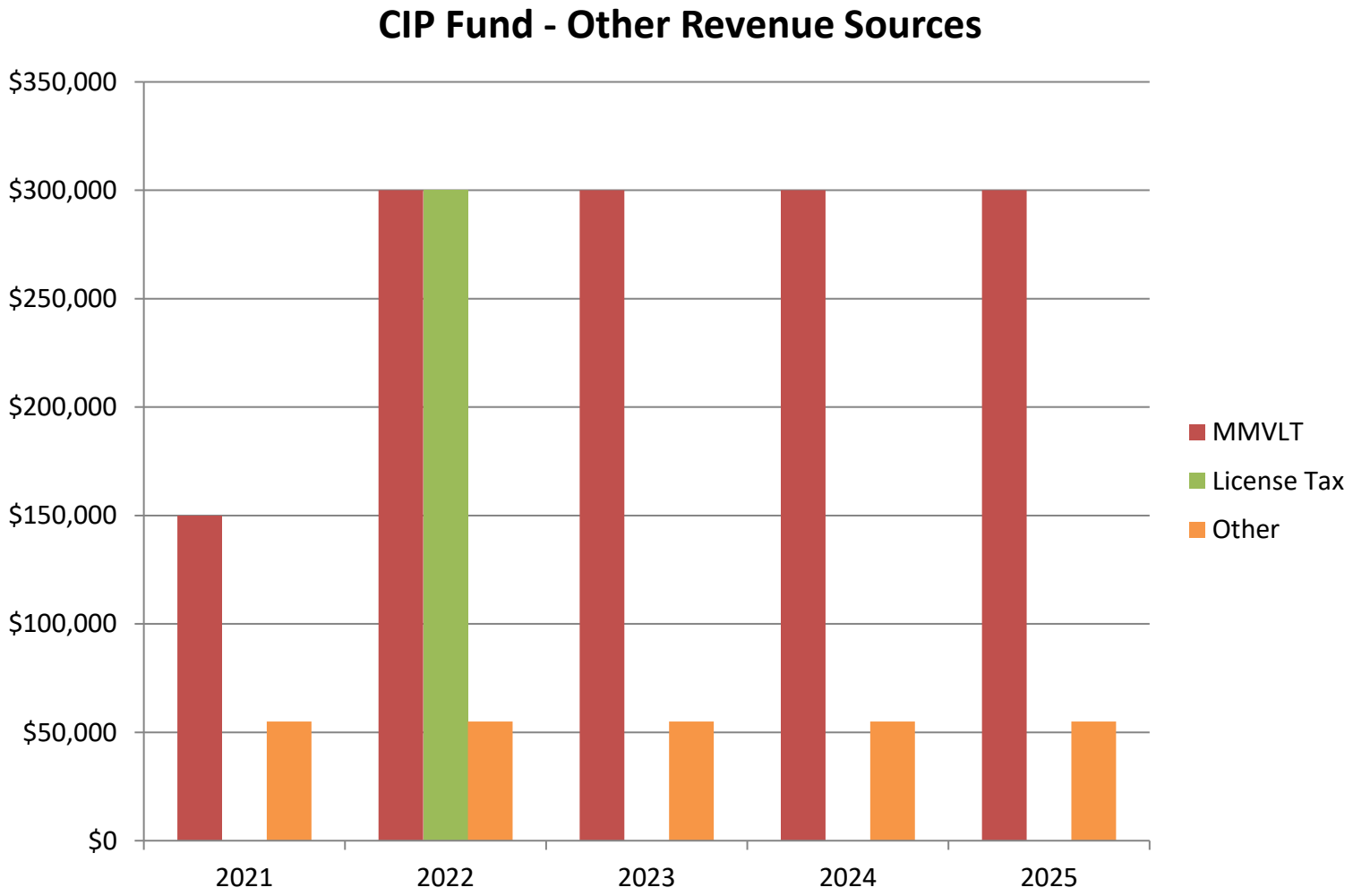
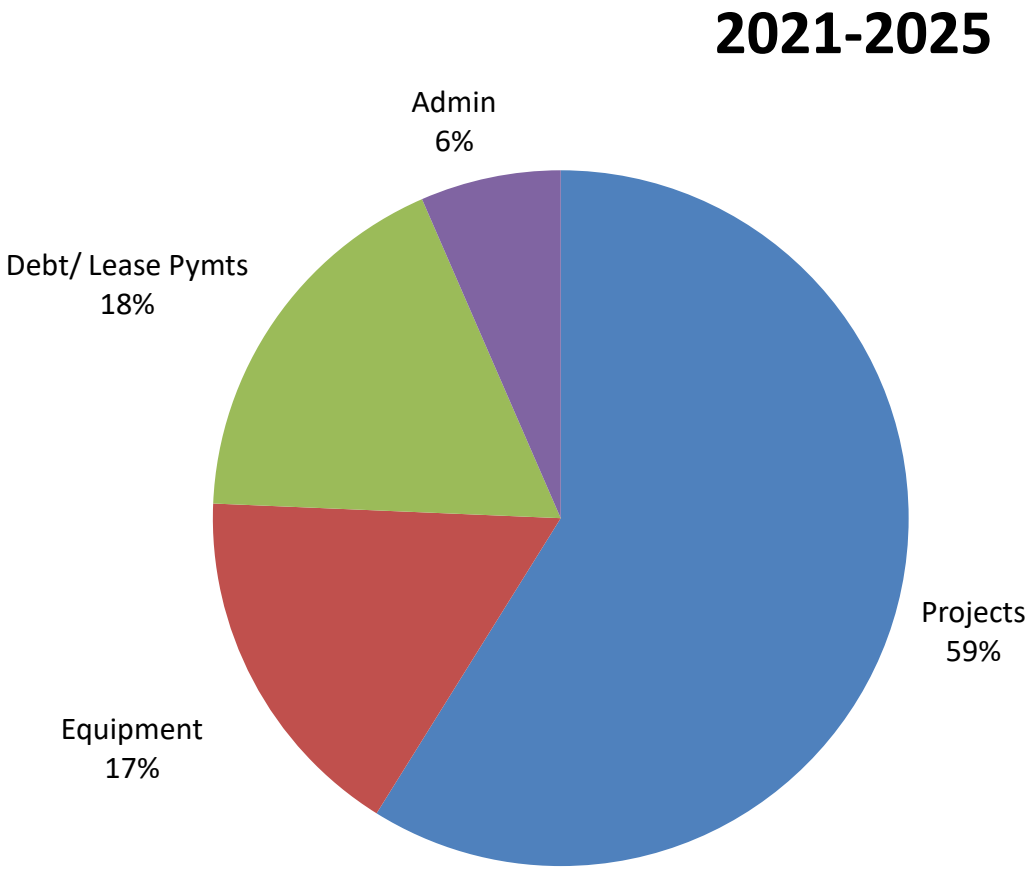


CIP Revenue Sources

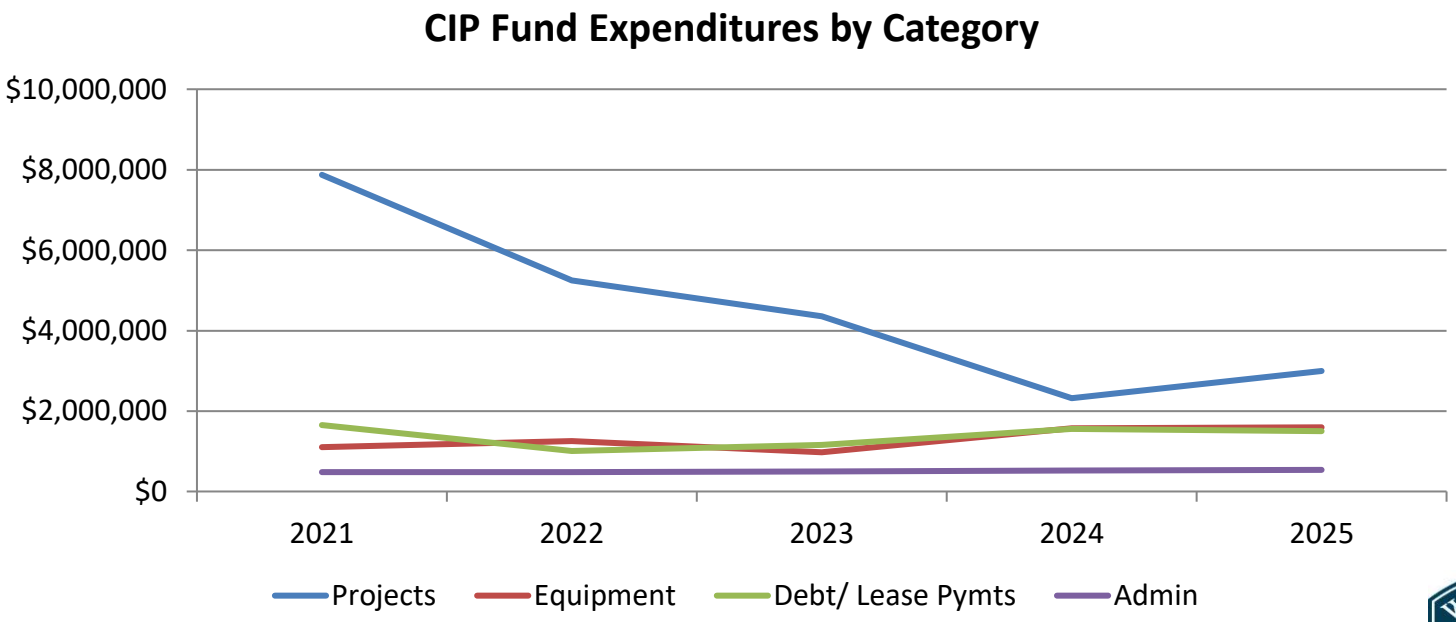


Expenditure Categories: CIP Fund



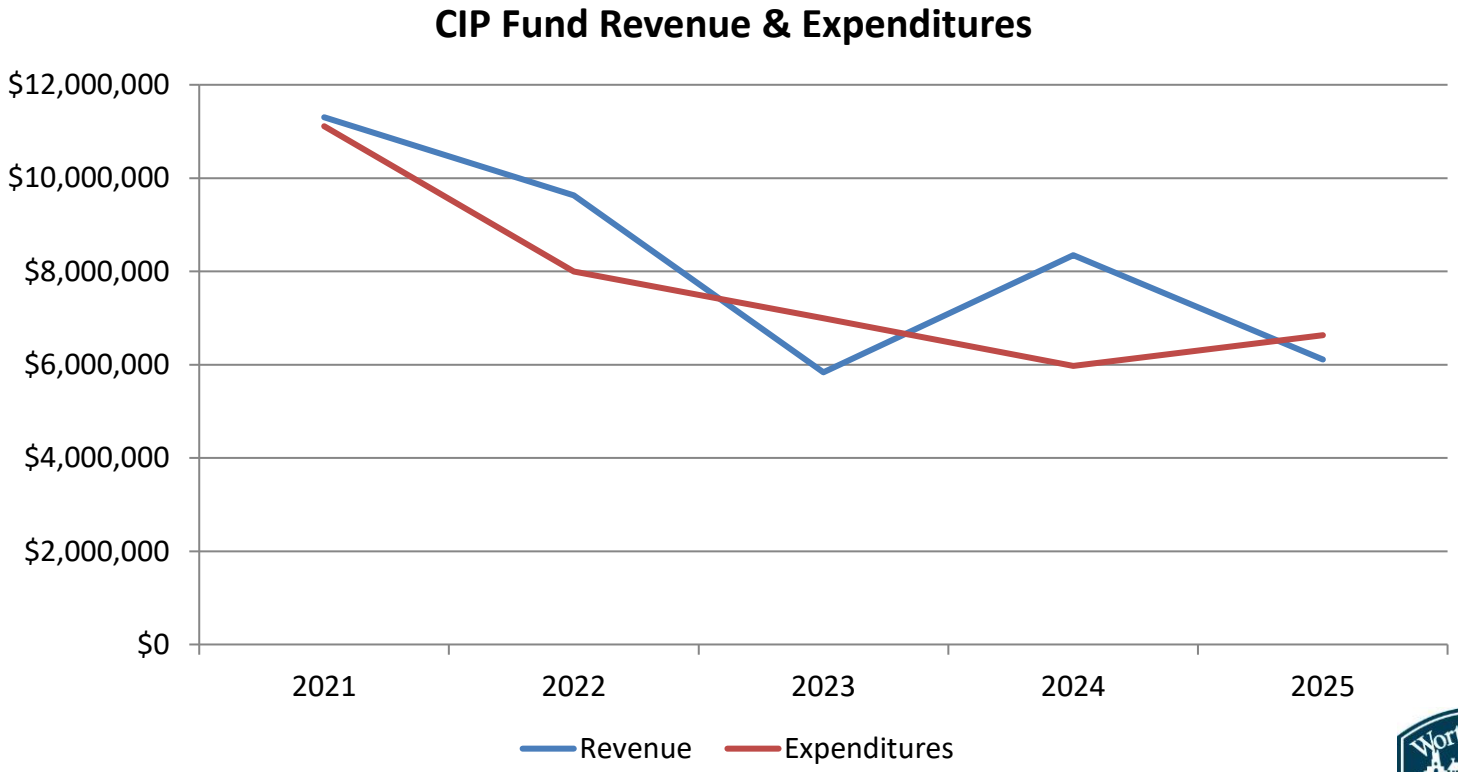
CIP Fund Expenditures

	2021	2022	2023	2024	2025
Projects	$7,875,000	$5,251,000	$4,354,500	$2,320,500	$3,000,000
Equipment	$1,104,000	$1,252,600	$976,200	$1,575,100	$1,595,000
Debt Service	$1,653,562	$1,011,695	$1,164,534	$1,561,041	$1,502,801
Administration	$485,000	$485,000	$500,000	$521,000	$537,000



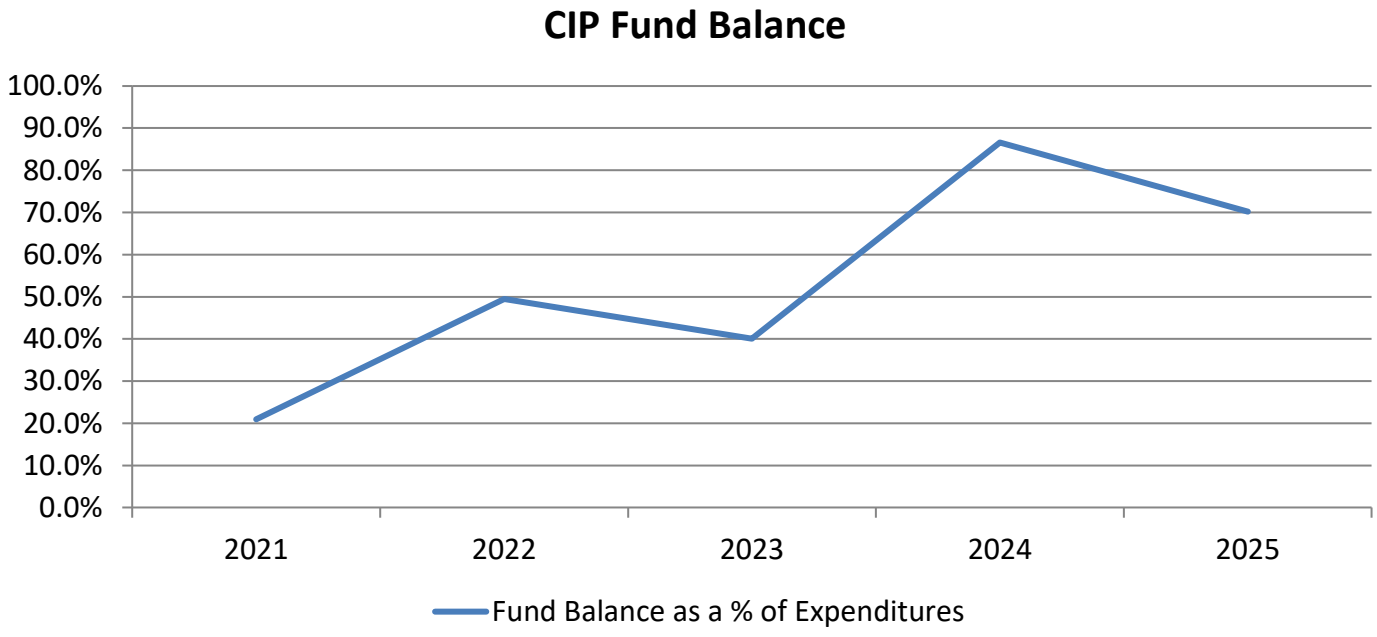
CIP Fund Revenue & Expenditures

	2021	2022	2023	2024	2025
Revenue	$11,308,255	$9,630,542	$5,838,052	$8,350,129	$6,115,632
Expenditures	$11,117,562	$8,000,295	$6,995,234	$5,977,641	$6,634,801



Five Year Forecast – CIP Fund

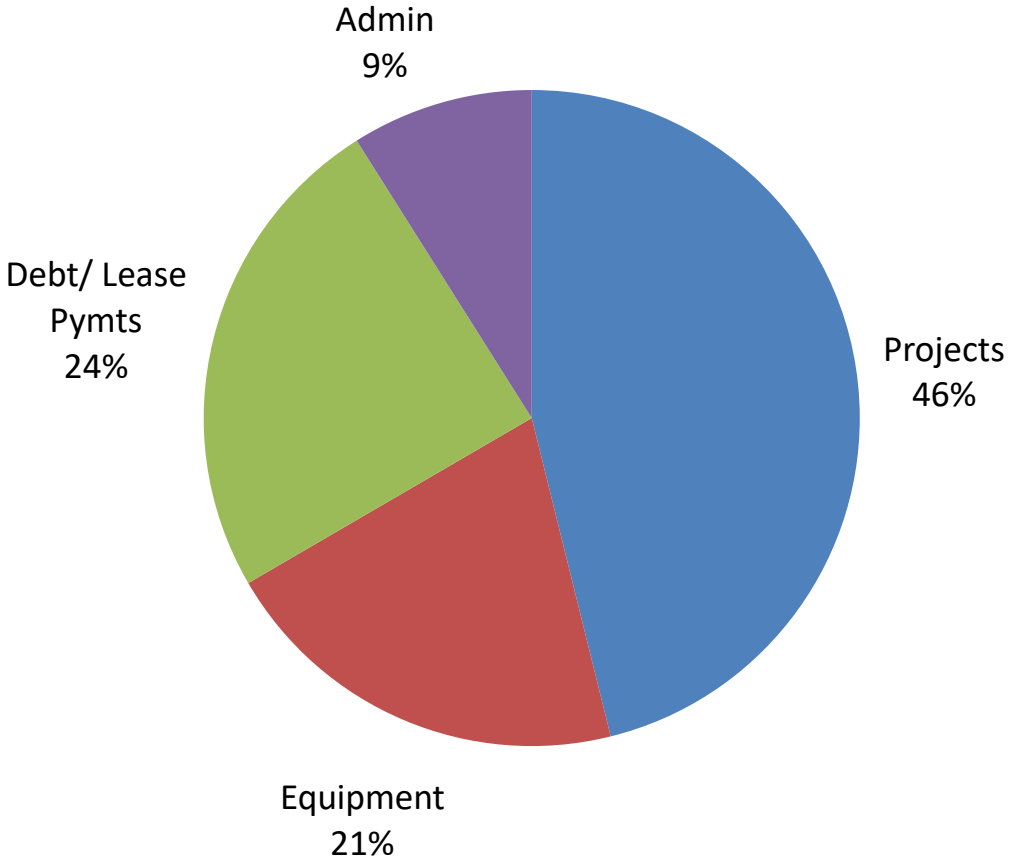
	2021	2022	2023	2024	2025
Total Revenue	$11,308,255	$9,630,542	$5,838,052	$8,350,129	$6,115,632
Total Expenditures	$11,117,562	$8,000,295	$6,995,234	$5,977,641	$6,634,801
Fund Balance (FB)	$2,328,543	$3,958,790	$2,801,608	$5,174,096	$4,654,927
FB as % of Expend.	20.9%	49.5%	40.1%	86.6%	70.2%



Expenditure Categories: CIP Fund

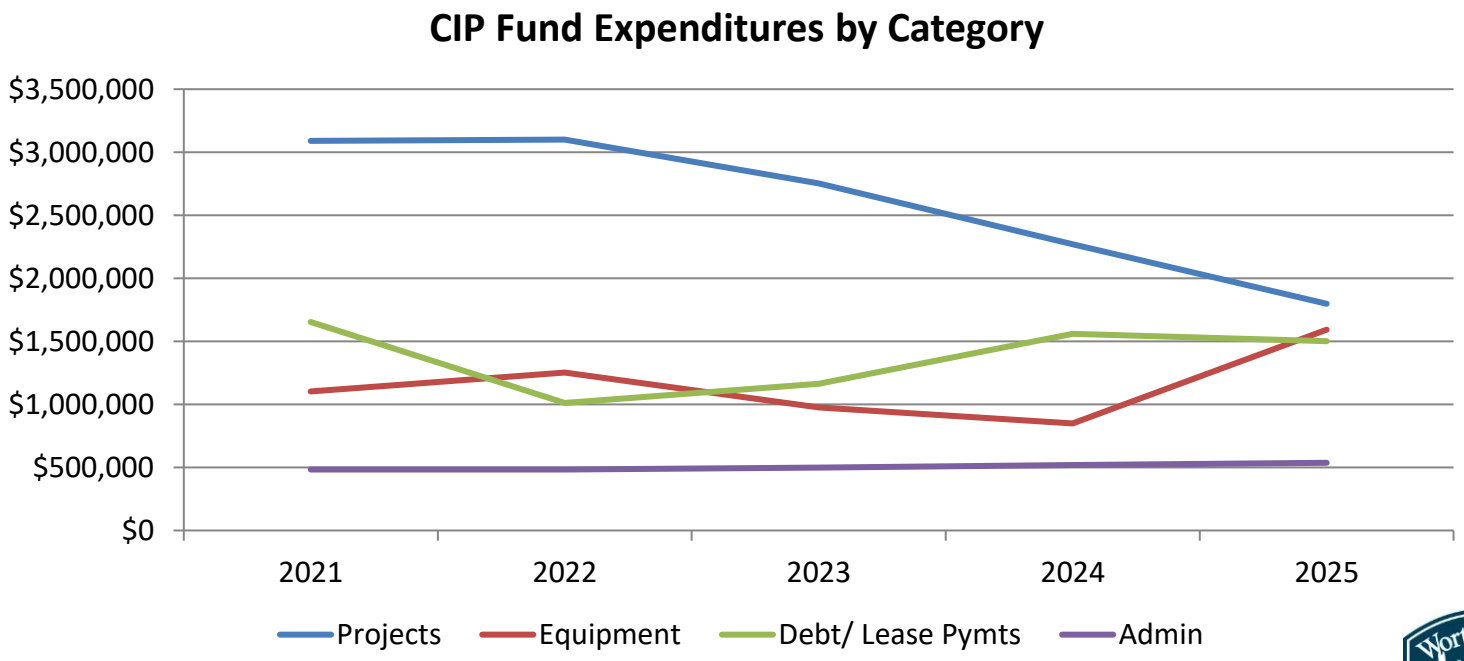
(excluding bonded projects & equipment)

2021-2025



CIP Fund Expenditures
(excluding bonds)

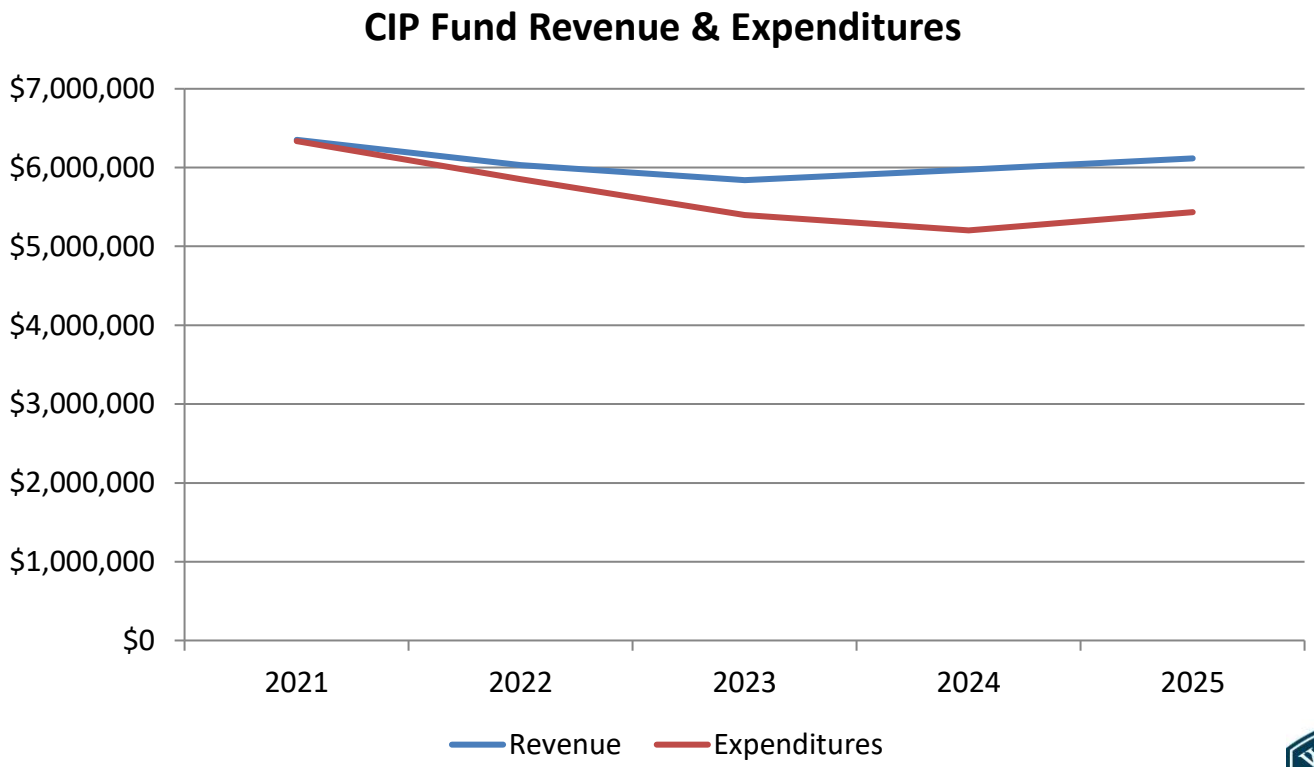
	2021	2022	2023	2024	2025
Projects	$3,090,000	$3,101,000	$2,754,500	$2,270,500	$1,800,000
Equipment	$1,104,000	$1,252,600	$976,200	$850,100	$1,595,000
Debt Service	$1,653,562	$1,011,695	$1,164,534	$1,561,041	$1,502,801
Administration	$485,000	$485,000	$500,000	$521,000	$537,000



CIP Fund Revenue & Expenditures

(excluding bonds)

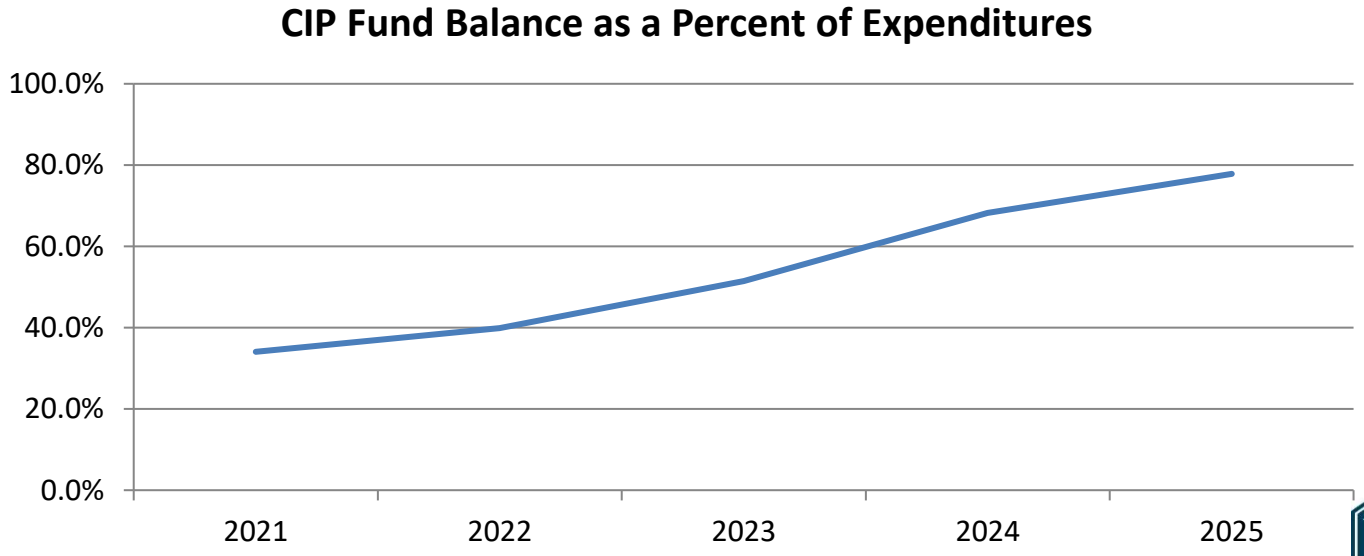
	2021	2022	2023	2024	2025
Revenue	$6,351,100	$6,030,542	$5,838,052	$5,975,129	$6,115,632
Expenditures	$6,332,562	$5,850,295	$5,395,234	$5,202,641	$5,434,801



Five Year Forecast – CIP Fund

(excluding bonded revenue and expenditures)

	2021	2022	2023	2024	2025
Total Revenue	$6,351,100	$6,030,542	$5,838,052	$5,975,129	$6,115,632
Total Expenditures	$6,332,562	$5,850,295	$5,395,234	$5,202,641	$5,434,801
Fund Balance (FB)	$2,156,388	$2,336,635	$2,779,453	$3,551,941	$4,232,772
FB as % of Expend.	34.1%	39.9%	51.5%	68.3%	77.9%



City Council Priorities

Wilson Bridge Road Corridor

McCord Park Improvements (2020)

Age Friendly

Primarily associated with the operating budget

Griswold Center Window Replacement (2021)

Griswold Center HVAC (2021, 2022 & 2023)

Griswold Center Fitness Equipment (2023)

Griswold Center Copier (2024)

City Council Priorities

McCord Park

Partial Funding for Implementation (2021)

Updated Office Buildings

Incentive programs funded in Operating Budget

Energy Efficiency

HVAC Projects in City Buildings (2021, 2022, 2023)

Windows & Doors – Community Center, Municipal Building, Griswold Center (2021)

Incentive programs in Operating Budget (PACE/FACE)

City Council Priorities

Bike/Ped Implementation

$100,000 in 2021

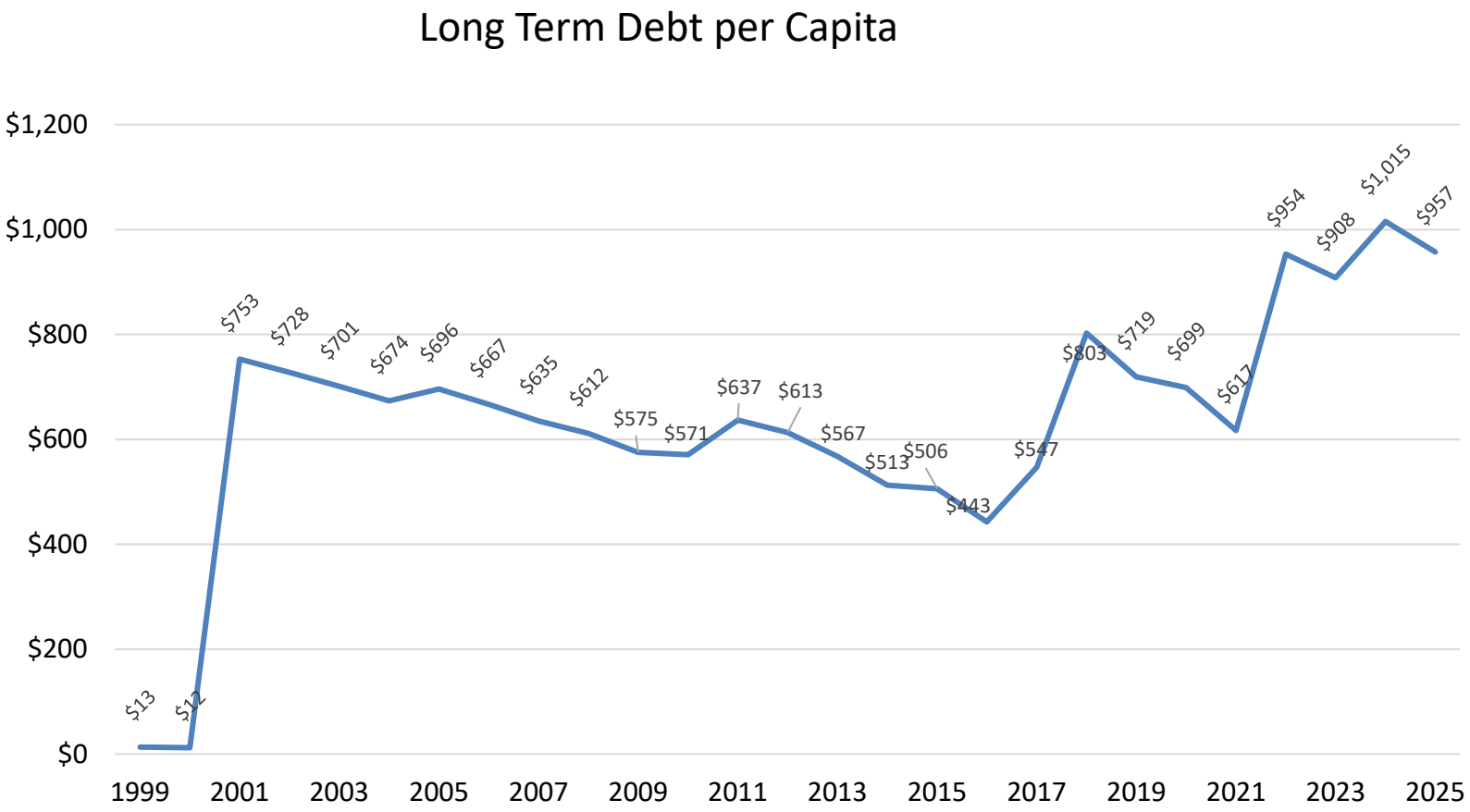
$150,000 annually in 2022 & 2023

$250,000 annually in 2024 & 2025

Electric Vehicle Charging

Operational by January 2020

Debt


Long Term Debt per Capita
$1,200
$1,000
$800
$600
$400
$200
$0
1999
2001
2003
2005
2007
2009
2011
2013
2015
2017
2019
2021
2023
2025
$13
$12
$753
$728
$701
$674
$696
$667
$635
$612
$575
$571
$637
$613
$567
$513
$506
$443
$547
$803
$719
$699
$617
$954
$908
$1,015
$957

Debt

Future Proposed Debt Issuance Projects/Equipment

Kenyonbrook Sanitary Sewer	$2,100,000
Sanitary Sewer Repairs & Rehabilitation	$1,000,000
Water Line: Colonial Ave. & Foster Ave.	$1,550,000
Water Line: Meadoway Park & Park Blvd.	$1,650,000
Water Line: Park Overlook Drive	$1,250,000
Rush Run Stream – Huntley Bowl Improvements	$435,000
McCord Park Renovations	$1,800,000
Fire Engine Replacement	$725,000

2021 Projects

Legal Mandates

Kenyonbrook Trunk Sewer (construction)	$2,100,000
Sanitary Sewer Repair & Rehabilitation	$1,000,000

Essential for Basic Services

Arterial Pavement Preservation	$200,000
Building Improvement Program	$200,000
Community Center Pools Resurfacing	$125,000
Community Center South End Door Replacement	$53,000
Community Center Window & Door Replacement	$102,000
Fire Hydrant Replacement & Painting	$25,000

2021 Projects

Essential for Basic Services (cont'd)

Fire Station Hot Water Boiler	$335,000
Griswold HVAC	$225,000
Municipal Building HVAC	$120,000
Planning & Building HVAC	$80,000
Service & Engineering HVAC	$125,000
Street & Sidewalk Improvement Program	$900,000
Water Line: Colonial Ave. & Foster Ave.	$1,550,000
Rush Run Stream – Huntley Bowl Imp.	$435,000
Windows & Doors: Municipal Bldg & Griswold Center	$425,000

2021 Projects

Improvements to Basic Service

McCord Park Renovations	$2,800,000
Security System Improvements	$50,000

Enhancement/Discretionary

Bike & Pedestrian Improvements	$100,000

2021 Equipment

Administration/Information Technology

Computer Replacement	$42,000
Server & Network	$28,000

Fire & EMS

Fire Initial Issue	$18,000
Firefighter Protection Equipment	$45,000
Mobile Data Terminals	$25,000
SCBA Filling Station	$41,000
Self Contained Breathing Apparatus	$300,000
SUV (C101)	$45,000

2021 Equipment

Parks & Recreation

Community Center Basketball Backboards/Equip.	$32,000
Community Center Digital Screens	$10,500
Community Center Fitness Equipment	$129,000
Community Center Variable Speed Drives	$17,000
Small Equipment Replacement	$15,000
Turf Mowers	$14,000

2021 Equipment

Police

Blood Alcohol Testing Equipment	$15,000
Mobile Data Terminals	$25,500
Police Cruisers	$148,000
Police Initial Issue Equipment	$30,000

Service & Engineering

1 Ton Dump Truck w/ Plow & Spreader	$114,000
Small Equipment Replacement	$10,000

Uncertainties

McCord Park Funding

Longer Term Financial Impacts of COVID

Impacts of Constrained Funding

Continued delay of projects and equipment

Spread out of arterial projects to every other year

Water lines funded every other year

Need for Additional Revenue

Current revenue streams for the CIP insufficient to fund the needs

Income tax is the primary source of revenue, along with a small amount of MMVLT each year and license tax periodically

Possible options, in addition to MMVLT increase

- Parks & Recreation Fees
- Water & Sewer Surcharges