

*TOLEDO CITY  
PLAN COMMISSION  
REPORT*

*February 13, 2014*

*Toledo-Lucas County Plan Commissions*

*One Government Center, Suite 1620, Toledo, OH 43604*

*Phone 419-245-1200, FAX 419-936-3730*

## MEMBERS OF THE TOLEDO-LUCAS COUNTY PLAN COMMISSIONS

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(Chairman)

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**TOLEDO-LUCAS COUNTY PLAN COMMISSIONS  
APPLICATION DEADLINE, AGENDA, STAFF REPORT AND HEARING  
SCHEDULE - 2014**

<b>APPLICATION DEADLINE*</b>	<b>AGENDA SET</b>	<b>STAFF REPORT DISTRIBUTED</b>	<b>HEARING DATE</b>
<b>CITY PLAN COMMISSION</b> ( <i>HEARINGS BEGIN AT 2PM</i> )			
November 25	December 23	December 27	January 9
December 30	January 27	January 31	February 13
January 28	February 24	February 28	March 13
February 25	March 24	March 28	April 10
March 25	April 21	April 25	May 8
April 29	May 26	May 30	June 12
May 27	June 23	June 27	July 10
July 1	July 28	August 1	August 14
July 29	August 25	August 29	September 11
August 26	September 22	September 26	October 9
September 23	October 20	October 24	November 6*
October 21	November 17	November 21	December 4*
<b>COUNTY PLANNING COMMISSION</b> ( <i>HEARINGS BEGIN AT 9AM</i> )			
December 9	January 6	January 10	January 22
January 13	February 10	February 14	February 26
February 10	March 10	March 14	March 26
March 10	April 7	April 11	April 23
April 14	May 12	May 16	May 28
May 12	June 9	June 13	June 25
June 9	July 7	July 11	July 23
July 14	August 11	August 15	August 27
August 11	September 8	September 12	September 24
September 8	October 6	October 10	October 22
October 6	November 3	November 7	November 19*
November 3	December 1	December 5	December 17*

\* County deadlines are for Preliminary Drawings

**Conversion Table  
Toledo Zoning Code Update - Zoning District Designations**

Existing District	New District Effective June 6, 2004
R-A, Single Family	RS12, Single Dwelling
R-B, Single Family	
R-1, Single Family	RS9, Single Dwelling
R-2, Single Family	RS6, Single Dwelling
R-3, Two Family	RD6, Duplex
R-2A, Restricted Multi Family	RM12, Multi Dwelling
None	RM24, Multi Dwelling
R-4, Multi Family	RM36, Multi Dwelling
R-4A, Multi Family	
R-5, Multi Family	
R-MH, Manufactured Home	RMH, Manufactured Housing Park
Commercial Districts	
C-1, Neighborhood	CN, Neighborhood
N-MX, Neighborhood Mixed Use	
C-2, Restricted Office	CO, Office
C-7, Office Park	
C-6-HS Redevelopment - Heritage South*	CS, Storefront
C-6-LA, Redevelopment - Lagrange*	
C-MX, Community Mixed Use	CM, Mixed Use
C-3, Commercial	CR, Regional
C-4, Shopping Center	CR-SO, Regional - Shopping Ctr. Sign Overlay
C-5, Central Business District	CD, Downtown
Industrial District	
M-1, Restricted Industrial	IL, Limited Industrial
M-2, Industrial	IG, General Industrial
M-4, Warehouse	
M-3, Planned Industrial	IP, Planned Industrial/Business Park
Special Purpose District	
P, Parks	POS, Park & Open Space
None	IC, Institutional Campus
Overlay Districts	
CUP, Community Unit Plan	None
D.O.D, Downtown	-DO, Downtown
HD, Historic District	-HO, Historic District
MR-O, Maumee River	-MRO, Maumee River
None	-UNO, Urban Neighborhood
None	-PO, Pedestrian
None	-SO, Shopping Center Sign

\*The Heritage South and Lagrange C-6 Standards remain unless repealed

**TOLEDO-LUCAS COUNTY PLAN COMMISSIONS**

**February 13, 2014**

**2:00 p.m.**

PUBLIC HEARING WILL BE HELD AT ONE GOVERNMENT CENTER

AT JACKSON BOULEVARD AND ERIE STREET

IN COUNCIL CHAMBERS

ON THE FOLLOWING CASES

**AGENDA**

**ROLL CALL** - Toledo City Plan Commission

**PROOF OF NOTICE**

**SWEARING IN**

**MINUTES**

**FINAL PLATS**

**DIRECTOR'S REPORT**

**CHAIRMAN'S REPORT**

**ITEM  
NO.**

**CASE DESCRIPTION**

- |             |               |   |  |
|-------------|---------------|---|--|
| 1.          | Z-10003-13:   | Zone Change from RS12 to CN at 3156, 3204, 3208 Airport Highway and 728 Foredale Avenue (bh)  |  |
| 2.          | SUP-11004-13: | Special Use Permit for school at 1500 N. Superior Street, 1600 N. Superior Street, 1609 N. Summit Street, 327, 329 and 333 Bush Street (gp) |  |
| 3.          | SUP-11002-13: | Special Use Permit for baseball fields at 4262 Suder Avenue (bh)  |  |
| ◆<br> <br>◆ | 4.            | Z-12002-13:   | Zone Change from IG to CM at 1205 Champlain Street (mm)            |
|             | 5.            | SUP-12003-13:   | Special Use Permit for halfway house at 1205 Champlain Street (mm) |
| 6.          | SUP-1001-14:  | Special Use Permit amendment for expansion of existing gas station and convenience store at 1702 W. Laskey Road (bh)                        |  |

7. SPR-53-13

Appeal of Minor Site Plan Review for new cell tower at 5150  
Jackman Road (bh)

**ADJOURNMENT**

**GENERAL INFORMATION**

Subject

- Request - Zone change from RS12 Single Dwelling Residential to CR Regional Commercial
- Location - 3204, 3208, 3156 Airport Highway & 728 Foredale Avenue
- Applicant - Mohammad I Salameh  
3929 Inverness Street  
Toledo, OH 43607
- Engineer - John A Weithman  
PO Box 184  
Waterville, OH 43566

Site Description

- Zoning - RS12 Single-dwelling Residential
- Area - ± 0.654 Acres
- Frontage - ± 148' along Airport Highway  
± 164' along Foredale Avenue
- Existing Use - Undeveloped
- Proposed use - Used Car Lot

Area Description

- North - Single-dwelling Residential / RS12
- South - Multi-family Residential & Vacant Commercial Greenhouse / RM36 & RS12
- East - Single-dwelling Residential & Commercial Garage / RS12
- West - Single-dwelling Residential / RS12

Parcel History

- Z-10003-13 - Request for zone change from RS12 Single Dwelling Residential to CR Regional Commercial (Deferred on 12/5/13 & 12/20/13)

**GENERAL INFORMATION** (cont'd)

Applicable Regulations

Toledo Municipal Code, Part Eleven: Planning and Zoning  
Toledo 20/20 Comprehensive Plan

**STAFF ANALYSIS**

The applicant is requesting a zone change from RS12 Single Dwelling Residential to CR Regional Commercial for a site located at 3204, 3208, 3156 Airport Highway & 728 Foredale Avenue. The .654-acre site consists of four (4) lots, three (3) of which are located west of Foredale Avenue & one (1) east of Foredale Avenue. This case was deferred from the December 5, 2013 hearing and on December 20, 2013 the applicant submitted a letter requesting deferral to the February 13 hearing. It was requested for deferral to allow the applicant to address Plan Commission Staff concerns.

Surrounding land uses include single-family residential to the north, east and west. A commercially taxed garage exists two (2) lots to the east, however, staff was unable to verify if a commercial business is in operation. A multi-family residential apartment complex and a commercial greenhouse are located across Airport Highway to the south.

Given the prevailing residential character of the surrounding area, CR Regional Commercial zoning will be detrimental to the area. CR Regional Commercial zoning permits intense uses that are not compatible with the adjacent residential neighborhoods. Additionally, the introduction of commercial zoning at this site will set a precedent for future commercial zone change requests.

The Toledo 20/20 Comprehensive Plan targets this area and the neighborhood around the site for single-family residential uses. Staff recommends disapproval of the applicant's request because the proposed rezoning is not consistent with the Toledo 20/20 Comprehensive Plan. Furthermore, this area of Airport Highway and Foredale Avenue is residential in terms of zoning and land uses. Introducing commercial zoning would be out of character with the surrounding zoning and land uses and would constitute a spot zoning. As a result, staff recommends the zoning remain RS12 Single-dwelling Residential.

**STAFF RECOMMENDATION**

The staff recommends that the Toledo City Plan Commission recommend disapproval of Z-10003-13, a zone Change from RS12 Single-dwelling Residential to CR Regional Commercial for the site at 3204, 3208, 3156 Airport Highway & 728 Foredale Avenue to Toledo City Council for the following three (3) reasons:

1. The proposed zone change does not conform to the Toledo 20/20 Comprehensive Plan, which targets the site for single family residential uses;

**STAFF RECOMMENDATION** (cont'd)

2. The proposed zone change is out of character with the surrounding zoning and uses (TMC §1111.0606.C Review & Decision-Making Criteria).
3. The proposed zone change would constitute a spot zoning.

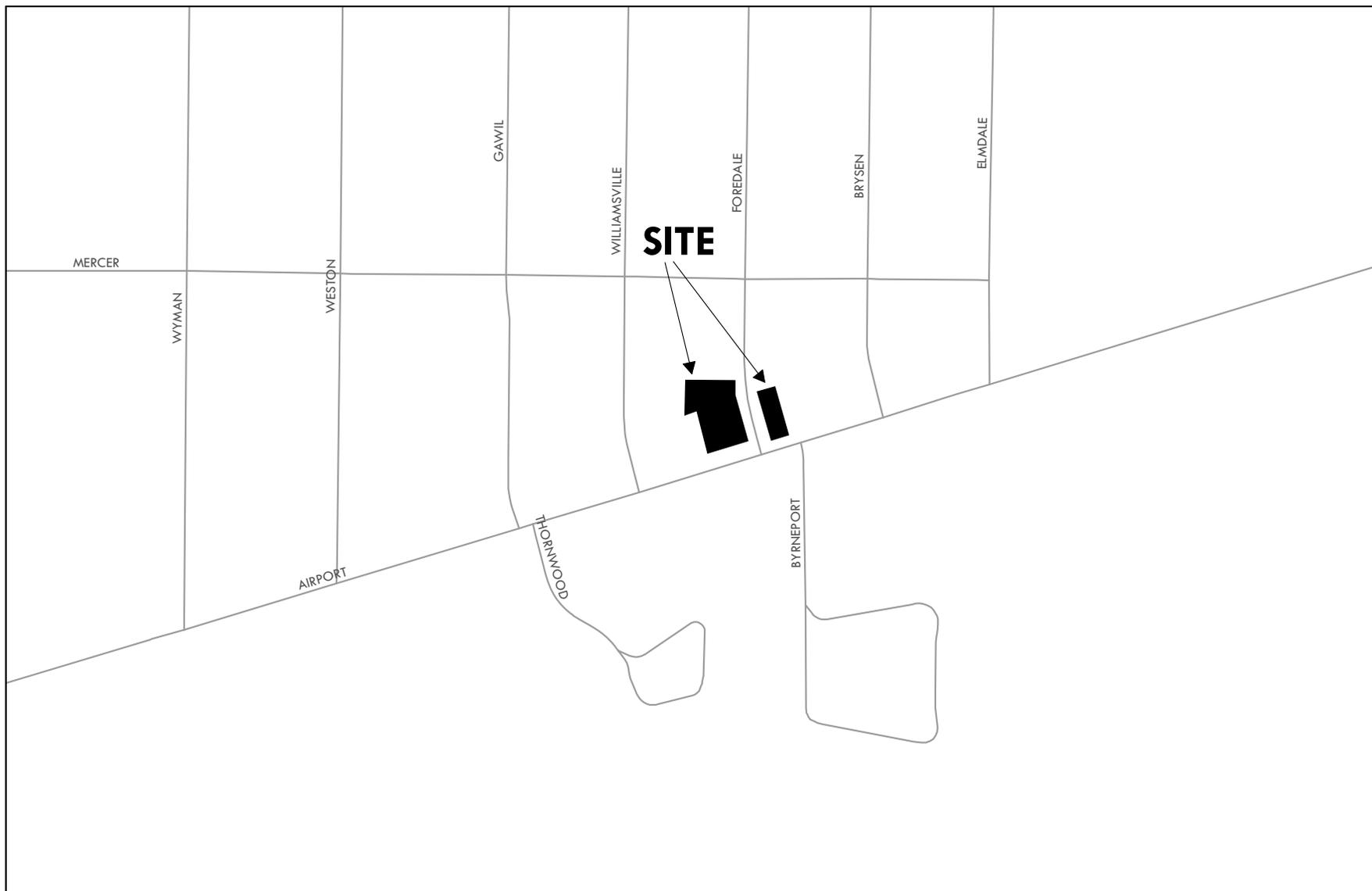
ZONE CHANGE REQUEST  
TOLEDO CITY PLAN COMMISSION  
REF: Z-10003-13  
DATE: February 13, 2014  
TIME: 2:00 P.M.

TOLEDO CITY COUNCIL  
ZONING AND PLANNING COMMITTEE  
DATE: March 19, 2014  
TIME: 4:00 P.M.

BH/bp  
Two (2) sketches follow

# GENERAL LOCATION

Z-10003-13  
ID 53

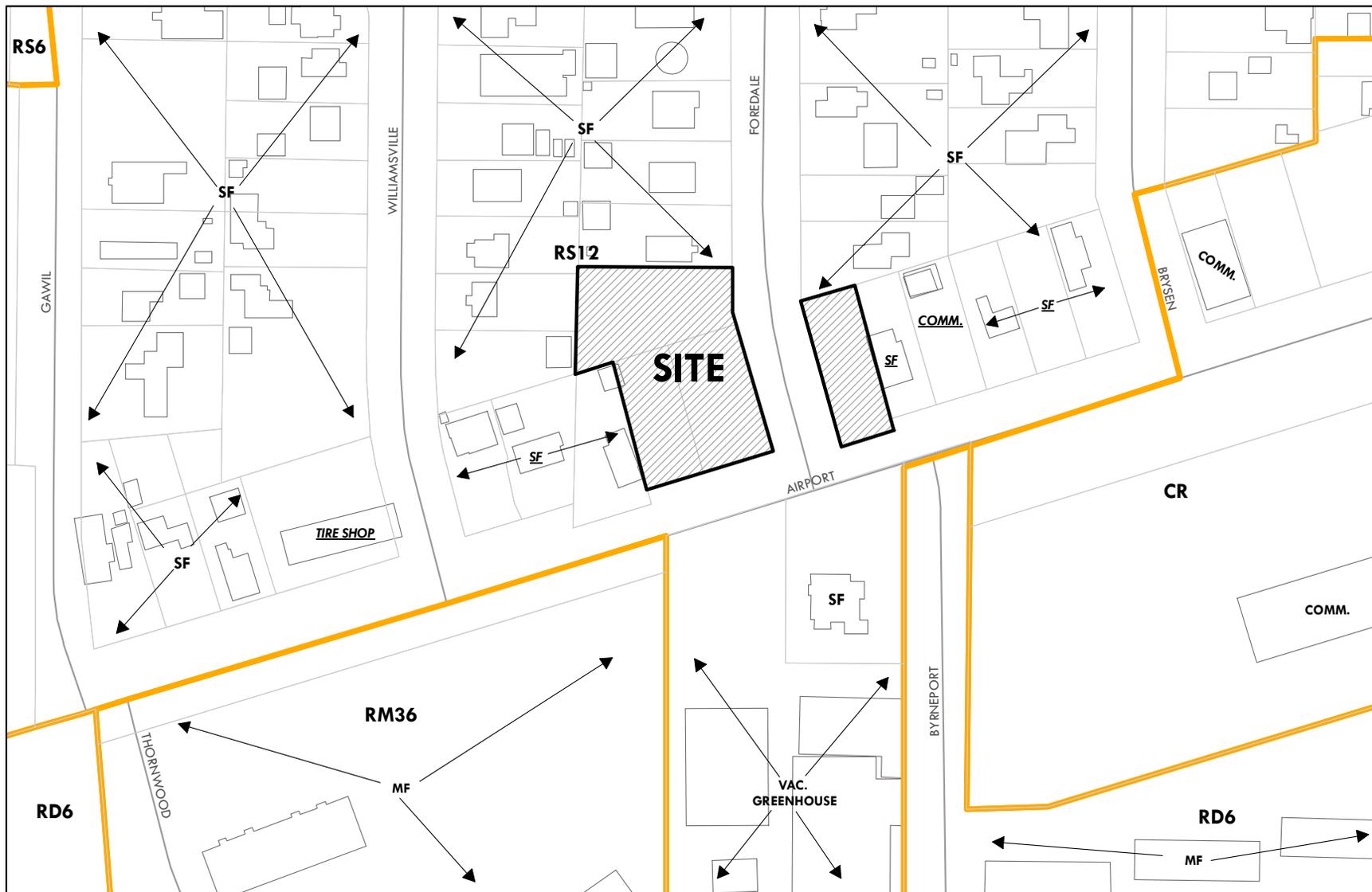


# ZONING & LAND USE

Z-10003-13  
ID 53



1 - 5



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## GENERAL INFORMATION

### Subject

- Request - Special Use Permit for a school
- Location - 1500 North Superior Street
- Applicant - New Plan Learning, Inc.  
2250 East Devon Avenue  
Suite 239  
Des Plaines, IL 60018
- Contact - Mustafa Arslan, Superintendent  
Concept Schools, Toledo Regional Office  
2600 West Sylvania Avenue  
Toledo, OH 43613
- Architect - Paul Sullivan Jr., A.I.A, LLC  
23 South Saint Clair Street  
Toledo, OH 43604

### Site Description

- Zoning - CO Office Commercial, UNO Urban Neighborhood Overlay
- Area - ±3.41 acres
- Frontage - ±629' along Bush Street
- Frontage - ±340' along Summit Street
- Frontage - ±103' along Superior Street
- Existing Use - Young Men's Christian Association (Y.M.C.A)
- Proposed Use - School
- Required Parking - 146 spaces
- Proposed Parking - 109 parking spaces

### Area Description

- North - Parking Lot / CO, UNO
- South - Manufacturing / IG, MRO
- East - Vacant Hospital / CO, UNO
- West - Vacant Apartment / CO, CN, UNO

**GENERAL INFORMATION (cont'd)**

Area Description (Off-site Parking)

North	-	Mixed Residential / RD6
South	-	Vacant Apartment / CN
East	-	Y.M.C.A / CO, UNO
West	-	Parking Lot / IL, UNO

Parcel History

Z-178-79	-	Request for a zone change from M-1 Restricted Industrial District to C-2 Restricted Office District located at northeast corner of Summit Street and Bush Street. Res. 178-79 deferred by City Council on 9/19/79.
Z-285-79	-	Request to repeal zone change request Res. 178-79 located at northeast corner of Summit Street and Bush Street. Res. 285-79 approved by Plan Commission on 11/30/79, City Council approved on 1/23/80.
Z-43-83	-	Request for a zone change from M-1 industry to R-5 multiple dwelling located at northwest corner of Summit Street and Bush Street. Res. 43-83 approved by Plan Commission on 4/21/83, City Council approved on 5/10/83, Ord. 454-83.
Z-3005-11	-	Request for a zone change from RM36, RD6, and IL to CO located at 1609 Summit Street, 1500 N. Superior Street, 1600 N. Superior Street, 327 Bush Street, 329 Bush Street, and 333 Bush Street. Approved by Plan Commission on 5/12/11, City Council approved on 5/28/11, Ord. 321-11.
SUP-11004-13	-	Request for a Special Use Permit to facilitate a school at 1500 N. Superior Street, 1600 N. Superior Street, 1609 N. Summit Street and 327-329 Bush Street. On 1/9/14 Plan Commission deferred case to 2/14/14.

Applicable Regulations

- Toledo Municipal Code, Part Eleven: Planning and Zoning Code
- Toledo 20/20 Comprehensive Plan.

## **STAFF ANALYSIS**

The applicant is requesting a Special Use Permit (SUP) for a school to be located at 1500 North Superior Street, 1600 North Superior Street, 1609 North Summit Street, and 327-329 Bush Street. The ±3.41 acre site is zoned CO Office Commercial and is located within the Summit Street Urban Neighborhood Overlay district. The site is part of the former Riverside Hospital Complex. The site consists of one building that houses the existing YMCA Athletic Facility and YMCA offices and three (3) separate parking fields.

The majority of the former Riverside Hospital complex is owned by Toledo Public Schools. The subject site is currently owned by the YMCA, however, per the letter of intent will be purchased by New Plan Learning, Inc.

The school, Horizon Science Academy, is moving from its current location at 425 Jefferson Avenue. The school will serve 300 students from grades Kindergarten through Eighth grade. Approximately forty (40) faculty and staff will be employed on site. The school will occupy the portion of the building currently housing the YMCA offices, which are to be relocated. The YMCA Athletic Facility will remain and be used by the school and remain open to the public. It is anticipated that the YMCA Athletic Facility will be moved to a downtown location in the future.

### Parking and Circulation

The site plan offers 109 parking spaces distributed among three (3) existing parking lots. The first offers twenty-two (22) spaces and is accessed via one curb cut onto Bush Street. The second, located at the corner of Bush Street and Summit Street, offers thirty-four (34) spaces and is accessed via one curb cut onto Bush Street. The final parking area is part of a larger lot located to the north of the site. Fifty-three (53) spaces are offered in this lot, accessed via one curb cut onto Bush Street and an internal circulation drive. The required minimum number of parking spaces for the school is forty-six (46) spaces. The YMCA (classified as “Sport and Recreation, Participant – Indoor” in the zoning code) requires one (1) parking space per every 150 square feet of floor area. The required minimum number of spaces for the YMCA is one hundred (100). The required number of parking spaces for the overall development (school and YMCA) is one hundred forty six (146). An alternative-parking plan with a transit stop would allow a reduction of the required number of parking spaces to 117, leaving the site deficient eight (8) spaces. A condition of approval has been added requiring either a waiver of the required minimum number of parking spaces or a shared parking agreement with a nearby property owner (providing the eight (8) needed spaces). Staff and the Division of Transportation support either option as the applicant has indicated that the YMCA athletic facility will be relocated to a new site within the near future.

**STAFF ANALYSIS (cont'd)**

Landscaping

The site exists and therefore is only required to be brought closer into compliance with the landscaping requirements of the 2004 zoning code. Pursuant to TMC§1108.0202 – *Landscaping and Screening*: An extensively landscaped frontage greenbelt shall be provided along public right-of-ways, but not including alleys. Frontage greenbelts shall be a minimum of 15 feet wide. At least one tree must be provided for every 30 feet of lot frontage or fraction thereof. The two development sites have frontage on three streets and offers adequate frontage greenbelts that are compliant with the Toledo Municipal Code. Calculations conclude that for the primary site, twelve (12) trees are required along Summit Street and seventeen (17) trees are required along Bush Street. Calculations for the off-street parking lot require four (4) trees along Superior Street and five (5) trees along Bush Street. All planting required to meet this section shall not be located in the public right-of-way and existing tree credits are available pursuant to the table found in TMC§1108.0407(B) – *Landscaping and Screening*.

Toledo 20/20 Comprehensive Plan

The Toledo 20/20 Comprehensive Plan targets this site for urban village land uses. The district is intended to create a neighborhood with a village-like setting. They are walkable, have mixes of land uses which consist of non residential activities, and have important public spaces in the form of parks, schools, libraries, and/or churches. Schools that are proposed for this zoning district require a special use permit and are a compatible land use. The proposed development conforms to this land use designation.

A neighborhood meeting is scheduled to take place on Thursday, February 6, 2014 at 6:00 p.m. Participants for this meeting will include the developer, the architect, community organizations, community members, Plan Commission staff and other interested parties or persons.

**STAFF RECOMMENDATION**

The staff recommends that the Toledo City Plan Commission recommend approval of SUP-11004-13, a Special Use Permit, a school to be located at 1500 North Superior Street, to the Toledo City Council, for the following two (2) reasons:

1. The request is consistent with the recommendations of the Toledo 20/20 Comprehensive Plan; and
2. The request is compatible with adjacent uses in terms of scale, site design, and operating characteristics (hours of operation, traffic generation, lighting, noise, odor, dust, and other impacts associated with the use's operation) (TMC 1111.0706.C Review & Decision-Making Criteria).

**STAFF RECOMMENDATION** (cont'd)

The staff further recommends that the Toledo City Plan Commission recommend approval of SUP-11004-13, a Special Use Permit for a school to be located at 1500 North Superior Street, to the Toledo City Council, subject to the following twenty-five (25) conditions:

The following conditions are listed by agency of origin. Applicants are encouraged to contact each of the agencies to address compliance with their conditions.

Engineering Services

1. All **existing substandard** sidewalk, drive approaches, curb, and pedestrian curb ramps within the public right-of-way abutting the site shall be replaced and/or upgraded to conform to current City of Toledo Construction Standards, Specifications, Toledo Municipal Code, and Americans with Disabilities Act Guidelines. The first two drive approaches along Bush Street northwest of Summit Street do not meet the current standards listed above, and shall be removed and replaced in order to be brought into compliance.
2. All **proposed** sidewalk, drive approaches, curb, and pedestrian curb, and pedestrian curb ramps within the public right-of-way shall be constructed in accordance with the City of Toledo Construction Standards, Specifications, The Toledo Municipal Code, and The Americans with Disabilities Act Guidelines.
3. All commercial drive approaches, (along with the sidewalk through the drive) shall be constructed with eight-inch (8") thick concrete per The City of Toledo Construction Standards and Specifications. **No curb shall be permitted in the right-of-way along either side of a drive approach. No horizontal curb cutting will be permitted to create a curb drop/opening.**
4. Required permits for all approved work in the public right-of-way shall be obtained before work begins from One Stop Shop, (419) 245-1220.
5. Contact Scott Bishop at (419) 936-2756 for inspection of above mentioned items.
6. Water service is available subject to the Rules and Regulations of the Department of Public Utilities.
7. Plans for the water service or modifications to existing water service shall be submitted to the Division of Engineering Services for review and approval.
8. Contact the Division of Water Distribution for installation requirements for backflow preventers.

**STAFF RECOMMENDATION (cont'd)**

Engineering Services (cont'd)

9. If existing public water facilities are in conflict and must be relocated, they will be relocated by the City of Toledo at the owner's cost.
10. The City of Toledo owns and maintains an 8-inch (8") diameter waterline crossing the property, in the vacated right-of-way of Superior Street.
11. Plans submitted for review do not detail any revisions to the existing site. Therefore it appears that there are not items requiring a storm water plan review nor are there any objections. Should site revisions be proposed on plans submitted later for approval, the site will be subject to the following regulations of the Storm Water Utility.
12. Storm drainage service for this site is available subject to: the Criteria and Regulations of the Departments of Public Utilities Service; the Toledo Municipal Code, including but not limited to Chapters 941, 1110, and 1107; the Toledo City Charter; the "Subdivision Rules and Regulations" of the Toledo-Lucas County Plan Commissions; the City of Toledo Infrastructure Design Plan. All distributed land areas over one (1) acre must submit and NOI to and obtain a permit from the Ohio EPA. Storm water detention will be required in accordance with the above.

Fire Prevention

No comments or objections.

Transportation

13. The site plan shall meet the approval of the Division of Transportation.

Building Inspection

14. Please note that the property and the use of the buildings on it will require a change of use. Stamped drawings of the buildings on the property must be submitted to the Division of Building Inspection for review and approval identifying the correct use group, occupancy load, plumbing fixture count, egress and emergency egress locations, emergency evacuation routes and other life-safety and ADA compliancy facilities, in accordance with the administrative code of the Ohio Building Code and the associated mechanical, electrical and fire codes.

**STAFF RECOMMENDATION** (cont'd)

Building Inspection (cont'd)

15. It is recommended that if construction and/or alterations of any building on this site is planned, that, simultaneous to the change of use request, the construction documents be submitted to the Division of Building Inspection for plan review and approval showing the improvements to be in compliance with the Ohio Building Code and the associated mechanical, electrical codes and fire code.

Plan Commission

16. TMC Section 1107.0302 Off-Street Parking Schedule "A" – Minimums shall be waived to permit 109 parking spaces unless a shared parking agreement is submitted providing an additional eight (8) parking spaces. This waiver is needed for the period of time that the YMCA remains at this location.
17. An alternative-parking plan shall be submitted allowing for a twenty (20) percent reduction in the required minimum number of parking spaces.
18. A paved area for dropping off and picking up students must be provided with the approval of the Division of Transportation.
19. A concrete curb or permanent wheel stops shall be constructed along the edge of all parking spaces adjoining landscaping areas.
20. Dumpster location(s) shall be clearly defined, have a concrete pad and be surrounded by a solid wooden fence or a masonry screen enclosure with landscaping and shall not be located in any required setbacks.
21. Bicycle parking slots shall be provided in the amounts required by Schedule "A" (TMC§1107.0900(A)). No more than 50 bicycle parking spaces shall be required.
22. A detailed site, lighting, sign, fencing and landscaping plan shall be submitted to the Plan Director for review and approval. Such plan shall include:
  - a. Trees shall be added in the frontage greenbelt at a minimum of one tree for every 30 feet of frontage.
  - b. Foundation plantings are required along all main entrances of the building. Landscaped areas **may not** contain bare soil, aggregated stone or decorative rock. Any ground area must be covered with hardwood mulch, grass or other vegetative ground coverage, **as pertaining to the foundation plantings.**

**STAFF RECOMMENDATION (cont'd)**

Plan Commission (cont'd)

- c. Landscape / lawn area as depicted on site plan shall be maintained as such.
  - d. The location, number, height, diameter and species of any materials to be planted and maintained, as well as the location and number of any existing trees to be retained, trees, shrubs, and landscape materials shall meet the standards included in TMC§1108.0400 Landscape Materials Standards;
  - e. The location, type and direction of any proposed lighting. The lighting is subject to the approval of the Director of the City of Toledo Plan Commission (lights are to be directed away from adjacent residential properties)
  - f. The location, lighting and size of any signs, all signage is subject to TMC§1387.
23. A Bond of Performance or suitable assurance acceptable to the Division of Inspection valid for a period of two (2) years shall be posted with the Commissioner of Inspection providing for the installation of required landscaping within one (1) year. Landscaping shall be installed & maintained indefinitely.
24. Minor adjustments to the site plan that do not violate the above conditions, or the Toledo Municipal Code, may be reviewed and approved by the Director of the Toledo City Plan Commission.
25. No permits shall be issued until arrangements satisfactory to the Director of the City of Toledo Plan Commission have been made for compliance with the conditions as set forth above.

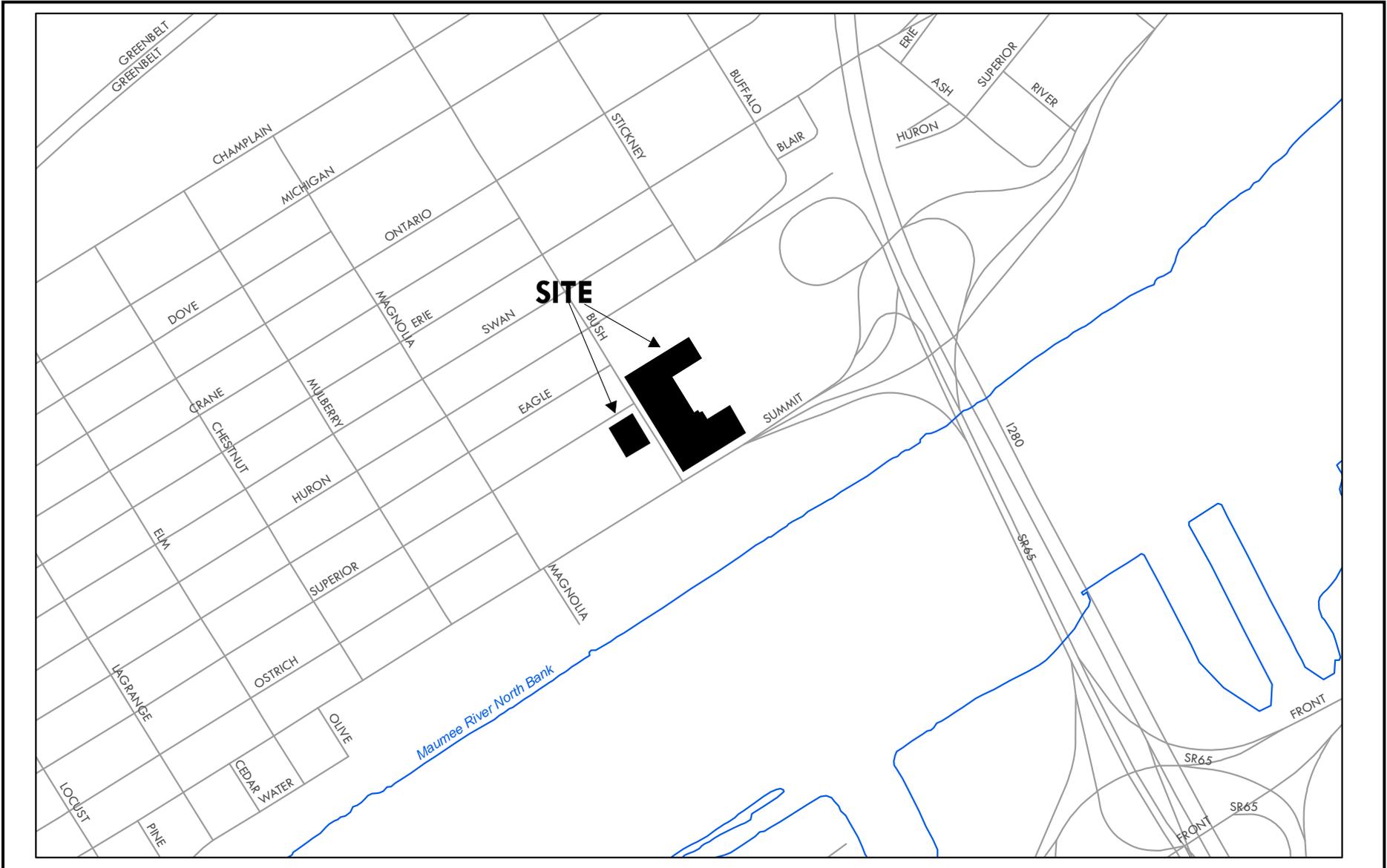
SPECIAL USE PERMIT  
TOLEDO CITY PLAN COMMISSION  
REF: SUP-11004-13  
DATE: February 13, 2014  
TIME: 2:00 P.M.

CITY COUNCIL COMMITTEE OF  
PLANNING AND ZONING  
DATE: March 19, 2014  
TIME: 4:00 P.M.

GP/bp  
Three (3) sketches follow

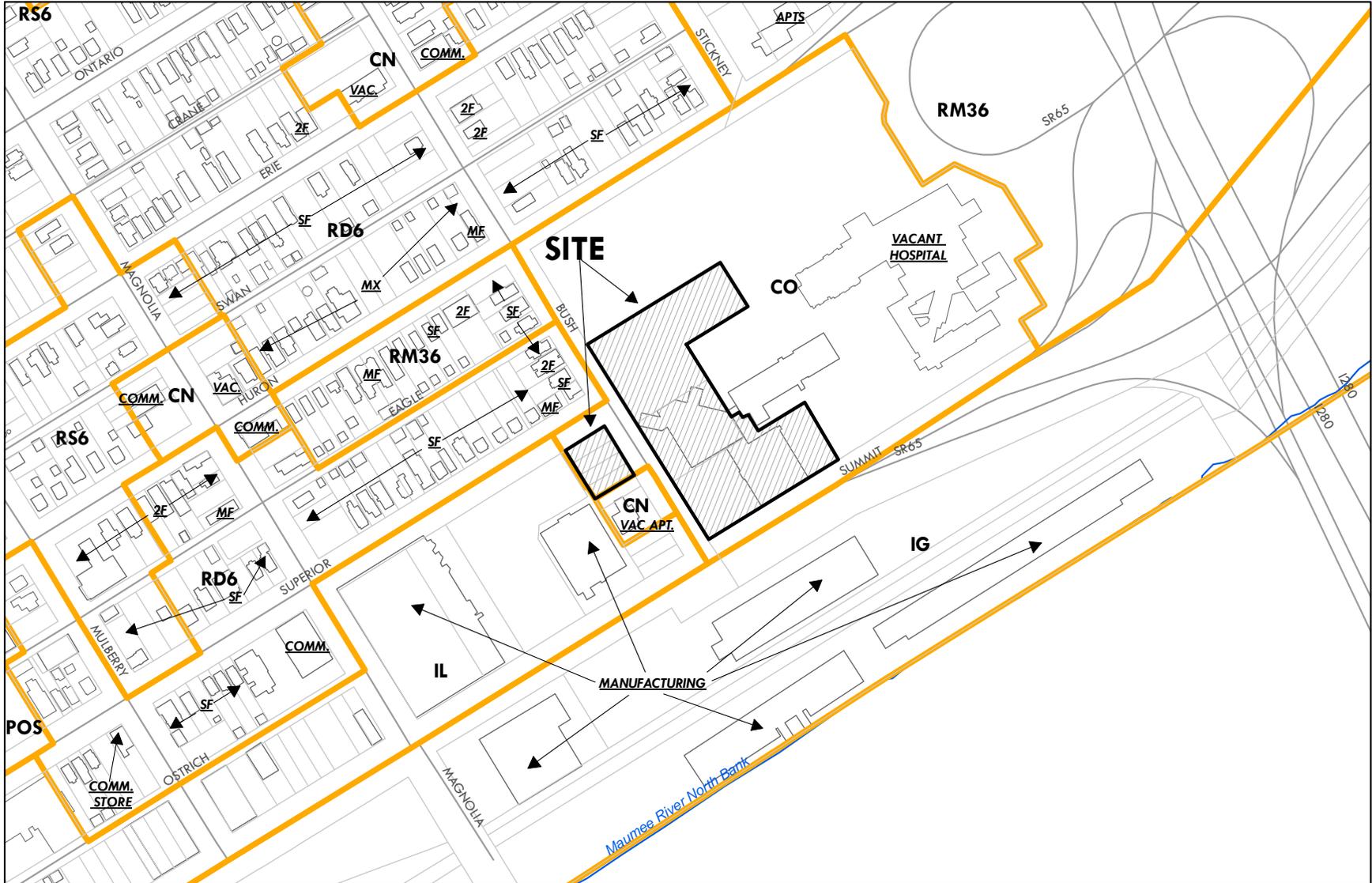
# GENERAL LOCATION

SUP-11004-13  
ID 4



# ZONING & LAND USE

SUP-11004-13  
ID4





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**GENERAL INFORMATION**

Subject

- Request - Request for Special Use Permit for the construction of a youth baseball complex
- Location - 4262 Suder Avenue
- Applicant - David Bick  
Trilby Youth Sports  
2751 Provincetowne Drive  
Toledo, OH 43613
- Engineer - Jeff Ruch, P.E.  
ESA Associates  
5353 Secor Road  
Toledo, OH 43623

Site Description

- Zoning - RS6 Single Dwelling Residential
- Area - ± 11.534 Acres
- Frontage - ± 434.55' along Suder Avenue
- Existing Use - Undeveloped
- Proposed Use - Youth Baseball Facility

Area Description

- North - Single Family Residential / RS6
- South - Single Family Residential / RS6
- East - Single Family Residential / RS6
- West - Single Family Residential / RS6

Parcel History

- SUP-11002-13 - Special Use Permit for the Construction of a Youth Baseball Complex (Deferred on 1/9/14)

Applicable Regulations

Toledo Municipal Code, Part Eleven: Planning and Zoning  
Toledo 20/20 Comprehensive Plan

## STAFF ANALYSIS

The applicant is requesting a Special Use Permit to build and operate a youth baseball complex on a site located at 4262 Suder Avenue. The 11.534-acre site is located east of Suder Avenue and South of Lehman Road. The undeveloped property is owned by the Washington Local School District and will be leased by the applicant. Neighborhood meetings were held on September 4, 2012 and January 29, 2013 to discuss the project and address neighborhood concerns. Surrounding land uses include single-family residences on all sides. This case was deferred from the January 9, 2014 Plan Commission hearing at the request of the applicant, to provide the surrounding property owners additional notice of the Plan Commission hearing.

The applicant is proposing to build three (3) youth baseball fields. Two (2) fields will be of a smaller design (200ft from home plate to maximum designed outfield) and one (1) larger field (285ft from home plate to maximum designed outfield). The smaller fields will accommodate 8-11 year olds and the larger field 12-14 year olds. The overall project will be a phased project. Phase 1 will consist of the fields, parking, access drive and paved spectator area with bleachers and landscaping. Phase 2 will consist of a 25ft x 25ft press box with bathroom facilities. According to the Department of Building Inspection, various non-permanent bathroom options are available for the phased project and will be reviewed for compliance as part of the building permit process. No field lighting for night games is proposed, however, security lighting will be used throughout the development.

The site plan offers ninety-two (92) parking spaces in a paved lot to be developed to the rear of the property. The parking lot will be accessed via one (1) curb cut from Suder Avenue, via a 675 foot paved drive. The use is classified as "entertainment and spectator sports, general" and does not have a specific minimum parking requirements. Minimum parking ratios are based on a parking demand study provided by the applicant. The applicant has provided this study and the proposed ninety-two (92) parking spaces are deemed acceptable.

Landscaping for the site was reviewed and designed to provide screening to surrounding residential uses. The site currently has between 10 and 20 existing trees that will be maintained. The applicant has indicated that an additional 20 new trees will be installed along the northern and eastern property lines where the playing fields are located close to the neighboring residential uses. The parking lot is located to the rear of the property and is not expected to be visible from the public right-of-way. However, perimeter parking lot landscaping is required when visible from an adjacent property. Pursuant to TMC§1108.0204, at least one (1) tree must be provided for each 30 linear feet plus a continuous shrubs with a minimum height of 18 inches when install to insure full screening at maturity. The parking area is additionally screened by a mature (neighboring property) tree line. Interior parking lot landscaping shall be provided via end-of-row terminal islands and in the large divider median in the center of the parking lot. Material quantities and types should be consistent with the standards provided in TMC§1108.0204. As a note, the applicant has indicated that the stormwater detention area will be a "Dry Pond" design. Therefore, fencing shall not be required to be installed in this area for aesthetic or safety reasons.

**STAFF ANALYSIS (cont'd)**

The Toledo 20/20 Comprehensive Plan targets this area as a single-family residential district. The single-family residential district is intended to accommodate the development of single dwelling units on individual lots. They may also include libraries, schools, churches, and community centers. The district is intended to create, maintain and promote housing opportunities for individual households, although it may include nonresidential uses, duplexes, and planned unit development that are typically compatible with residential neighborhoods. Based on the future land use designation, current zoning, proposed use and location staff has found that the proposal meets the purpose and all applicable provisions of the zoning code as outlined in TMC 1111.0706 *Review and Decision-making Criteria*.

**STAFF RECOMMENDATION**

The staff recommends that the Toledo City Plan Commission recommend approval of SUP-11002-13, a special use permit for the construction and operation of a youth baseball complex located at 4262 Suder Avenue, to Toledo City Council for the following three (3) reasons:

1. The proposed use is consistent with the Toledo 20/20 Comprehensive Plan;
2. The request is compatible with adjacent uses in terms of scale, site design, and operating characteristics (hours of operation, traffic generation, lighting, noise, odor, dust, and other impacts associated with the use's operation) (TMC 1111.0706.C Review & Decision-Making Criteria);
3. The proposed use complies with all applicable provisions of this Zoning Code (TMC 1111.0706.B Review & Decision-Making Criteria); and

The staff recommends that the Toledo City Plan Commission recommend approval of SUP-11002-13, a special use permit for the construction and operation of a youth baseball complex located at 4262 Suder Avenue, to the Toledo City Council, subject to the following nineteen (19) conditions:

Engineering Services

1. Existing curb through drive approach shall be removed and replaced with curb drop to meet City of Toledo construction standards. **No curb shall be permitted in the right-of-way along either side of a drive approach. No horizontal curb cutting will be permitted to create a curb drop/opening.**
2. Required permits for all approved work in the public right-of-way shall be obtained, before work begins, from the One Stop Shop, ph. (419) 245-1220.

Contact Scott Bishop at ph. (419) 936-2756 for inspection of above-mentioned items.

**STAFF RECOMMENDATION** (cont'd)

Engineering Services (cont'd)

3. Storm drainage service for this site is available subject to: the Criteria and Regulations of the Departments of Public Utilities and Public Service; the Toledo Municipal Code, including but not limited to Chapters 941, 1110, and 1107; the Toledo City Charter; the "Subdivision Rules & Regulations" of the Toledo-Lucas County Plan Commission; the City of Toledo Infrastructure Design Plan." All disturbed land areas over one (1) acre must submit an NOI to and obtain a permit from the Ohio EPA. Storm water detention will be required in accordance with the above.
4. A detailed site-grading plan for this project shall be submitted for approval. The plan shall show the adjacent topography and grades for the land abutting the proposed development for a distance of approximately one hundred feet (100') from the development boundaries if requested. All storm drainage must be internal and not run off onto adjacent properties unless approved by the City of Toledo Drainage Engineer.
5. No construction work, including grading, will be permitted without approved plans and inspection.
6. Plan submittals shall be in conformance with the latest version of Infrastructure Design and Construction Requirements available at [www.ci.toledo.oh.us/Departments/PublicUtilities/DivisionofEngineeringServices/PlanReviewProcess/tabid/355/Default.aspx](http://www.ci.toledo.oh.us/Departments/PublicUtilities/DivisionofEngineeringServices/PlanReviewProcess/tabid/355/Default.aspx). It is advised that consulting engineers, architects, and developers contact the Department of Public Utilities, the Department of Engineering Services to set up a pre-submittal meeting. This is suggested so that there is a full understanding of the City of Toledo's requirements for the sanitary, storm, water, and roadway utilities. This will in turn help to eliminate costly design time, revisions to drawings, delays in plan reviews and speed-up the plan approval process.

Contact Information is:

Division of Engineering Services: ph. (419) 245-1315, fax (419) 936-2850  
Sanitary Sewers: Mike Elling, ph. (419) 936-2276  
Storm Water Drainage: Lorie Haslinger, ph. (419) 245-3221  
Water: Andrea Kroma, ph. (419) 936-2163  
Roadway: Doug Stephens, ph. (419) 936-2279

**STAFF RECOMMENDATION (cont'd)**

Engineering Services (cont'd)

7. Post construction storm water Best Management Practices shall be incorporated into the design to provide treatment of runoff prior to discharging into the City's system. Designs incorporating low impact development solutions such as grassy swales, and bio-retention areas in lieu of curb, storm sewers, and underground detention are encouraged and often much less costly. Designs incorporating wet ponds, extended detention, bio-retention, or grassy swales are eligible for a 30 percent (30%) reduction in the property's storm water utility fee.
8. Sanitary sewer service for this development is available subject to the Rules and Regulations of the Department of Public Utilities.
9. A single sanitary sewer tap from this site shall be allowed into the public sanitary sewer system. The developer shall use existing sanitary tap, when available.

Sewer & Drainage Services

10. The 12" outlet pipe running south from the stormwater detention pond or west from the manhole with rim elevation of 581.00 should be metered as required by Engineering Services with either a reducer at the pond or manhole or by reducing the 12" outlet going west from the manhole, if being used. The manhole should have a 4' sump with 90° bends on the pipe entering and exiting the manhole.

Fire Prevention

No Comments or objections.

Building Inspection

11. Any new structures or parking lots will require stamped drawings submitted to the Division of Building Inspection for review and approval identifying the project to be in compliance with the building codes of the City of Toledo, and by referenced authority, those of the State of Ohio, the associated mechanical, electrical and fire codes, along with other life-safety and ADA compliancy.
12. Fencing and signage will require separate plan reviews and approvals, as well as any special lighting requiring anchoring foundations.

Transportation

No Comments or objections.

**STAFF RECOMMENDATION** (cont'd)

Plan Commission

13. Incorporate curbs or other substantial permanent barriers to prevent encroachment of the vehicles into the required setback and landscape areas. (TMC 1108.0302.B. Use Regulations).
14. A dumpster location(s) shall be noted on a revised site plan and have a concrete pad surrounded by a solid wooden fence or a masonry screen enclosure with landscaping and shall not be located in any required setbacks.
15. Hours of operation shall be restricted from dawn till dusk; field lighting is not permitted as part of this application.
16. A detailed site, lighting, sign, fencing and landscaping plan shall be submitted to the Plan Director for review and approval. Such plan shall include:
  - a. Landscape island terminals shall be located at the end of each parking row; **shall be noted on landscape plan.**
  - b. Two canopy trees and six shrubs are required to be installed in interior landscape areas for each 10 parking spaces within the parking lot (existing trees may be used for credits; **shall be noted on landscape plan.**
  - c. Perimeter landscaping must be installed along any parking lot area adjacent to a street, place or driveway, or which is visible from an adjacent property, and shall be ten feet (10') in width; **shall be noted on landscape plan;**
  - d. All landscaped areas must have a minimum dimension of at least 9 feet and be at least 160 square feet in area; **shall be noted on landscape plan.**
  - e. The location, number, height, diameter and species of any materials to be planted and maintained, as well as the location and number of any existing trees to be retained, trees, shrubs, and landscape materials shall meet the standards included in TMC 1108.0400 Landscape Materials Standards; **acceptable as depicted on plan.**
  - f. Landscaped areas may not contain bare soil, aggregated stone or decorative rock. Any ground area must be covered with hardwood mulch, grass or other vegetative ground coverage; **shall be noted on revised landscape plan.**

**STAFF RECOMMENDATION** (cont'd)

Plan Commission (cont'd)

- g. The location, height and materials for any fencing to be installed and maintained; **shall be noted on revised landscape plan.**
  - h. The location and direction of any proposed lighting (lights are to be directed away from adjacent residential properties); **shall be noted on revised landscape plan.**
  - i. The location, lighting and size of any signs.
17. A Bond of Performance or suitable assurance acceptable to the Division of Inspection valid for a period of two (2) years shall be posted with the Commissioner of Inspection providing for the installation of required landscaping within one (1) year; **landscaping shall be installed & maintained indefinitely.**
18. Minor adjustments to the site plan that do not violate the above conditions, or the Toledo Municipal Code, may be reviewed and approved by the Director of the Toledo City Plan Commission.
19. No permits shall be issued until arrangements satisfactory to the Director of the City of Toledo Plan Commission have been made for compliance with the conditions as set forth above.

SPECIAL USE PERMIT  
TOLEDO CITY PLAN COMMISSION  
REF: SUP-11002-13  
DATE: February 13, 2014  
TIME: 2:00 P.M.

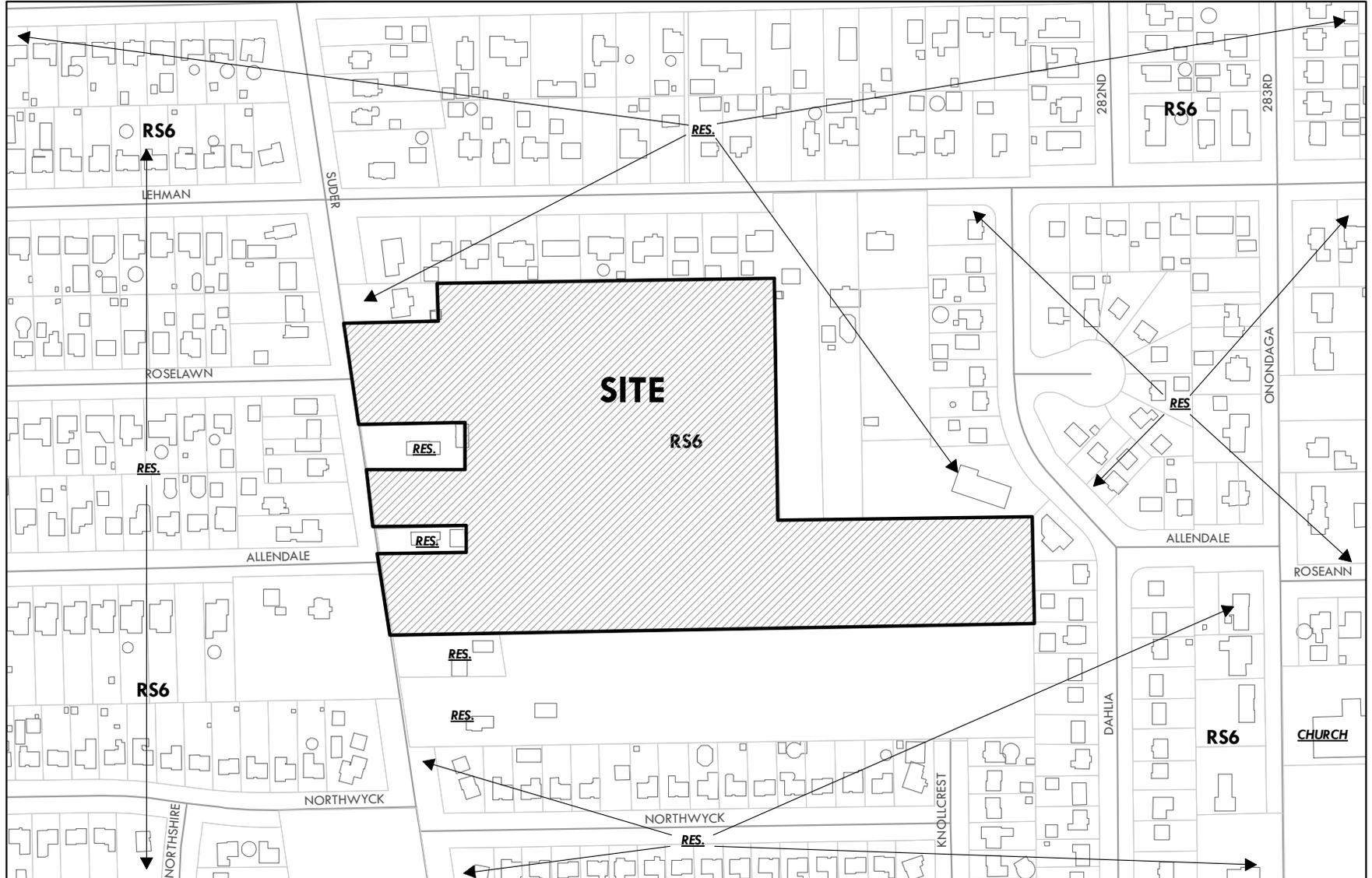
CITY COUNCIL COMMITTEE OF  
PLANNING AND ZONING  
DATE: March 19, 2014  
TIME: 4:00 P.M.

BH/bp  
Three (3) sketches follow



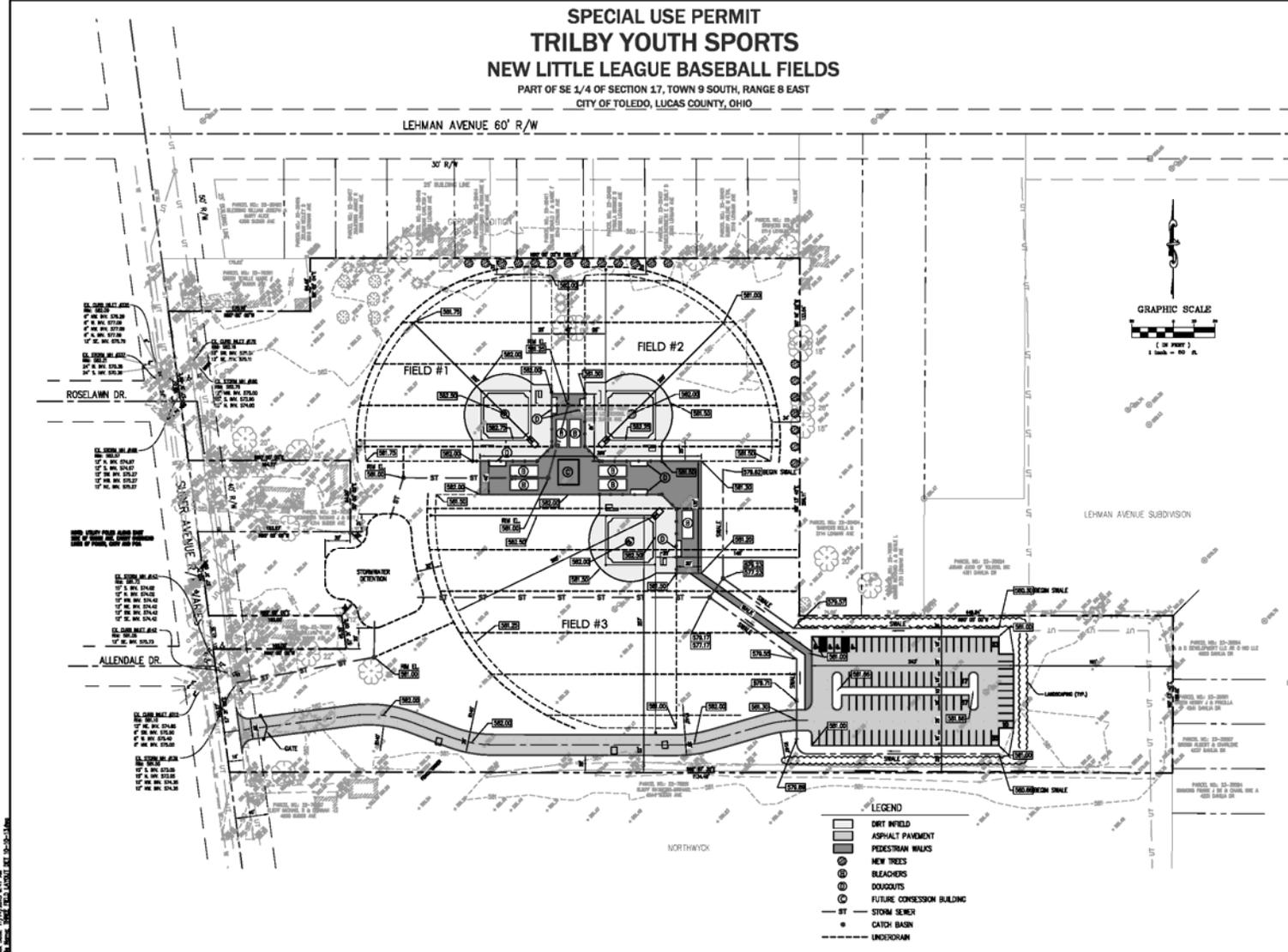
# ZONING & LAND USE

SUP-11002-13  
ID 62



# SITE PLAN

SUP-11002-13  
ID 62



NO.	DATE	REVISION
1	05-21-13	ISSUE FOR PERMIT
2	05-28-13	OWNER REVIEW
3	05-28-13	SPECIAL USE PERMIT

**esa**  
**Engineers, Surveyors & Associates, LLC**  
2525 BUCKINGHAM BL., TOLEDO, OHIO 43623 Phone (419) 475-8483

**SITE PLAN**  
TRILBY YOUTH SPORTS  
NEW LITTLE LEAGUE BASEBALL FIELDS  
4262 SUDDER AVE. TOLEDO, OHIO 43611

OWNER: TRILBY YOUTH SPORTS  
DRAWING: SUP-11002-13-12  
JOB NUMBER: 1004-22  
REVISIONS BY: JAW

**GENERAL INFORMATION**

Subject

- Request - Request for zone change from IG General Industrial to CM Mixed Commercial-Residential
- Location - 1205 Champlain St
- Applicants - Dennis Kresak, President  
Volunteers of America of Greater Ohio  
8225 Brecksville Road, Suite 206  
Cleveland, OH 44141
- Phillip Nunes, VOA  
Executive Vice President of Program Operations  
1776 East Broad Street  
Columbus, OH 43203
- Jeanette Morell  
City of Toledo / Real Estate Division  
One Government Center / Suite 2250  
Toledo, OH 43604
- Attorney - Craig J. Van Horsten  
Robinson, Curphey & O'Connell, LLC  
4 Seagate, Ninth Floor  
Toledo, OH 43604
- Architect - John Meagan, AIA  
MKC Associates  
90 Hidden Ravines Dr  
Powell, OH 43065
- Engineer - Steven Hermiller, P.E.  
The Mannik & Smith Group, Inc.  
815 Grandview Ave, Suite 650  
Columbus, OH 43215
- Landscape Architect - Tedd Hardesty  
Edge Group  
330 W Spring St, Suite 350  
Columbus, OH 43215

**GENERAL INFORMATION (cont'd)**Site Description

Zoning	-	IG General Industrial
Area	-	3.807 acre
Frontage	-	565 feet
Existing Use	-	Vacant
Proposed Use	-	Halfway house

Area Description

North	-	General Industrial / IG
South	-	Commercial / CR & Duplex Residential / RD6
East	-	General Industrial / IG
West	-	General Industrial / IG & Multiple Residential / RM36

Parcel History

SUP-109-80	-	Amendment to SUP, granted by Ord. No. 263-77, 1127-1205 Champlain St. Plan Commission approved on 6/5/80, City council approved on 6/18/80.
SUP-5012-05	-	Special Use Permit for other group living, case withdrawn by applicant, City of Toledo Real Estate department.
SUP-12003-13	-	Special Use Permit for halfway house, companion case

Applicable Plans and Regulations

- Toledo Municipal Code Part Eleven: Planning and Zoning
- Toledo 20/20 Comprehensive Plan

**STAFF ANALYSIS**

The applicant is requesting a zone change from IG General Industrial to CM Mixed Commercial-Residential for a site located at 1205 Champlain Street. The 3.087-acre site is currently undeveloped and owned by the City of Toledo. A companion case, a special use permit accompanies this case. The applicant, Volunteers of America, is requesting the zone change to facilitate the relocation and expansion of the existing halfway house on the abutting property at 1201 Champlain.

**STAFF ANALYSIS (cont'd)**

The proposed CM Mixed Commercial-Residential zoning is consistent with zoning classifications of properties within the general vicinity of the site. The parcels to the south and west of the site are currently zoned CR Regional Commercial and RM36 Multiple Residential to include a large residential neighborhood located a block south.

**Toledo 20/20 Comprehensive Plan**

The Toledo 20/20 Comprehensive Plan targets this site for general industrial uses. The mixed commercial-residential category is intended to accommodate mixed use and is pedestrian-oriented development. The zone change is suitable for this location because it is compatible with surrounding uses and will not negatively impact the adjacent neighborhood

The site is within 500 feet of the Vistula Historic District. The Toledo City Historic District Commission (TCHDC) reviewed the application for this property at its regularly scheduled meeting held on January 27<sup>th</sup>, 2014. The TCHDC is in support of this zone change request and requested some exterior modifications that will be discussed in the special use permit application.

**STAFF RECOMMENDATION**

The staff recommends that the Toledo City Plan Commission recommend approval of Z-12002-13, a request for a zone change from IG General Industrial to CM Mixed Commercial-Residential for a site located at 1205 Champlain Street, to the Toledo City Council, for the following two (2) reasons:

1. The proposed zone change is consistent with existing land uses within the general vicinity of the subject property (TMC 1111.0606.B *Review and Decision-Making Criteria*); and
2. The proposed CM Mixed Commercial-Residential zoning is compatible with the zoning classifications of properties within the general vicinity of the subject property (TMC 1111.0606.C *Review and Decision-Making Criteria*).

ZONE CHANGE  
TOLEDO CITY PLAN COMMISSION  
REF: Z-12002-13  
DATE: February 13, 2014  
TIME: 2:00 P.M.

CITY COUNCIL COMMITTEE OF  
PLANNING AND ZONING  
DATE: March 19, 2014  
TIME: 4:00 P.M.

MM/BP  
Two (2) sketches follow

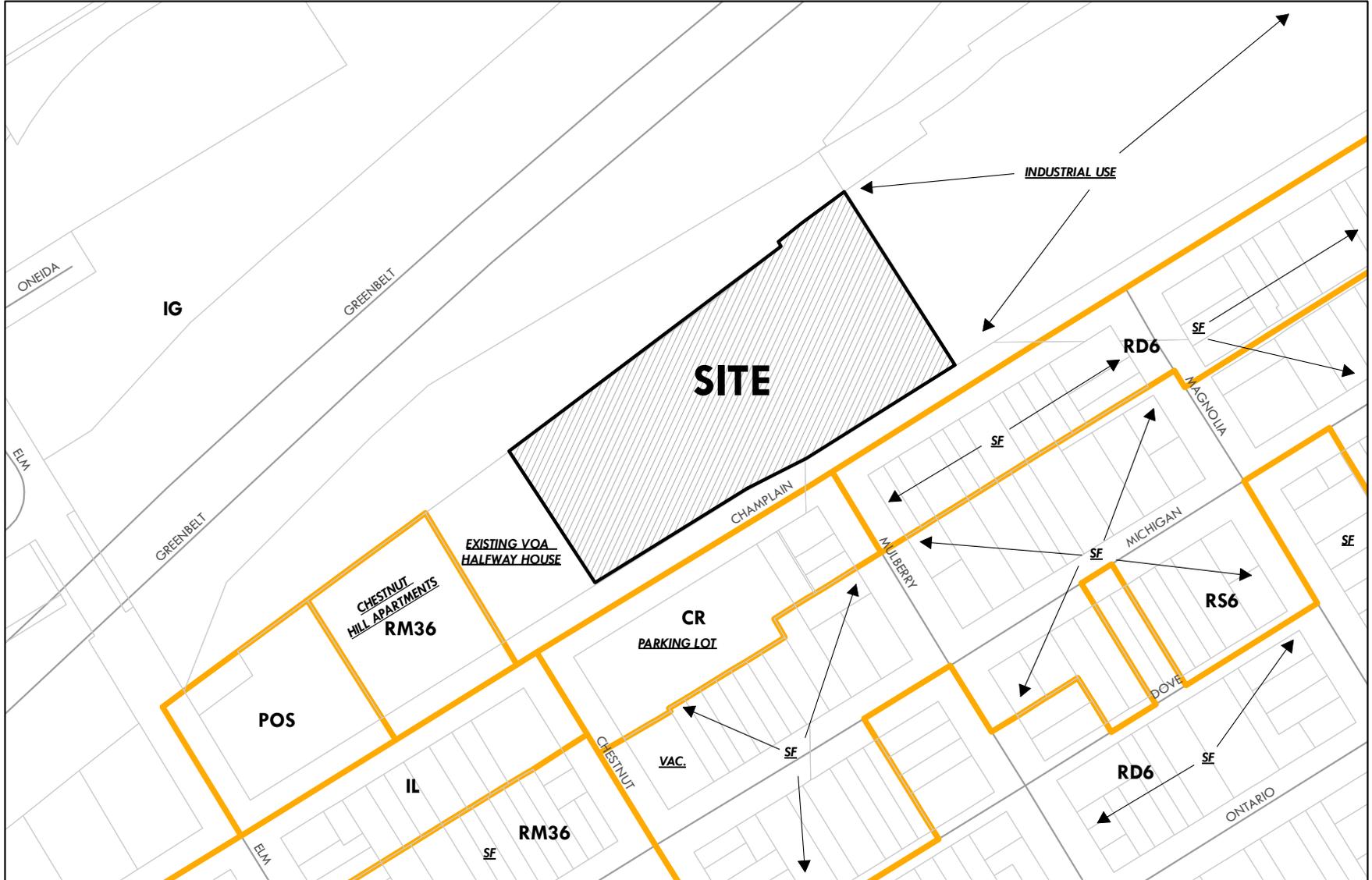
# GENERAL LOCATION

Z-12002-13  
SUP-12003-13  
ID 4



# ZONING & LAND USE

Z-12002-13  
SUP-12003-13  
ID 4



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**GENERAL INFORMATION**

Subject

- Request - Request for a Special Use Permit to construct a new  
halfway house facility
  
- Location - 1205 Champlain St
  
- Applicants - Dennis Kresak, President  
Volunteers of America of Greater Ohio  
8225 Brecksville Road, Suite 206  
Cleveland, OH 44141  
  
Phillip Nunes, VOA  
Executive Vice President of Program Operations  
1776 East Broad Street  
Columbus, OH 43203  
  
Jeanette Morell  
City of Toledo / Real Estate Division  
One Government Center / Suite 2250  
Toledo, OH 43604
  
- Attorney - Craig J. Van Horsten  
Robinson, Curphey & O'Connell, LLC  
4 Seagate, Ninth Floor  
Toledo, OH 43604
  
- Architect - John Meegan, AIA  
MKC Associates  
90 Hidden Ravines Dr  
Powell, OH 43065
  
- Engineer - Steven Hermiller, P.E.  
The Mannik & Smith Group, Inc.  
815 Grandview Ave, Suite 650  
Columbus, OH 43215
  
- Landscape Architect - Tedd Hardesty  
Edge Group  
330 W Spring St, Suite 350  
Columbus, OH 43215

**GENERAL INFORMATION (cont'd)**

Site Description

Zoning	-	IG General Industrial
Area	-	3.807 acre
Frontage	-	565 feet
Existing Use	-	Vacant
Proposed Use	-	Halfway house

Area Description

North	-	General Industrial / IG
South	-	Commercial / CR & Duplex Residential / RD6
East	-	General Industrial / IG
West	-	General Industrial / IG & Multiple Residential / RM36

Parcel History

SUP-109-80	-	Amendment to SUP, granted by Ord. No. 263-77, 1127-1205 Champlain St. Plan Commission approved on 6/5/80, City council approved on 6/18/80.
SUP-5012-05	-	Request for a Special Use Permit for other group living, case withdrawn by applicant, City of Toledo Real Estate department.
Z-12002-13	-	Zone Change from IG to CM, companion case.

Applicable Plans and Regulations

- Toledo Municipal Code Part Eleven: Planning and Zoning
- Toledo 20/20 Comprehensive Plan

**STAFF ANALYSIS**

The applicant, Volunteers of America (VOA), is requesting a special use permit to construct a new halfway house at 1205 Champlain Street, replacing the existing halfway house located at 1201 Champlain. The 3.087-acre site is owned by the City of Toledo and is currently undeveloped. A companion zone change from IG General Industrial to CM Mixed Commercial-Residential accompanies this case.

**STAFF ANALYSIS (cont'd)**

A special use permit for a halfway house requires the applicant to provide information as outlined in Chapter 1104.2001 of the Toledo Municipal Code (TMC) and includes hosting a public meeting. The applicant will host the required public meeting on February 4<sup>th</sup> at 7 pm in conjunction with the local block watch meeting at Salem Lutheran Church located at 1125 N. Huron Street.

The informational packet submitted by the applicant defines the use as a “treatment facility”, although under the zoning code the use falls under the definition of a halfway house. A copy of the packet is provided in the attachments under “Exhibit A.” The uses in the facility range from employment/education services, marital/family services, substance abuse services, personal/emotional services to providing off-site program referrals as necessary. The facility will offer services to men, including 150 beds for transitional housing. Additionally, thirty-(30) staff members will be employed on site.

The new structure will be constructed as a one-story building that will allow the staff to better monitor the facility. A new security system with monitors will be installed. The current facility was built in 1920 and is three-stories high with the staircases and hallways that are a challenge for the staff to supervise. Additionally, one of the reoccurring comments from the community has been that the clients are not provided a screened in area for smoking outside. The new facility will provide that amenity on the east side and rear of the structure.

**Parking and Circulation**

The site plan indicates that an “L” shaped parking lot will be developed to wrap around the building. The parking lot will be accessed via one (1) curb cut onto Champlain Street. The site requires nineteen (19) spaces for residents and fifteen (15) spaces for employees for a total of thirty-four (34) spaces. The site plan offers thirty-four (34) spaces and is compliant with the minimum number of requires spaces. The applicant has noted in the informational packet that most of the clients do not have personal vehicles and will be utilizing public transit.

**Building Elevation**

The applicant has submitted a building elevation for the proposed facility. The elevation shows the exterior building material to be earth tone in color with brick veneer, a glass and aluminum front entrance, a pitched roofline with asphalt shingles, double pane insulating windows and aluminum gutters. The applicant is revising the elevations slightly to address concerns of the Toledo City Historic District Commission.

## **STAFF ANALYSIS (cont'd)**

### **Landscaping**

The site is subject to the Urban Commercial Landscape standards in TMC 1108.0300. The standards are divided into three (3) categories: areas required to be landscaped, buffers, and parking lot landscaping. The first, areas required to be landscaped, requires that any space not occupied by impervious coverage must be landscaped. The second, buffers, requires landscape buffers in areas deemed appropriate by the Plan Director. Buffers are intended to mitigate the impacts between uses. Finally, parking lot landscaping requires one of the three options along all public right-of-way:

- *Landscaped area at least 5 feet wide; or*
- *3½ feet high metal tube or solid bar fence, with at least one shrub for every 3 feet of property line planted on the outside of the fence; or*
- *Solid 3½ foot high brick or stone wall*

The landscape plan submitted shows greenbelts along the front of the building and the parking lot that are compliant with the standards listed above. Additionally, interior and foundation plantings are depicted on the landscape plan. The applicant is proposing to provide a six-foot (6') wrought iron style fence with brick piers along the front to provide additional screening. The CM Mixed Commercial-Residential zoning district does not require a minimum front yard setback so the height of the fence does not violate setback requirements. However, a waiver of TMC 1107.2000 Sight Distance Setback will be required as part of this special use permit.

Staff is recommending that wheel stops be installed along the sidewalk that is next to the building to include two signs to be posted directly in front of the handicap parking spaces that are provided.

### **Toledo 20/20 Comprehensive Plan**

The Toledo 20/20 Comprehensive Plan targets this site for general industrial uses. The mixed commercial-residential category is intended to accommodate mixed use and is pedestrian-oriented development. The special use permit is suitable for this location because it is compatible with surrounding uses and will not negatively impact the adjacent neighborhood

The site is within 500 feet of the Vistula Historic District. A public meeting is required with the Toledo City Historic District Commission (TCHDC). TCHDC reviewed the application for this property at its regularly scheduled meeting held on January 27<sup>th</sup>, 2014 at 5:30 pm. The TCHDC is in support of this zone change request and requested some exterior modifications in order to reduce the appearance of a commercial structure. The TCHDC also inquired about the existing structure. VOA stated that the existing structure will be maintained until an end user in the community is available.

## **STAFF RECOMMENDATION**

The staff recommends that the Toledo City Plan Commission recommend approval of SUP-12003-13 a request for a special use permit to construct a new halfway house facility for a site located at 1205 Champlain Street, to the Toledo City Council, for the following two (2) reasons:

1. The use is compatible with adjacent uses in terms of scale, sight design and operating characteristics; and
2. The proposed use complies with all applicable provisions of this Zoning Code (TMC 1111.0706.B Review & Decision-Making Criteria).

The staff recommends that the Toledo City Plan Commission make the following recommendations to the Toledo City Council on the variance and waiver requested for the request for a Special Use Permit to construct a new halfway house facility located at 1205 Champlain:

### **Chapter 1107 Parking, Loading and Access**

#### **Sec. 1107.2000 Sight Distance Setback**

Approve a waiver for the height of the fence in the front yard setback from 3 ½' to 6' within 23' of the curb or pavement edge along Champlain St.

The staff recommends that the Toledo City Plan Commission recommend approval of SUP-12003-13, a request for a special use permit to construct a new halfway house facility, to be located at 1205 Champlain St, to the Toledo City Council, subject to the following thirty-three (33) conditions:

The conditions of approval are as follows and are listed by agency of origin. Applicants are encouraged to contact each of the agencies to address compliance with their conditions.

#### **Engineering Services**

1. All **existing substandard** sidewalk, drive approaches, curb, and pedestrian curb ramps within the public right-of-way abutting the site shall be replaced/upgraded to conform to the current City of Toledo Construction Standards Specifications; The Toledo Municipal Code; and The Americans with Disabilities Act Guidelines.

**STAFF RECOMMENDATION** (cont'd)

Engineering Services (cont'd)

2. All **proposed** sidewalk, drive approaches, curb, and pedestrian curb ramps within the public right-of-way shall be constructed in accordance with the City of Toledo Construction Standards, Specifications, The Toledo Municipal Code, and The Americans with Disabilities Act Guidelines.
3. All commercial drive approaches, (along with the sidewalk through the drive) shall be constructed with eight-inch (8") thick concrete per The City of Toledo Construction Standards and Specifications. **No curb shall be permitted in the right-of-way along either side of a drive approach. No horizontal curb cutting will be permitted to create a curb drop/opening.**
4. Required permits for all approved work in the public right-of-way shall be obtained, before work begins, from the One Stop Shop, ph. (419) 245-1220.
5. Contact Scott Bishop at ph. (419) 936-2756 for inspection of above mentioned items.
6. Water service is available subject to the Rules and Regulations of the Department of Public Utilities.
7. Existing unused water services will be abandoned by the City of Toledo at the developer's expense.
8. Plans for water services 4-inch (4") diameter and larger shall be submitted to the Division of Engineering Services for review and approval.
9. Contact the City of Toledo Fire Prevention Bureau to determine if a fire line is needed for this site.
10. Maintain 10 feet (10') of horizontal clearance between proposed water service and sanitary or storm sewers. Maintain 4 feet (4') of horizontal clearance between proposed water service and any other underground utility. Maintain 18 inches (18") of vertical clearance between proposed water service and any underground utility.
11. Contact the Division of Water Distribution for installation requirements for backflow preventers.
12. New fire, domestic, and irrigation taps will be installed by the City of Toledo at the owner/developer's expense.

**STAFF RECOMMENDATION (cont'd)**

Engineering Services (cont'd)

13. Plans for the water service shall be submitted to and approved by the Ohio EPA prior to starting construction of the water service.
14. Storm drainage service for this site is available subject to: the Criteria and Regulations of the Departments of Public Utilities and Public Service; the Toledo Municipal Code, including but not limited to Chapters 941, 1110, and 1107; the Toledo City Charter; the "Subdivision Rules & Regulations" of the Toledo-Lucas County Plan Commission; the City of Toledo Infrastructure Design Plan." All disturbed land areas over one (1) acre must submit an NOI to and obtain a permit from the Ohio EPA. Storm water detention will be required in accordance with the above.
15. A detailed site-grading plan for this project shall be submitted for approval. The plan shall show the adjacent topography and grades for the land abutting the proposed development for a distance of approximately one hundred feet (100') from the development boundaries if requested. All storm drainage must be internal and not run off onto adjacent properties unless approved by the City of Toledo Drainage Engineer.
16. No construction work, including grading, will be permitted without approved plans and inspection.
17. Plan submittals shall be in conformance with the latest version of Infrastructure Design and Construction Requirements available at [www.ci.toledo.oh.us/Departments/PublicUtilities/DivsionofEngineeringServices/PlanReviewProcess/tabid/355/Default.aspx](http://www.ci.toledo.oh.us/Departments/PublicUtilities/DivsionofEngineeringServices/PlanReviewProcess/tabid/355/Default.aspx). It is advised that consulting engineers, architects, and developers contact the Department of Public Utilities, the Department of Engineering Services to set up a pre-submittal meeting. This is suggested so that there is a full understanding of the City of Toledo's requirements for the sanitary, storm, water, and roadway utilities. This will in turn help to eliminate costly design time, revisions to drawings, delays in plan reviews and speed-up the plan approval process.

Contact Information is:

Division of Engineering Services: ph. (419) 245-1315, fax (419) 936-2850  
Sanitary Sewers: Mike Elling, ph. (419) 936-2276  
Storm Water Drainage: Lorie Haslinger, ph. (419) 245-3221  
Water: Andrea Kroma, ph. (419) 936-2163  
Roadway: Doug Stephens, ph. (419) 936-2279

**STAFF RECOMMENDATION (cont'd)**

Engineering Services (cont'd)

18. Post construction storm water Best Management Practices for water quality are not required for this project. The storm water discharge goes to a combined sanitary sewer and to the wastewater treatment plant.
19. Sanitary sewer service for this development is available subject to the Rules and Regulations of the Department of Public Utilities.
20. A single sanitary sewer tap from this site shall be allowed into the public sanitary sewer system. The developer shall use existing sanitary tap, when available.
21. Any previous kills that are not done at the right-of-way line shall be re-killed at the right-of-way to eliminate any active pipes on the property.

Transportation

22. Existing unused drive approaches shall be removed; curbs and sidewalks shall be installed in accordance with City of Toledo Construction Standards.

The Division of Transportation does not object to the approval of the site plan by the Plan Commission provided the previously mentioned concern is addressed to the satisfaction of this division.

Building Inspection

23. The property is NOT in a special flood hazard area (SFHA).
24. Construction of a new multi-unit halfway house will require construction documents stamped by a licensed design professional to be submitted to the Division of Building Inspection for review and approval showing the construction to be in compliance with the City of Toledo's building, mechanical and fire codes and, by referenced standards, those of the State of Ohio (Ohio Building Code). Plans must identify the correct building type, use group, occupancy load, plumbing fixture count, egress and emergency egress locations, emergency evacuation routes and other life-safety and ADA compliancy facilities and installations, in accordance with the Administrative Code of the Ohio Building Code Chapter 106 and federal Accessibility regulations.
25. Any new fencing or signage will require separate plan review, approval and permits through the Division of Building Inspection.

**STAFF RECOMMENDATION (cont'd)**

Sewer and Drainage Services

No comments or objections to site plan as submitted.

Fire Prevention

No comments or objections to site plan as submitted.

Plan Commission

26. The building elevation is acceptable, as the exterior building materials of the addition are similar to those of the existing building (**acceptable as submitted**).
27. If applicable, dumpster location(s) shall have a concrete pad and be surrounded by a solid wooden fence or a masonry screen enclosure with landscaping and shall not be located in any required setbacks (**acceptable as submitted**).
28. A concrete curb or permanent wheel stops shall be constructed along the edge of all parking spaces adjoining landscape areas section 1107.1907.
29. The applicant shall post signs directly in front of the physically disabled person parking spaces as stated in section 1107.1704.
30. A detailed site, lighting, sign, fencing, and landscape plan shall be submitted to the Plan Director for review and approval (**acceptable as submitted**). Such plan shall include:
  - a. The location, number, height, diameter and species of any materials to be planted and maintained, as well as the location and number of any existing trees to be retained, trees, shrubs, and landscape materials shall meet the standards included in TMC 1108.0400 Landscape Materials Standards (**acceptable as submitted**). .
  - b. If applicable, the location, height and materials for any fencing to be installed and maintained (**acceptable as submitted**).
  - c. If applicable, the location and direction of any proposed lighting (lights are to be directed away from adjacent residential properties) (**acceptable as submitted**); and
  - d. If applicable, the location, lighting and size of any signs (**acceptable as submitted**).

**STAFF RECOMMENDATION (cont'd)**

Plan Commission (cont'd)

31. A Bond of Performance or suitable assurance acceptable to the Division of Inspection valid for a period of two (2) years shall be posted with the Commissioner of Inspection providing for the installation of required landscaping within one (1) year. Landscaping shall be installed and maintained indefinitely.
32. Minor adjustments to the site plan that do not violate the above conditions or the Municipal Code, may be reviewed and approved by the Director of the Toledo City Plan Commission.
33. No permits shall be issued until arrangements satisfactory to the director of the City of Toledo Plan Commission have been made for compliance with the conditions as set forth above.

SPECIAL USE PERMIT  
TOLEDO CITY PLAN COMMISSION  
REF: SUP-12003-13  
DATE: February 13, 2014  
TIME: 2:00 P.M.

CITY COUNCIL COMMITTEE OF  
PLANNING AND ZONING  
DATE: March 19, 2014  
TIME: 4:00 P.M.

MM/bp  
Five (5) sketches follow  
One Exhibit

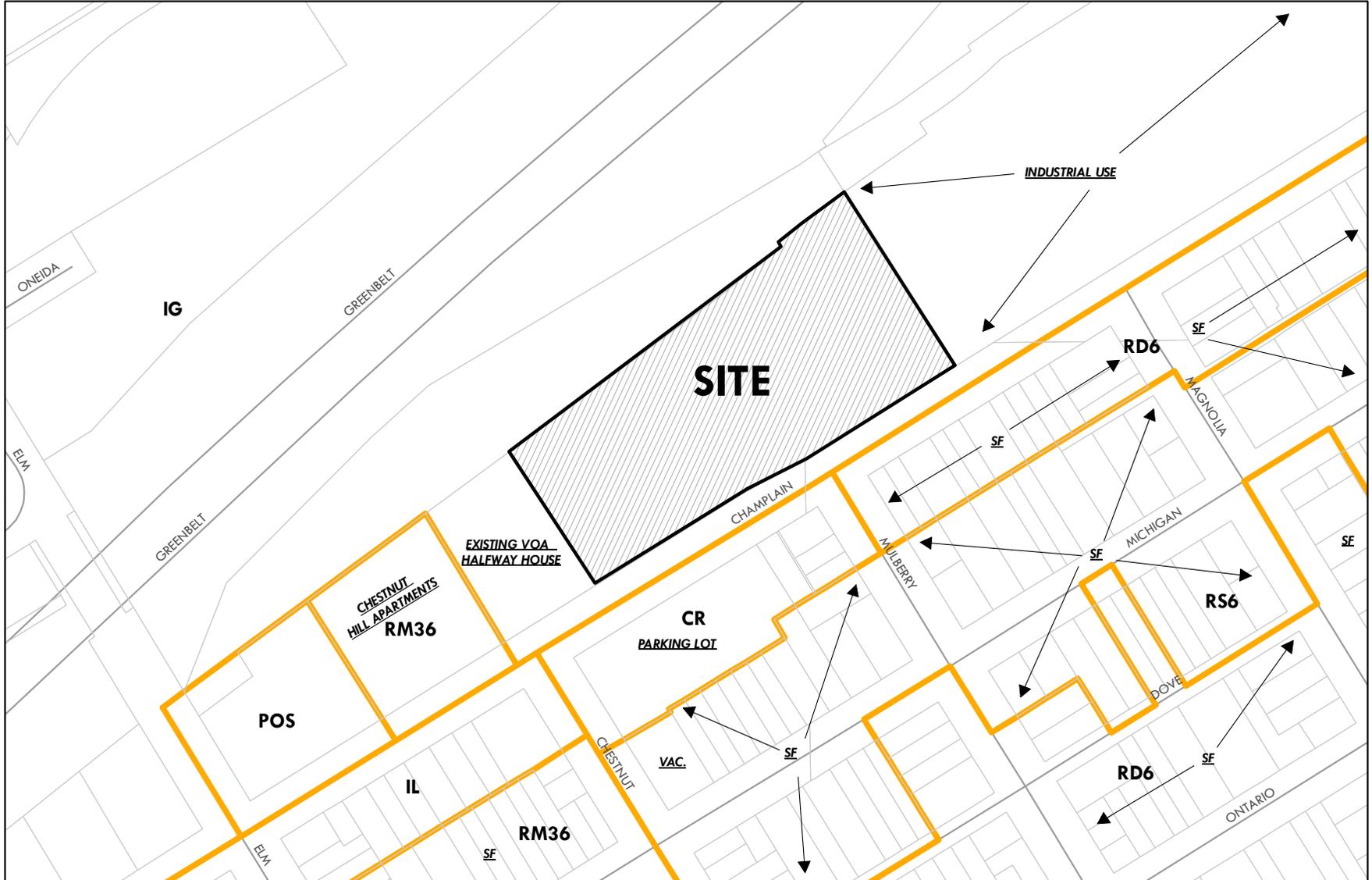
# GENERAL LOCATION

Z-12002-13  
SUP-12003-13  
ID 4



# ZONING & LAND USE

Z-12002-13  
SUP-12003-13  
ID 4

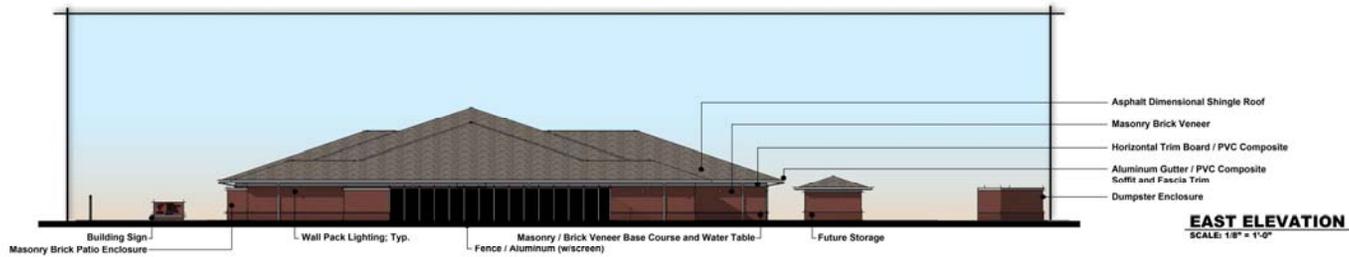
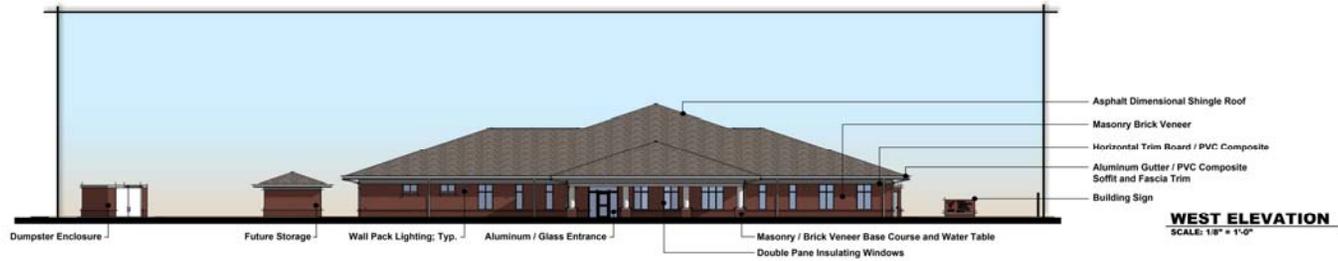






# ELEVATION

SUP-12003-13  
ID 4



**Volunteers of America**  
**TOLEDO - VOLUNTEERS OF AMERICA**  
 12-26-2013  
**ELEVATIONS**  
**mkc**

5 - 15



**Volunteers of America®**  
**GREATER OHIO**

Volunteers of America of Greater Ohio's Detailed Application for Special Use Permit  
for Halfway House; 1205 Champlain Street, Toledo, Ohio

To The Toledo City Plan Commission and the Toledo City Council:

The following are answers to the detailed application as required by Section 1104.2001 TMC:

- A. The name of agency or expected to provide funding/ licensing to the operator; the term of such funding / licensing; and the expiration thereof:
1. The agency providing the funding/licensing to the operation is the Ohio Department of Rehabilitation and Correction; 770 West Broad Street, Columbus, Ohio.
  2. The operator is currently licensed by Ohio Department of Rehabilitation and Correction and contracted to provide halfway house services for offenders. Current contract through until June 30, 2015; (renewed every two years with State of Ohio Biennium budget).
- B. A statement demonstrating the need for the new or expanded facility.
1. The current facility located at 1201 Champlain Street, Toledo, Ohio (next door to the proposed facility) was constructed in the 1920s and is in need of replacement in that remodeling construction would be cost prohibitive.
  2. The new facility constructed will allow Volunteers of America of Greater Ohio to design a facility that would be a state-of-the-art facility that would enhance and improve the safe and secure operations of the facility by allowing all operations to be located on floor which would improve the line of sight of all activities within the facility.
  3. The new facility design would enable Volunteers of America of Greater Ohio to separate offenders by risk and provide the physical plant environment which will support evidenced-based practices.
  4. The new facility will allow Volunteers of America of Greater Ohio to diversify its services to a growing need for the local continuum of justice as well as assist offenders reentering society to be less likely to recidivate.
- C. Contact Information for the Operator:
1. The operator's contact information is Volunteers of America of Greater Ohio; 8225 Brecksville Road, Cleveland, Ohio 44141. CEO / President Dennis J. Kresak. Telephone: (440) 717-1500.
- D. Addresses of all similar facilities currently or previously operated by the proposed operator and the licensing agency:

1. Similar facilities operated by the operator and the licensing agency including the Toledo Reentry Residential Center, 1201 Champlain Street, Toledo, Ohio 43623; Mansfield Reentry Residential Center, 921 North Main Street, Mansfield, Ohio 44903; Dayton Reentry Residential Center, 1931 Gettysburg Avenue, Dayton, Ohio 45417; and Cincinnati Reentry Residential Center, 115 West McMicken Street, Cincinnati, Ohio 45202.
- E. The proposed design capacity of the facility in terms of the number of residents and staff on the largest shift:
  1. The proposed design capacity of the facility is 180 (150 residents and 30 staff) maximum at the site at one time.
- F. Written policies of the operator governing admission to residence in the facility, as well as rules for residents, including storage and taking of medication, and policies on drug and alcohol use.
  1. See attached
- G. Client groups to be served by type, age, range, level of functioning or rehabilitation, nature of past institutionalization or incarceration, present status in treatment and in the in correctional system (e.g., with respect to transitional control, parole or probation status):
  - a. Client groups include anyone over the age of 18 years of age.
  - b. Each case is screened and the following are our acceptance / rejection criteria for this program:

**ADMISSION/REJECTION CRITERIA:**

**ADMISSION CRITERIA FOR CINCINNATI / DAYTON / MANSFIELD SITES**

- Males 18 years of age or older.
- Offenders under the supervision of the Ohio Adult Parole Authority or Ohio Common Pleas Court, County Adult Probation Departments.
- Must be stabilized if mental illness present and must possess the ability to participate in cognitively based programming.

**REJECTION CRITERIA**

- Individuals having barriers beyond the scope of the program or requiring services that can not be reasonably obtained in the community. (i.e., significant health issues, severe mental health issues that are not stabilized by a medication regime, posing a danger to self or others).
- Individuals who have demonstrated multiple treatment failures.
- Individuals with severe criminal history, institution and supervision adjustment.
- Anyone convicted of arson is rejected.
- Volunteers of America of Greater Ohio reserves the right to reject the referral of anyone deemed not appropriate for our programs.

- H. Description of supervision and security arrangements, and a description of arrangements for maintenance of the facility and grounds:
1. Supervision and Security is described as follows: Volunteers of America of Greater Ohio maintains for 24 hour / 7 day a week staffing of all operation for all clients living in the facility. Current staffing ratio is a minimum of three staff on each staff; with the maximum amount of security and programming staff Monday – Friday 1<sup>st</sup> shift. Security Staff (Resident Supervisors) are required to check in and pat down all clients when returning to the facility inclusive of obtaining a drug and alcohol test. Additionally, all clients are accounted for hourly by Resident Supervisor staff conducting physical head count. Additionally, measures are taken to maintain the facility safe and free from dangerous contraband. The Resident Supervisor staff is required to complete unannounced searches of client's property and in common areas throughout the facility. Lastly, the new facility will be equipped with video surveillance equipment which will have ability for stored record footage covering all areas of the facility.
  2. Maintenance is described as follows: Volunteers of America of Greater Ohio employs a maintenance staff who is required to maintain preventative maintenance, make repairs when needed and is responsible for janitorial activity for the internal and exterior of the facility.
- I. Description of Services to be Provided to residents in on-site and off site locations:
1. Services are described as follows:
    - a. Employment/Education Services (Addressing work and the role of work in client's life; including education and vocational skills).
    - b. Marital/Family Services (Addressing being with family members and the support the client derives from them)
    - c. Associates and Social Interactions (Addressing non-criminal associates and opportunities for positive interaction)
    - d. Substance/Abuse (Addressing living without reliance on alcohol and/or drugs)
    - e. Community Functioning (Addressing having the knowledge and necessary skills for daily living; including acceptable residence, health, personal budgeting, leisure activities and use of social services).
    - f. Personal/Emotional (Addressing being in control of one's life; including decision making, coping with anger and mental health)
    - g. Attitude (Addressing living in law-abiding ways)
    - h. Off-Site Program Referrals: All Mental Health services are provided off-site as well as any Adult Basic Educational needs.
    - i. Community Placement/Aftercare  
All aftercare includes aftercare plans within the county the client is moving to. Clients arrange the itinerary with the providing agency and, once the paperwork is signed, communication allows the transfer of treatment issues.

TREATMENT MODALITY USED:

Cognitive-Behavior Modality Utilizing:

- i. Individual Counseling with IPP based upon risk and needs
  - ii. Group Counseling
  - iii. Group Education
  - iv. Didactic and systemic approaches
  - v. Milieu Management
- J. Plans and Descriptions of all exterior and interior building alterations proposed to accommodate the facility:
1. See attached new facility interior and exterior designs.
- K. A statement of the operator's policy on keeping of vehicles by residents and estimated vehicle demand by residents of the facility:
1. Operator's vehicle policy is as follows:
    - a. Due to the indigent status and in that anyone authorized to drive or store a vehicle requires supervising authority permission as well as all basic liability insurance, it is unlikely that any client would have an automobile at the location. At the absolute maximum, it would be highly unlikely we would ever have more than 2 clients would ever at one time have a vehicle storage need.
    - b. In the unlikely event any client would be authorized to have a vehicle, the resident would be required to show and maintain proof of liability insurance, properly registered vehicle, and the vehicle would be subjected to a search from staff at any time.
- L. Any other information deemed necessary by the Planning Director to determine compliance with the provisions of this section and other applicable provisions of these Codified Ordinances.
1. Available at request at any time from the Volunteers of America of Greater Ohio.

**Volunteers of America of Greater Ohio  
Community Corrections Program**

Policies & Procedures

Section 1000: INTAKE

<b>POLICY NUMBER:</b>	1100:02	<b>DATE ISSUED:</b>	11/1/99
		<b>DATE REVIEWED/REVISED:</b>	09/08/11; 06/04/12; 01/28/13
<b>APPROVAL:</b>		<b>REGIONAL EXECUTIVE DIRECTOR</b>	
<b>SUBJECT:</b>	Admissions	<b>APPLICATIONS:</b>	4-ACRS-3A-04 3793:2-1-05(H)(2) 5120: 1-3-10 (A), (D) BCS-PBS-11 BCS/PBS 12 BCS/PBS 35 ODRC: 108-ABC-01

Page 1 of 2

**POLICY:** All approved residents arriving at a Community Corrections Program operated by Volunteers of America of Greater Ohio (VOAGO) will participate in an intake process upon admission.

**PROCEDURE:**

1. Immediately upon arrival, each resident is to be issued a Resident Handbook which lists in detail program description, facility guidelines, facility house rules, Phase/Level System, evacuation plans, and services available.
2. The staff member processing the intake will document in the SecurManage all appropriate information including resident name, date of arrival, and program.
3. The staff member conducting the new resident intake will complete the intake packet that includes, but is not limited to, the following information:
  - a. Intake Forms – including, but not limited to CCIS Intake Form
  - b. Review of resident handbook/in-house rules and sign acknowledgement
  - c. Background information (physical description, social/medical history, demographics, etc.)
  - d. Medical Waivers
  - e. Release of Information
  - f. Begin resident individual log (face sheet, approved movement form, individual log sheets)
  - g. Property Inventory (must be searched and inventoried by staff and resident)
4. The Case Manager will be required to meet with assigned residents within three days of intake (w/in 24 hours of intake for TC residents). During this meeting, the Case Manager will review the in-house rules, resident handbook, fee schedules, and background information. The Case Manager will also conduct all appropriate assessments according to established protocol and make appropriate referrals for services/assessments.
5. CCIS Intake Form will be completed, checked for accuracy and data entered into the DRC Management Information System within 14 calendar days, unless the Bureau of Community Sanctions grants a written waiver.
6. The Case Manager will develop an Individual Case Plan within the first 14 days after intake.

**ASSESSMENTS:**

Once a client has been admitted to the program, a series of standardized assessments are administered to collect more detailed information related to specific criminogenic need areas. The results of these assessments are used to develop case plans and to make decisions about placement into specific treatment interventions. Similarly, standardized assessments of specific responsivity factors are used to identify potential barriers to successful completion of the program. The PREA Screening checklist is used to determine victim/predator risk status and placement within the facility. All assessments are administered

**Volunteers of America of Greater Ohio  
Community Corrections Program**

Policies & Procedures

Section 1000: INTAKE

POLICY NUMBER:	1100:02	DATE ISSUED:	11/1/99
		DATE REVIEWED/REVISED:	09/08/11; 06/04/12; 01/28/13
APPROVAL:		REGIONAL EXECUTIVE DIRECTOR	
SUBJECT:	Admissions	APPLICATIONS:	4-ACRS-3A-04 3793:2-1-05(H)(2) 5120: 1-3-10 (A), (D) BCS-PBS-11 BCS/PBS 12 BCS/PBS 35 ODRC: 108-ABC-01

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according to guidelines in the Volunteers of America Assessment Protocol manual.

The following assessment tools are used to identify resident needs:

1. ORAS Community Supervision Tool (CST) for offenders who are coming from the community
2. ORAS Supplemental Reentry Tool (SRT) for offenders who transition to the community from prison
3. PREA assessment [all]
4. STATIC-99 (sex offenders)
5. Stable 2007 (sex offenders)
6. Acute 2007 (sex offenders)
7. Anger Questionnaire (AQ)
8. Addiction Severity Index (ASI) – for substance abusers
9. Texas Christian University - Client Evaluation of Self at Intake (TCU-CESI CJ) [all]
10. Lethality Assessment [all]
11. Mental Status Exam [all]

**Volunteers of America of Greater Ohio  
Community Corrections Program**

**Policies & Procedures**

**Section 1100: INTAKE**

<b>POLICY NUMBER:</b>	1100:01	<b>DATE ISSUED:</b>	11/1/99
		<b>DATE REVIEWED/REVISED:</b>	09/08/11; 06/04/12; 09/10/12
<b>SUBJECT:</b>	Referral Process	<b>APPLICATIONS:</b>	4-ACRS-2A-08 4-ACRS-6A-10 4-ACRS-6A-11 4-ACRS-6A-12 4-aCRS-6B-02 BCS-HWH 01 BCS-PBS 11 3793:2-1-05(H)(3) 3793:2-1-05(J)(4) 5120: 1-3-10 (A)

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**POLICY:** All referrals for Community Corrections Programs are received and processed through the VOAGO Corrections Intake Coordinator. The centralized Intake Coordinator is responsible for making placement decisions based on eligibility criteria and space availability at each facility.

**PROCEDURE:**

1. Referrals must be made by a supervising authority (ODRC, APA, DYS, and/or Common Pleas Court). Requests from applicants, their families or other interested parties should be directed to the contact person in the respective supervising authority for assistance.
2. Referral packets should include:
  - a. Copy of the Pre-sentence Investigation and any other pertinent information such as mental health issues that would aid in the determination of appropriateness for the program.
  - b. Ohio Risk Assessment System (ORAS) Risk Level documentation – Community Supervision Tool (CST) or Supplemental Reentry Tool (SRT) – to determine appropriateness for Community Corrections Facility placement.
  - c. Documentation of legal commitment authority (i.e. referral forms, court order, and/or sanction to complete treatment)
3. Decisions for acceptance and rejection are made by the Director or designee. The Director will advise the supervising authority either verbally, in writing, or electronically when a prospective client is not accepted for placement. The Director should provide specific reasons for the denial of a referral.
4. The Director or designee shall periodically distribute a copy of the program's admission policies to relevant agencies.
5. The program will accept for residence, depending on bed capacity, any appropriate individual referred by the supervising authority. All eligible candidates must be over 18 years of age and have the capacity to participate in a Cognitive Behavioral Program. Those who are known to have limited intellectual capacity may not be eligible for this program. (Each case is evaluated from the intake packet on an individual basis.)
6. Candidates for acceptance into the program are not subject to discrimination based on race, creed, religion, gender, political views, national origin, or disability.
7. Candidates for acceptance will not be denied due solely on their use of prescribed psychotropic medications.
8. No referral will be denied solely on the inability to pay.
9. Admission/Rejection Criteria:

**ADMISSION CRITERIA**

- Males 18 years of age or older

**Volunteers of America of Greater Ohio  
Community Corrections Program**

Policies & Procedures

Section 1100: INTAKE

POLICY NUMBER:	1100:01	DATE ISSUED:	11/1/99
		DATE REVIEWED/REVISED:	09/08/11; 06/04/12; 09/10/12
SUBJECT:	Referral Process	APPLICATIONS:	4-ACRS-2A-08 4-ACRS-6A-10 4-ACRS-6A-11 4-ACRS-6A-12 4-aCRS-6B-02 BCS-HWH 01 BCS-PBS 11 3793:2-1-05(H)(3) 3793:2-1-05(J)(4) 5120: 1-3-10 (A)

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- Individuals under the supervision of the Ohio Department of Rehabilitation and Corrections, Ohio Adult Parole Authority or Ohio Common Pleas Court
- Individuals scoring MODERATE or higher on the ORAS CST/SRT
- Must be stabilized if mental illness present and must possess the ability to participate in cognitively based programming

**REJECTION CRITERIA**

- Individuals scoring LOW on the ORAS CST/SRT
- Individuals having barriers beyond the scope of the program or requiring services that can not be reasonably obtained in the community. (i.e.- significant health issues, severe mental health issues that are not stabilized by a medication regime, posing a danger to self or others)
- Individuals who have demonstrated multiple treatment failures
- Individuals with severe criminal history, poor institutional and supervision adjustment
- Volunteers of America of Greater Ohio reserves the right to reject the referral of anyone deemed not appropriate for our programs.

**Mansfield:**

There is a catchment area from which the majority of our residents may be accepted. These counties are Ashland, Crawford, Erie, Hardin, Holmes, Huron, Knox, Licking, Lorain, Marion, Morrow, Muskingum, Ottawa, Richland, Sandusky, Seneca, Wayne, and Wyandot.

There are four counties that not in-catchment area but are within the APA Mansfield Region. These counties are: Delaware, Coshocton, Medina, and Union. Referrals from these four counties will be given out of catchment preference because they're within the APA region.

**Cincinnati and Dayton:**

There is a catchment area from which the majority of our residents may be accepted. These counties are: Butler, Clark, Clermont, Clinton, Greene, Hamilton, Highland, Miami, Montgomery, Preble and Warren.

Determination of county is the county of residence. Out of catchment referrals may not exceed twenty-five percent (25%) of total population no matter the county.

Toledo Program

Toledo serves a 13 county catchment area which include Defiance, Erie, Fulton, Henry, Huron, Lorain, Lucas, Ottawa, Paulding, Sandusky, Seneca, Williams, and Wood Counties.

Note: Toledo is the only site that currently does not take sex offender clients.

**NOTE: All out of county referrals are for treatment services only and upon completion of the**

**Volunteers of America of Greater Ohio  
Community Corrections Program**

Policies & Procedures

Section 1100: INTAKE

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SUBJECT:	Referral Process	APPLICATIONS:	4-ACRS-2A-08 4-ACRS-6A-10 4-ACRS-6A-11 4-ACRS-6A-12 4-aCRS-6B-02 BCS-HWH 01 BCS-PBS 11 3793:2-1-05(H)(3) 3793:2-1-05(J)(4) 5120: 1-3-10 (A)

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*program must return to the County of Residence at the time of the offense.*

**Volunteers of America of Greater Ohio  
Residential Reentry Program**

Policies & Procedures

Section 1000: MEDICAL CARE & HEALTH SERVICES

POLICY NUMBER:	1000:01	DATE ISSUED:	11/1/99
		DATE REVIEWED/REVISED:	09/08/11; 07/02/2012
SUBJECT:	Client Medication - Administration & Disposal	APPLICATIONS:	4-ACRS-4C-11 4-ACRS-4C-12 3793:2-1-05 (J) 5120: 1-3-13 (G)

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**POLICY:** All prescription medication of clients in the facility will be stored in a secure area with limited access at all times. All medications must be turned into facility staff, unless prescribed as "keep on person" (KOP). The facility staff will follow specific procedures in the disposal of medication that are environmentally safe according to established guidelines.

**PROCEDURES:**

1. The Director or designee has the ultimate authority for monitoring the storage, distribution and documentation of all client medications.
2. In the event that a client requires medication, the following actions shall be taken:
  - a. The medication must be prescribed by a licensed physician.
  - b. The facility staff will assist all indigent clients in having all prescriptions filled at the earliest appropriate time.
3. If a client arrives with medication, the client must turn in the medication immediately, and the on-duty staff conducting the intake will enter medication into secure manage. All information must be completely filled out on a Medication Log Sheet including:
  - a. Date the medication was brought to the facility.
  - b. The amount of medication that was received at the facility.
  - c. Name and number of client - use Social Security number if incarceration number is unknown.
  - d. Name of physician/hospital
  - e. Name of medication and prescribed dosage, including route of administration.
  - f. Whether or not the medication is a controlled substance and requires additional storage practices.
4. All medications must be stored in a locked area. Clients will maintain control of their over-the-counter medication.
5. The medication cabinet must remain locked at all times to ensure accountability. Only authorized staff shall have access to the medication cabinet keys. Medication requiring refrigeration must be locked in a secure refrigerator separate from any food items.
6. Medication Administration:
  - a. Clients are only to take medications in accordance with and in quantities outlined in the prescription.
  - b. Before giving a client medication, check the Secure Manage med take to verify the client is taking the medication as prescribed.
  - c. Check medications for warning labels. Some medications must be taken after eating, some before, and others should not be taken if the client has been drinking alcoholic beverages. This is ultimately the clients' responsibility. You may ask the client if they are aware of the instructions for taking their medications.
  - d. Medication must be taken and consumed in the presence of a staff member unless medication is packed for outside activity, i.e. - pass, work, etc. Medications will be packed by staff in a sealed envelope labeled with the clients name, date, quantity and

**Volunteers of America of Greater Ohio  
Residential Reentry Program**

Policies & Procedures

Section 1000: MEDICAL CARE & HEALTH SERVICES

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- name of medication.
- e. The staff member will pour the prescribed quantity into a disposable cup and give the pills to the client to self-administer. Medications are to be taken with water unless otherwise prescribed. All medications will be consumed at the staff post.
  - f. The client is then required to put the medication in their mouth and swallow it, unless otherwise prescribed (i.e. – creams, suppositories, insulin).
  - g. Staff must direct the client to open their mouth and lift their tongue to assure the medication has been swallowed.
  - h. If a client fails to take medication as prescribed, note it on the medication log sheet, in the clients' individual log, and on an incident report.
  - i. If a client takes his medication in such a way (i.e. – overdose) that poses a serious risk to their health, call 911, notify supervisor, and write incident report.
7. The authorized facility staff will enter into Secure Manage each time that a medication is issued to a client for self-administration.
  8. The secure manage logs will be audited at least monthly by an authorized staff. Any discrepancies will be documented in writing and forwarded to the Director for review.
  9. Upon termination or release from the program, all client medication will be given to the client, when applicable. If any medication is left at the facility it is to remain locked up until requested for a period of no more than 30 days from the date of release.
  10. Any medication that is discontinued or abandoned at the facility by a client after discharge shall be disposed. The disposal of medication must be documented in the Contraband Disposal Form, which should be maintained in the facility administrative offices for a period of two years. All expired and/or abandoned controlled substances must be thoroughly inventoried by at least two (2) staff on a contraband disposal form. All controlled substances medication is then to be transported to authorized pharmacy to be appropriately disposed of by a licensed pharmacist. Disposal records must be maintained for a period of at least two (2) years.
  11. All Non-Controlled Prescription Medications are to be destroyed by emptying all of the bottles and tubes in a double-lined plastic bag. All creams should be emptied into the bag along with any pills or liquids. All medications must be inventoried prior to disposal. Staff is then to pour a 5% solution of pure vinegar on the medications in the bag. The vinegar will dissolve the medications and make them safe to dispose of in the facility dumpster. This process must be witnessed by at least two (2) staff members.
  12. Any medication not taken in the prescribed manner based on documentation provided on the medication bottle/package will be considered to have been "misused." Misuse of any medication will result in an Incident Report being written and processed.
  13. Designated staff shall review the medication log periodically to determine if the medication is being taken appropriately.
  14. All medication that is found to be past the listed expiration date will be destroyed by staff using standard medication disposal procedures.

**Volunteers of America of Greater Ohio  
Residential Reentry Program**

Policies & Procedures

Section 1000: MEDICAL CARE & HEALTH SERVICES

POLICY NUMBER:	1000:01	DATE ISSUED:	11/1/99
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15. In special circumstances, clients will be permitted to carry a prescription medication on their person. This is only approved if the appropriate designated staff puts a written authorization to do so in the client's sign in/out folder. It is the client's responsibility to secure this approval.
16. Any medication that is brought into the facility not in the original container/package will be destroyed using standard medication disposal procedures. If the client needs the medication, their designated staff will make an immediate referral to the local hospital to get a new prescription.
17. All new syringes must be secured in a double-locked area or cabinet and strictly controlled. Staff must document the use on the Medication Log form. All used syringes must be disposed of in an authorized "sharps" container which will be disposed of when full based on Federal containment procedures.
18. Each facility is to have a comprehensive drug reference manual easily accessible to all staff.
19. If a client has an adverse reaction to any medication, facility staff is to immediately call (911) for an ambulance. An incident report must be written immediately on all cases of adverse reactions to medications.
20. The Director must ensure that the following training is provided annually:
  - a. How to read prescription labels;
  - b. Common medical abbreviations;
  - c. Route of administration;
  - d. How to use the PDR - Drug reference materials;
  - e. Proper techniques for storage, maintenance, handling and destruction of medication;
  - f. Documentation of self-administration;
  - g. Procedures for medication errors, adverse reactions and side effects.

**DEFINITIONS OF CONTROLLED SUBSTANCES:**

**SCHEDULE I SUBSTANCES:**

The controlled substances in this schedule are those that have no accepted medical use in the United States and have a high abuse potential. Some examples are heroin, marijuana, LSD, THC, MDA, etc.

**SCHEDULE II SUBSTANCES:**

The controlled substances in this schedule have a high abuse potential with severe psychic or physical dependence liability. Schedule II controlled substances consist of certain narcotic, stimulant, and depressant drugs. Some examples are opium, morphine, codeine, methadone, cocaine, amphetamine, etc.

**SCHEDULE III SUBSTANCES:**

The controlled substances in this schedule have an abuse potential less than those in Schedule I and II and include compounds containing limited quantities of certain narcotic drugs and non-narcotic drugs such as benzphetamine, chlorphentermine, clortemine, phen-dimetrazine, etc.

**SCHEDULE IV SUBSTANCES:**

The controlled substance in this schedule have an abuse potential less than those listed in Schedule III and include such drugs as barbital, phenobarbital, diazepam, valium, halcion, xanax, tranxene, etc.

**SCHEDULE V SUBSTANCES:**

The controlled substance in this schedule have an abuse potential less than those listed in Schedule IV

**Volunteers of America of Greater Ohio  
Residential Reentry Program**

Policies & Procedures

Section 1000: MEDICAL CARE & HEALTH SERVICES

POLICY NUMBER:	1000:01	DATE ISSUED:	11/1/99
		DATE REVIEWED/REVISED:	09/08/11; 07/02/2012
SUBJECT:	Client Medication - Administration & Disposal	APPLICATIONS:	4-ACRS-4C-11 4-ACRS-4C-12 3793:2-1-05 (J) 5120: 1-3-13 (G)

Page 4 of 4

and consist of preparations containing limited quantities of certain narcotic drugs generally for antitussive and anti-diarrhea purposes.

ALL SCHEDULE II CONTROLLED SUBSTANCES MUST BE DOUBLE LOCKED AT ALL TIMES AND STRICTLY CONTROLLED.

LISTING OF SCHEDULE II CONTROLLED SUBSTANCES:

Amphetamine Sulfate	AMYTAL	AMYTAL SODIUM
Amobarbital	Amobarbital Powder	ASTRAMORPH
ASTRAMORPH PF	B & O 15A	B & O 16A
BIPHETAMINE	Cocaine crystals USP	Cocaine hel
Cocaine Topical 4%	Cocaine Topical 10%	Codeine
Codeine Crystals NF	Codeine Hypodermic	Codeine Oral 15mg/5ml
Codeine Phosphate	Codeine Powder – Phosphate	Codeine Powder – Sulfate
Codeine Sulfate	DEMEROL 75mg	DEMEROL - APAP
DEMEROL – ATROPINE	Meperidine	DESOXYN
Methamphetamine hel	DEXEDRINE ORAL	DEXEDRINE
Dextro Amphetamine Sulfate	DILAUDID	DILAUDID COUGH SYRUP
DILAUDID HP	DILAUDID POWDER	Hydromorphone
DOLOPHINE	Methadone	Methadone Diskette
Methadone Powder	Methadone Hel Intensol	METHADOSE ORAL CONC
DURAMORPH	INNOVAR	LEVO DROMORAN
MS CONTINE	MSIR	MARINOL
MEPERGAN	MEPERGAN FORTE	Morphine Sulfate
Morphine	Morphine Sulfate Powder	Morphine Sulfate-Atropine
NEMBUTAL	NEMBUTAL Powder	Pentobarbital Powder
OBETROL	Opium Tincture	Opium & Belladonna
PERCOCET – 5	Oxycodone	PERCODAN - DEMI
PERCODAN	PRELUDIN	RMS
RITALIN	RITALIN – SR	Methylphenidate - ER
Methylphenidate	ROXANOL	ROXICODONE
ROXIPRIN	SECONAL SODIUM	SECONAL
Secobarbital Sodium	Secobarbital	SUBLIMAZE

Attachments:  
Form 1000-01 Controlled Substance Disposal

**Volunteers of America of Greater Ohio  
Community Corrections Program**

Policies & Procedures

Section 1000 MEDICAL CARE & HEALTH SERVICES

POLICY NUMBER:	1000:09	DATE ISSUED:	11/1/99
		DATE REVIEWED/REVISED:	09/08/11
SUBJECT:	Drug Surveillance	APPLICATIONS:	4-ACRS-5A-09 5120: 1-3-13 (F) 3793:2-1-01(R)(2)

Page 1 of 1

**POLICY:** All clients in the Residential Treatment Center are subject to random urinalysis testing at any time as deemed appropriate by facility staff.

**PROCEDURE:**

1. The client will be notified in person by a staff member that a urine specimen must be submitted.
2. The client will, in the presence of a staff member of the same sex, provide a urine sample in the specimen container.
  - a. The staff member will make certain that the client rinses and completely dries his hands prior to furnishing the specimen. (It is recommended that staff wear latex gloves throughout the entire process) This will prevent contamination of the specimen. These gloves shall be worn until the specimen is placed in the place of storage location.
  - b. **UNDER NO CIRCUMSTANCE WILL THE PROVISION FOR SAME SEX OBSERVATION BE WAIVED OR ALTERED.**
3. Containers for urine specimens shall be labeled to reflect the identity of the client from whom the specimen was obtained and the date it was obtained.
4. After the urine has been provided, the necessary information will be recorded on the Secure Manage.
5. **REPORT OF POSITIVE URINE:**
  - a. Results of the urine dip screen will be reviewed by appropriate program staff and a copy of the results placed in the client's file.
  - b. When a urine report comes back positive, the client will be issued a violation report. The date on the incident report should be the date the specimen was collected, not the date the results were received. The supervising authority will be notified and a decision on what action to take will be made by the Director and the supervising authority contact person.
6. **REFUSAL TO SUBMIT:** If a client "stalls" due to not having to urinate, he/she will, under continuing observation, be given a maximum of two hours to provide a specimen.
  - a. The two hours will be spent in the authorized area as assigned by staff.
  - b. A client's failure to submit a U.A. within two hours on the request will constitute a positive reading and an incident report will be written.

**Volunteers of America of Greater Ohio  
Community Corrections Program**

Policies & Procedures

Section 1000 MEDICAL CARE & HEALTH SERVICES

POLICY NUMBER:	1000:10	DATE ISSUED:	11/1/99
		DATE REVIEWED/REVISED:	09/08/11
SUBJECT:	Alcohol Surveillance	APPLICATIONS:	

Page 1 of 1

**POLICY:** All clients in the Residential Treatment Center are subject to random alcohol breathalyzer tests at any time as deemed appropriate by facility staff.

**PROCEDURE:**

1. Any client can be tested for alcohol use at any time.
2. All clients entering the facility from outside activities (work, pass, etc.) should be alco-sensored after signing into the facility.
3. If the test is random or scheduled, staff will inform the client that they must submit to an alco-sensor.
4. The staff conducting the test using the Alco Sensor III machine shall press the appropriate button which displays the digital reading, so that the client and staff witness can verify the digital reading of .000 is present at the beginning of the test.
5. Once the verification is completed, the test should be administered.
6. All results of a breathalyzer test, both positive and negative, are to be documented in the Secure Manage system.
7. If the results are positive:
  - a. the client is to be shown the result after the number stop increasing
  - b. the client is to be monitored for 20 minutes and a second test is to be administered
  - c. the client is to be shown the results of the second test
  - d. the client is to be placed on restriction to the facility
8. All tests resulting in readings of .004 or above are to be considered positive.
9. Refusal to submit to the test will be considered a positive, and may result in the client being held accountable for alcohol usage.

## **RESTRICTION**

Movement during restriction in relation to holidays will be granted on a case by case basis by the Program Director. Additionally residents may be placed on Restriction pending an investigation regarding misconduct without an incident report being generated. Restriction is a protective measure used when a resident is considered a flight risk and/or requires closer monitoring as deemed by staff or APA.

- Residents on restriction may not leave the building without staff.
- Residents on restriction will not leave on pass, job search, or other reason other than employment or APA request. If a resident is permitted to leave the building while on restriction, the resident must be accompanied by staff, his supervising officer, or other person designated by APA or the Program Director.
- Not entitled to visits.

## **DISCIPLINARY PROCEDURES**

**INCIDENT REPORT** – If a Staff member witnesses a rule violation by a resident, the staff member who discovers the violation will write an Incident Report which includes;

- The resident's name & number
- The specific rule(s) violated
- The date & time of the violation
- Facts of the incident in chronological order
- Names of witnesses, if any
- Evidence collected and its disposition, if any
- Any immediate action taken

**NOTICE** -The staff member who wrote the incident report will serve it to the resident and the resident will be asked to sign the report. The resident may admit the charge(s), deny the charge(s), or refuse both. The resident can refuse to sign the report. In this instance, staff will write "refused to sign" on the resident signature line.

**REVIEW & SANCTIONS** - All Incident Reports will be reviewed in Behavioral Review Committee (BRC). The Incident Report will be reviewed along with any other documentation included with it by the BRC and BRC will determine the sanction to be imposed.

- 1) If the resident is found guilty; mitigating and aggravating factors as listed below will be considered when sanctions are assigned.
  - A) Mitigation
    - (i) The resident has a minor or no prior disciplinary record.
    - (ii) The resident has not been involved in prior acts of the same or similar nature.
    - (iii) The misconduct was situational and not planned.
  - B) Aggravation
    - (i) The resident's disciplinary record reflects prior or continuing acts of misconduct.
    - (ii) The misconduct was planned rather than situational.
    - (iii) Injury to other persons or damage to property occurred or may have occurred as a result of the misconduct.
    - (iv) The resident has not responded to prior sanctions.

Copies of incident report(s) will also be given to the resident's supervising authority.

## **VIOLATION HEARINGS**

Residents who accumulate over 50 violation points will be restricted to the facility until the Behavior Review Committee (BRC) conducts a hearing. Hearings will be scheduled during normal business hours.

The BRC decisions will be based solely on information obtained in the hearing process, including staff reports, the statement of the resident charged and evidence derived from witnesses and documents. Residents can submit appeals to the Program Director. An appeal must be submitted within 7 (seven) days from the receipt of a decision. A decision regarding the appeal will be provide to the resident with 14 days of receipt of appeal. A copy of the decision will be kept in the resident's file.

All sanctions, violation points, positive incentives, and positive incentive point reductions are to be logged on the Behavior Record. This record is to be reviewed for accuracy at a minimum of one time every thirty days or when the value of the discipline points would warrant a review by the BRC.

## **VIOLATION CODES**

A	Automatic Referral to Behavioral Review Committee
H	High
MH	Moderate High
M	Moderate
LM	Low Moderate
L	Low

### **Assaults and Related Acts**

1. Causing, or attempting to cause, the death of another. (A)
2. Hostage taking, including any physical restraint of another. (A)
3. Causing, or attempting to cause, any physical harm to another. (H)
4. Throwing, expelling or otherwise causing a bodily substance to come into contact with another. (H)

### **Threats**

5. Threatening bodily harm to another (with or without a weapon). (H)
6. Threatening harm to the property of another, including state property. (MH)
7. Extortion by threat of violence or other means. (MH)

### **Sexual Misconduct**

8. Non-consensual sexual conduct or contact with another, whether compelled:
  - a. by force (A)
  - b. by threat of force (A)
  - c. by intimidation other than threat of force (A)
  - d. by any other circumstances evidencing a lack of consent by the victim(A)
9. Consensual physical contact for the purpose of sexually arousing or gratifying either person. (MH)
10. Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited to any word, action, gesture, or other behavior that is sexual in nature and would be offensive to a reasonable person. (MH)

### **Riots, Disturbances, and Unauthorized Group Activity**

11. Severe interference with staff in performing duties. (M-MH)
12. Severe disruption with the security or orderly running of the facility. (MH-H)

### **Resistance to Authority**

13. Physical resistance to a direct order from the supervising authority.  
(MH)
14. Failure to follow directives from the supervising authority. (LM)

**Unauthorized Relationships and Disrespect**

15. Establishing or attempting to establish a personal relationship with an employee, staff, contractor or volunteer:
  - a. Sending personal mail to an employee at his or her residence or address not associated with employment. (MH)
  - b. Making a telephone call to or receiving a telephone call from an employee at his/her residence or location not associated with employment. (MH)
  - c. Engaging in any form of business with an employee; including buying, selling, or trading any item or service. (MH-H)
  - d. Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.(H)
16. Disrespect to any employee, contractor, volunteer, visitor or offender. (M)

**Lying and Falsification**

17. Giving false information or lying to supervising authority. (LM-M)
18. Forging, possessing, or presenting forged or counterfeit documents. (M)

**Escape and Itinerary Violations**

19. Escape, failure to remain within the extended limits of confinement, and/or Violator at Large (A)
20. Out of place/off itinerary (unaccountable time) under 4 hours. (M-H)
21. Out of place/off itinerary (unaccountable time) over 4 hours. (A)
22. Attempting or planning an escape. (MH)
23. Possession of any unauthorized locking device, lock pick, or tampering with locks or keys. (M)
24. Leaving State of Ohio. (A)
25. Failure to adhere to Transitional Control home pass and electronic monitoring rules. (M)
26. Utilizing unauthorized methods of transportation. (M)

**Weapons**

27. Possession, manufacture, or introduction of a weapon or knife, hazardous tools, dangerous chemicals, explosive or ammunition. (H)
28. Procuring, or attempting to procure, a weapon or knife, hazardous tools, dangerous chemicals, explosive or ammunition; aiding, soliciting or collaborating with another person to procure a weapon or knife, hazardous tools, dangerous chemicals, explosive or ammunition; or to introduce or convey said items in a state-contracted facility. (MH)

**Drugs and Other Related Matters**

29. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance not prescribed by medical staff with out additional violations. (M-MH)
30. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance not prescribed by medical staff with additional violations. (MH)
31. Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into state-contracted facility. (M)
32. Unauthorized possession of drug paraphernalia. (M)
33. Misuse of authorized medication. (M)
34. Refusal to submit urine sample or breathalyzer, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions. (M-MH)

**Gambling, Dealing and Other Related Offenses**

35. Gambling or possession of gambling paraphernalia. (L-LM)
36. Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within a state-contracted facility, or involving an offender, staff member or another for which payment of any kind is made, promised or expected. (M)
37. Entering any business operations, legal contracts or agreements without prior permission of supervising authority. (M)

**Property and Contraband**

38. Steal or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property. (M)

- 39. Destruction, altercation, or misuse of property. (M-MH)
- 40. Possession of contraband. (L-M)

#### **Fire Violations**

- 41. Setting a fire or any unauthorized burning. (H)
- 42. Tampering with fire alarms, sprinklers, or other fire suppression equipment. (MH)
- 43. Smoking where prohibited. (LM-M)

#### **Telephone, Mail and Visiting**

- 44. Unauthorized use or possession of telephone (including cellular phones and accessories) without permission. (L-LM)
- 45. Use of telephone or mail to threaten, harass, intimidate or annoy another. (M)
- 46. Violation of visiting rules as set forth by supervising authority. (LM)

#### **Tattooing and Self-Mutilation**

- 47. Self-mutilation, including tattooing. (LM)
- 48. Possession of devices or material used for tattooing. (LM)

#### **Health and Safety**

- 49. Failure to follow safety or sanitation regulations. (L)

#### **Financial**

- 50. Failure to submit earnings in accordance with rule 5120:12-05 of the Administrative Code. (LM-M)
- 51. Possession of unauthorized funds. (LM)
- 52. Failure to provide receipts for purchased goods and services. (L-LM)
- 53. Failure to secure employment, or maintain employment as directed (L-M)
- 54. Failure to job search (LM)

#### **Programming**

- 55. Failure to attend/tardy to required programming (L-LM)
- 56. Disrupting class while in programming (L)

#### **New Criminal Charges**

**Evidence and details of the offense shall be reviewed on all new charges prior to issuing discipline points.**

- 57. Felony (A)
- 58. Misdemeanor (M-H) (Charges for violence, sex offenses, in house drug possession/use, & upper level misdemeanors shall be assessed at the higher end of consequence grid)

#### **General**

- 59. Violation of House Rules. (L-LM)
- 60. Violation of the Transitional Control Rules of Participation (L-H)

Violations that have a range of potential points will be reviewed for severity and violation history when assigning violation points. The lower end of the point scale should be used on the first offense and gradually increase with subsequent violations when possible.

When offenders commit multiple violations in one act all violations shall be listed on the Behavior Record, but the points issued shall be based on the highest level violation as opposed to assigning points based on each violation he committed:

**HOUSE RULES: VIOLATIONS**

Some of these rules were provided to us by ODRC and were modified for use at our program.

<b><u>VIOLATION LEVEL</u></b>	<b><u>BEHAVIOR</u></b>
MINOR	<ul style="list-style-type: none"> <li>• Unmade bed</li> <li>• Over the limit on property</li> <li>• Untidy/unsanitary living area</li> <li>• Not participating in chores/not completing chores thoroughly</li> <li>• Wearing any headgear outside of the dorm, i.e. baseball hats, sunglasses, skull caps</li> <li>• Sleeping during unauthorized time</li> <li>• Failure to follow "lights out" policy</li> </ul>
MODERATE	<ul style="list-style-type: none"> <li>• Staff jumping</li> <li>• Being in an unauthorized area</li> <li>• Misuse/abuse of telephone</li> <li>• Over limit of \$40.00 on person at one time</li> <li>• Resident transaction</li> <li>• Swearing</li> <li>• Clothing that depicts drugs, alcohol, gang affiliation, or is sexually suggestive.</li> <li>• Possession of any electronic device that has Internet capabilities.</li> <li>• Possession of contraband – food, anything not approved on property list</li> </ul>
MAJOR	<ul style="list-style-type: none"> <li>• Verbal aggression</li> <li>• Not taking medication as prescribed</li> <li>• Getting fired from employer and/or choosing to quit job without proper notification and valid reason.</li> <li>• Failure to attend Case Management session</li> <li>• Horseplay</li> <li>• Failure to follow sign-in/sign-out procedure</li> <li>• Unauthorized conduct with a visitor</li> </ul>

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**GENERAL INFORMATION**

Subject

- Request - An amendment to a special use permit to raze and rebuild an existing convenience store.
- Location - 1702 W Laskey Road
- Applicant - NZR Realty  
4820 Monroe Street  
Toledo, Ohio 43623
- Engineer - Bryan D. Ellis  
Glass City Engineering & Surveying, LLC  
7057 Barendt Road  
Toledo, OH 43617
- Architect - Scot Rossi  
Rossi & Associates, LLC  
970 S Byrne Road  
Toledo, OH 43609

Site Description

- Zoning - CR Regional Commercial District
- Area - ± 0.524 acres
- Frontage - ± 150' on Laskey Road  
± 150' on Jackman Blvd
- Existing Use - Gas Station with 730 sq. ft. Convenience Store
- Proposed use - Gas Station with 3,596 sq. ft. Multi Tenant Building
- Required Parking - 20 spaces (includes spaces at dispensers)
- Proposed Parking - 20 spaces (includes spaces at dispensers)

Area Description

- North - Vacant Multi Tenant Shopping Center / CR
- East - Light Equipment Repairs / CR
- South - Miracle Mile Shopping Center / CR
- West - Multi Tenant Commercial Building / CR

**GENERAL INFORMATION (cont'd)**

Parcel History

- SUP-4-78 - Special Use Permit to construct a new kiosk, canopy, bathroom building, pumps and fuel islands (PC approved 3/23/78, Ord. 252-78 approved 4/25/78)
- SUP-110-84 - Special Use Permit to construct a new kiosk, canopy, pumps and fuel islands (PC approved 7/26/84, Ord. 620-84 approved 8/14/84)
- SUP-110-84 - Minor change to Special Use Permit to allow neon accent strip on canopy (PC approved 7/26/90, Ord. 889-90 approved 9/4/90)
- SUP-8003-13 - Special Use Permit to raze and rebuild an existing convenience store. (PC approved 9/12/13, Ord. 495-13 approved 10/29/13)

Applicable Plans and Regulations

Toledo Municipal Code Part Eleven: Planning and Zoning  
Toledo 20/20 Comprehensive Plan

**STAFF ANALYSIS**

The applicant is requesting an amendment to a special use permit (SUP) to raze and rebuild a convenience store located at 1702 W Laskey Road. The .524-acre site is zoned CR Regional Commercial and is developed with a 730 square foot convenience store and 10 fuel dispensers with canopy (6 fuel islands). A number of changes are proposed to the previously approved site plan, approved via Special Use Permit Ord. 495-13. The main changes include the expansion and relocation of the building from 2,214 square feet to 3,596 square feet and the addition of a drive-thru window.

The proposal consists of a new 3,596 square foot building that will house the convenience store and one (1) unit for a future tenant. The applicant has indicated that the tenant space will occupy approximately 1,200 square feet of the overall 3,596 square foot building. The remaining 2,396 square feet will be used as the convenience store for the gas station. Staff requested elevations and floor plans that outline the future tenant space and exterior building materials. Floor plans and elevations are required to ensure the required number of parking spaces is being provided and the exterior is meeting the commercial design standards.

## **STAFF ANALYSIS (cont'd)**

The site currently offers ten (10) fuel dispensers distributed among six (6) islands. To allow for the shift in building location, the number of fuel dispensers will be reduced to eight (8) distributed among four (4) islands. Additionally, the proposal includes a partial demolition of the existing canopy. A condition of approval has been included that requires the canopy and canopy columns to meet the criteria listed in TMC§1104.0903(A) *Gasoline and Fuel Sales - General Requirements* if ever replaced or significantly modified.

### Parking and Circulation

Pursuant to TMC§1107.0304 *Parking, Loading and Access* – Schedule A, a convenience store with fuel sales is required to have one (1) parking space per pump (counted as if parked at the pump) plus one (1) parking space per 300 square feet of customer area. The total number of parking spaces required (based on convenience store with fuel sales and general retail sales tenant space) equals twenty (20) spaces. The site plan submitted depicts twenty (20) parking spaces and is in compliance with the number of parking spaces required. In the event the tenant space is to be used by a development with a parking requirement different than one (1) space per 300 square feet of floor area, the overall site parking should be recalculated.

The Division of Transportation objects to the approval of the site plan with a drive-thru window unless twenty-five (25) foot drive aisles can be maintained throughout the site. With the addition of a drive-thru window, two-way traffic circulation issues exist. In addition, the construction of a by-pass lane is strongly encouraged at establishments that include a drive-thru option.

### Landscaping

The site is existing and per TMC§1114.0500 *Appearance Upgrade for Nonconforming Development*, the applicant is only required to bring the landscaping closer into compliance with the 2004 zoning code. However, the site is large enough to accommodate a fifteen-foot (15') greenbelt along both the Jackman and Laskey Road frontages. The requirement for one (1) tree for every thirty feet (30') of linear frontage shall be applied to the frontage greenbelts. The enlargement of the building and the addition of a drive-thru window reduces the area for landscaping, resulting in an approximate eight (8) foot proposed frontage greenbelt along both frontages and the drive-thru lane. The applicant has not formally requested a reduction of the fifteen (15) foot frontage greenbelt and staff is not supportive of a waiver in these areas.

In addition to the frontage greenbelt plantings, foundation plantings shall be installed along all portions of the building that are visible from the public right-of-ways and all major building entrances. Acceptable plantings shall consist of both foundation shrubs and a 2-inch caliper tree for every 1,000 square feet of building coverage or the preservation of existing trees or hedges within the development site may be used for interior landscape credit.

**STAFF ANALYSIS (cont'd)**

Building Design

Pursuant to TMC§1109.0501(A) *Building Design Standards* – Predominant exterior building materials shall be high-quality materials. Façades visible from the public right-of-way, must be comprised of at least seventy-five percent (75%) “High-quality” exterior building materials as listed in TMC§1109.0501 - *Façade Materials*. The previously approved elevation drawings, submitted with SUP-8003-13, indicated “founder’s brick” as the primary façade material and the utilization of a small amount of EIFS on the signboard. In the event the exterior design remains unchanged, the EIFS products may not cover more than fifteen percent (15%) of right-of-way facing façades. Staff has requested the applicant submit color elevations specific to this application.

Toledo 20/20 Comprehensive Plan

The Toledo 20/20 Comprehensive Plan targets this site for regional commercial uses. The intent of the regional commercial designation is to accommodate auto-oriented commercial development in areas already built in this manner and to accommodate community and regional-oriented commercial uses.

Although consistent with the recommendation of the 20/20 Plan, Staff is recommending disapproval of the applicant’s request for the following reasons. First, the Division of Transportation has objected because the addition of the drive-through window will result in insufficient drive aisles and overall two-way traffic circulation issues. Additionally, the Division of Transportation is concerned about the lack of a drive-through by-pass lane. Second, the site is large enough to accommodate an upgrade in landscaping, which is required per TMC§1114.0500 *Appearance Upgrade for Nonconforming Development*. However, the site plan as submitted only offers an extension of the existing eight (8) foot landscape buffer in the areas where two (2) curb cuts are to be removed. The corner of Laskey and Jackman is a major intersection and a full fifteen (15) foot greenbelt is warranted along both frontages. Finally, the site does not meet all of the applicable provisions of the zoning code outlined in TMC§1111.0706 *Review and Decision-Making Criteria*.

Although staff is recommending disapproval, conditions are provided for information purposes in Exhibit “A”.

**STAFF RECOMMENDATION**

The staff recommends that the Toledo City Plan Commission disapprove SUP-1001-14, an amendment to a special use permit to raze and rebuild an existing convenience store, located at 1702 W Laskey Road, to Toledo City Council for the following two (2) reasons:

**STAFF RECOMMENDATION (cont'd)**

1. The Division of Transportation objects to the special use permit request as the drive-thru window causes two-way traffic circulation issues, twenty-five (25) foot drive aisles are not being maintained throughout the site and the drive-thru window does not provided a by-pass lane.
2. The proposed site plan does not comply with all applicable provisions of this Zoning Code (TMC 1111.0706.B Review & Decision-Making Criteria).

SPECIAL USE PERMIT  
TOLEDO CITY PLAN COMMISSION  
REF: SUP-1001-14  
DATE: February 13, 2014  
TIME: 2:00 p.m.

CITY COUNCIL PLANNING  
AND ZONING COMMITTEE  
DATE: March 19, 2014  
TIME: 4:00 p.m.

BH/bp  
Three (3) sketches to follow  
Exhibit "A"

# GENERAL LOCATION

SUP-1001-14  
ID 56



9 - 9

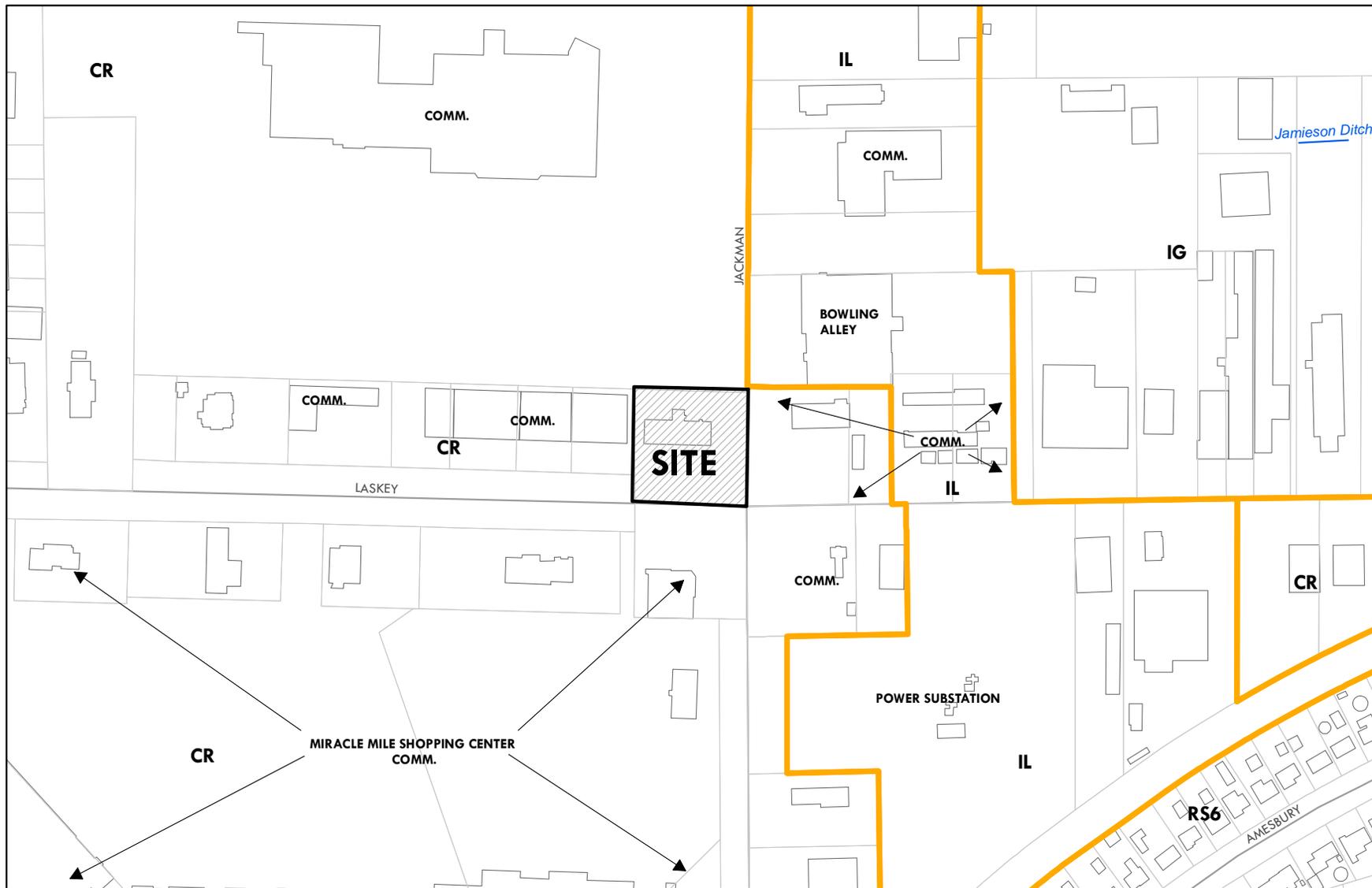


# ZONING & LAND USE

SUP-1001-14  
ID 56



6-7





**EXHIBIT “A”**  
**REVIEW AGENCY CONDITIONS**

The following forty (40) conditions are listed by agency of origin. Applicants are encouraged to contact each of the agencies to address compliance with their conditions.

Engineering Services

1. All existing substandard sidewalk, drive approaches, curb, and pedestrian curb ramps within the public right-of-way abutting the site shall be replaced/upgraded to conform to the current City of Toledo Construction Standards Specifications; The Toledo Municipal Code; and The Americans with Disabilities Act Guidelines. The drive approach along Laskey Road and the drive approach along Jackman Road do not meet the current standards listed above, and shall be removed and replaced in order to be brought into compliance.
2. All proposed sidewalk, drive approaches, curb, and pedestrian curb ramps within the public right-of-way shall be constructed in accordance with the City of Toledo Construction Standards, Specifications, The Toledo Municipal Code, and The Americans with Disabilities Act Guidelines. Existing drives along Laskey Road and Jackman Road that will not be reused shall be removed and the area restored to match the adjacent landscape. Curb drops through unused drives shall be removed and replaced with full height curb to match the adjacent curb.
3. All commercial drive approaches, (along with the sidewalk through the drive) shall be constructed with eight-inch (8”) thick concrete per The City of Toledo Construction Standards and Specifications. No curb shall be permitted in the right-of-way along either side of a drive approach. No horizontal curb cutting will be permitted to create a curb drop/opening.
4. Required permits for all approved work in the public right-of-way shall be obtained, before work begins, from the One Stop Shop, ph. (419) 245-1220.  
  
Contact Scott Bishop at ph. (419) 936-2756 for inspection of above-mentioned items.
5. Water service is available subject to the Rules and Regulations of the Department of Public Utilities.
6. If existing water services are not to be reused, they shall be abandoned by the City of Toledo at the developer’s expense.
7. Plans for new water service or modifications to existing water service shall be submitted to the Division of Engineering Services for review and approval.

**EXHIBIT "A" (cont'd)**

Engineering Services (cont'd)

8. Maintain 10 feet (10') of horizontal clearance between proposed water service and sanitary or storm sewers. Maintain 4 feet (4') of horizontal clearance between proposed water service and any other underground utility. Maintain 18 inches (18") of vertical clearance between proposed water service and any underground utility.
9. Do not construct permanent structures over unmetered water services.
10. Contact the Division of Water Distribution for installation requirements for backflow preventers.
11. New fire, domestic, and irrigation taps will be installed by the City of Toledo at the owner/developer's expense.
12. If existing public water facilities are in conflict and must be relocated, they will be relocated by the City of Toledo at the owner's cost.
13. Storm drainage service for this site is available subject to: the Criteria and Regulations of the Departments of Public Utilities and Public Service; the Toledo Municipal Code, including but not limited to Chapters 941, 1110, and 1107; the Toledo City Charter; the "Subdivision Rules & Regulations" of the Toledo-Lucas County Plan Commission; the City of Toledo Infrastructure Design Plan." All disturbed land areas over one (1) acre must submit an NOI to and obtain a permit from the Ohio EPA. Storm water detention will be required in accordance with the above.
14. A detailed site-grading plan for this project shall be submitted for approval. The plan shall show the adjacent topography and grades for the land abutting the proposed development for a distance of approximately one hundred feet (100') from the development boundaries if requested. All storm drainage must be internal and not run off onto adjacent properties unless approved by the City of Toledo Drainage Engineer.
15. No construction work, including grading, will be permitted without approved plans and inspection.

**EXHIBIT "A" (cont'd)**

Engineering Services (cont'd)

16. Plan submittals shall be in conformance with the latest version of Infrastructure Design and Construction Requirements available at [www.ci.toledo.oh.us/Departments/PublicUtilities/DivisionofEngineeringServices/PlanReviewProcess/tabid/355/Default.aspx](http://www.ci.toledo.oh.us/Departments/PublicUtilities/DivisionofEngineeringServices/PlanReviewProcess/tabid/355/Default.aspx). It is advised that consulting engineers, architects, and developers contact the Department of Public Utilities, the Department of Engineering Services to set up a pre-submittal meeting. This is suggested so that there is a full understanding of the City of Toledo's requirements for the sanitary, storm, water, and roadway utilities. This will in turn help to eliminate costly design time, revisions to drawings, delays in plan reviews and speed-up the plan approval process.

Contact Information is:

Division of Engineering Services: ph. (419) 245-1315, fax (419) 936-2850  
Sanitary Sewers: Mike Elling, ph. (419) 936-2276  
Storm Water Drainage: Lorie Haslinger, ph. (419) 245-3221  
Water: Andrea Kroma, ph. (419) 936-2163  
Roadway: Doug Stephens, ph. (419) 936-2279

17. Post construction storm water Best Management Practices shall be incorporated into the design to provide treatment of runoff prior to discharging into the City's system. Designs incorporating low impact development solutions such as grassy swales, and bio-retention areas in lieu of curb, storm sewers, and underground detention are encouraged and often much less costly. Designs incorporating wet ponds, extended detention, bio-retention, or grassy swales are eligible for a 30 percent (30%) reduction in the property's storm water utility fee.
18. Sanitary sewer service for this development is available subject to the Rules and Regulations of the Department of Public Utilities.
19. A single sanitary sewer tap from this site shall be allowed into the public sanitary sewer system. The developer shall use existing sanitary tap, when available.
20. If there are any existing structures to be demolished at the site, the sanitary services to such structures will be killed by the City of Toledo at the developer's cost.
21. Any existing sewers under proposed buildings shall be relocated or abandoned. The developer shall verify any sewers to be abandoned are no longer in service.

**EXHIBIT "A"** (cont'd)

Engineering Services (cont'd)

22. Any kills that were not done at the right-of-way line shall be re-killed at the right-of-way to eliminate any active pipes on the property.

Sewer & Drainage Services

No Comments or Objections.

Environmental Services

Comments not receive at this time.

Fire Prevention

No Comments or Objections.

Building Inspection

23. Demolition of the existing building will require a demolition permit issued from the City of Toledo through its Division of Building Inspection requiring termination of all utilities. Documentation from Columbia Gas and Toledo Edison/Energy One must be provided to Building Inspection that this has occurred. If the existing water and sewer taps are to be re-used, the applicant/contractor must identify this to the Department of Public Utilities and secure their release from the demolition permit to processed and issued.
24. Construction of the new gas station and convenience store will require construction documents stamped by a licensed design professional to be submitted to the Division of Building Inspection for review and approval showing the construction to be in compliance with the City of Toledo's building, mechanical and fire codes and, by referenced standards, those of the State of Ohio. Plans must identify the correct building type, use group, occupancy load, plumbing fixture count, egress and emergency egress location, emergency evacuation routes and other life-safety and ADA compliancy facilities, in accordance with the Administrative Code of the Ohio Building Code Chapter 106.

Division of Transportation

25. The Jackman Rd. access drive encroaches the parking spaces to the north. It shall be re-located to align with the drive aisle.

**EXHIBIT “A”** (cont’d)

Division of Transportation (cont’d)

26. The Division of Transportation strongly encourages the construction of a by-pass lane at establishments that include a drive-thru option.

Plan Commission

27. The applicant shall submit a revised site plan or floor plan that indicates the all uses on site.
28. The applicant shall submit color elevations identifying all exterior materials to be used and the percentage of materials per façade. All building facades visible from any right-of-way shall consist of a minimum 75% high quality materials per TMC§11069.0500 *Façade Materials and Color*.
29. A minimum of 2 bicycle spaces shall be provided or written justification, supported by evidence, shall be provided indicating how the use does not generate bicycle usage as outlined in TMC §1107.0900.
30. A dumpster location(s) shall be noted on a revised site plan and have a concrete pad surrounded by a solid wooden fence or a masonry screen enclosure with landscaping and shall not be located in any required setbacks.
31. If the canopy is replaced or extensively modified, the canopy and columns shall be designed to meet the criteria of TMC §1104.0903 *Gasoline & Fuel Sales – General Requirements*.
32. Hours of operation for convenience stores, gas stations and drive-through facilities are limited to 5:30 a.m. to 1 a.m., or other hours that are consistent with a liquor permit by the State of Ohio, per TMC§1104.0601, §1104.0801 & §1104.0901 *Hours of Operation*.
33. Free air (with the capability of filling standard automobile tires), water, and restrooms shall be provided and maintained during operating hours of the station, per TMC§1104.0903(D).
34. A concrete curb or permanent wheel stops shall be constructed along the edge of all parking spaces adjoining landscaping areas.
35. Flat lens lighting shall be used for all outside lighting, including canopies.

**EXHIBIT “A”** (cont’d)

Plan Commission (cont’d)

36. Non-petroleum displays must be within twenty-five (25) feet of the building but not within twenty-five (25) feet of any right-of-way. The maximum height of such displays shall not exceed five (5) feet.
37. A detailed site, lighting, sign, fencing and landscaping plan, for the new parking lot, shall be submitted to the Plan Director for review and approval. Such plan shall include:
  - a. Topsoil must be back filled to provide positive drainage of the landscape area; shall be noted on revised landscape plan; **shall be noted on landscape plan.**
  - b. All landscaped areas must have a minimum dimension of at least 9 feet and be at least 160 square feet in area; **shall be noted on landscape plan;**
  - c. Two canopy trees and six shrubs are required to be installed in interior landscape areas for each 10 parking spaces within the parking lot (existing trees may be used for credits; **shall be noted on landscape plan;**
  - d. The location, number, height, diameter and species of any materials to be planted and maintained, as well as the location and number of any existing trees to be retained, trees, shrubs, and landscape materials shall meet the standards included in TMC 1108.0400 Landscape Materials Standards; shall be noted on revised landscape plan; **shall be noted on landscape plan.**
  - e. A 15’ frontage greenbelt is required along both the Laskey and Jackman Road frontages; the greenbelt shall include one (1) tree for every thirty feet (30’) of lot frontage and a solid evergreen hedge to screen the parking lot and drive-thru; **shall be noted on landscape plan.**
  - f. Foundation plantings are required along all portions of the building that are visible from the public right of way and at all major building entrances. (TMC 1108.0205.B Landscaping and Screening; **shall be noted on landscape plan.**
  - g. Landscaped areas may not contain bare soil, aggregated stone or decorative rock. Any ground area must be covered with hardwood mulch, grass or other vegetative ground coverage; shall be noted on revised landscape plan; **shall be noted on landscape plan.**
  - h. The location, height and materials for any fencing to be installed and maintained; **acceptable as depicted on plan.**

**EXHIBIT “A”** (cont’d)

Plan Commission (cont’d)

- i. The location, lighting and size of any signs.
38. A Bond of Performance or suitable assurance acceptable to the Division of Inspection valid for a period of two (2) years shall be posted with the Commissioner of Inspection providing for the installation of required landscaping within one (1) year. Landscaping shall be installed & maintained indefinitely.
39. Minor adjustments to the site plan that do not violate the above conditions, or the Toledo Municipal Code, may be reviewed and approved by the Director of the Toledo City Plan Commission.
40. No permits shall be issued until arrangements satisfactory to the Director of the Toledo City Plan Commission have been made for compliance with the conditions as set forth above.

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**GENERAL INFORMATION**

Subject

- Request - Appeal of administrative disapproval of minor site plan review
- Location - 5150 Jackman Road (Right-of-Way)
- Applicant - Fibertech Networks, LLC  
300 Meridian Centre Blvd., Suite 200  
Rochester, NY 14618
- Contact - Ken Wulf  
720 Lakeview Plaza Blvd, Suite B  
Worthington, OH 43085
- Engineer - Team Fishel  
Brian Smith  
1366 Dublin Road  
Columbus, OH 43215

Site Description

- Zoning - IL Limited Industrial District
- Area - 20' Wide Right-of-Way
- Proposed Use - 30' Cellular Amplification Tower

Area Description

- North - Commercial and Industrial / IL
- South - Industrial / IL
- East - Industrial / IL
- West - Restaurant and Bowling Alley / CR

Parcel History

No parcel history on file.

Applicable Plans and Regulations

Toledo Municipal Code, Part Eleven: Planning and Zoning  
Toledo 20/20 Comprehensive Plan

**STAFF ANALYSIS**

The applicant is requesting an appeal of a minor site plan review disapproval for a site located in the unpaved right-of-way of 5150 Jackman Road. The applicant requested to install a wireless communication facility (thirty (30) foot class 5 pole for the installation of a Kathrein Dual Band Antenna and associated equipment) in the unpaved portion of right-of-way in front of the business at 5150 Jackman Road. Surrounding land uses include commercial and industrial uses to the north, industrial uses to the south and east and a restaurant and bowling alley to the west.

Staff administratively disapproved the site plan review for two (2) reasons. First, pursuant to TMC§1104.1801(A) *Wireless telecommunications facilities - All Wireless Facilities*, with the exception of necessary electric and telephone service and connection lines approved by the City, no part of any wireless facility tower or antenna, nor any lines, cable, equipment, wires or braces connecting to a tower or antenna, shall at any time extend across or over any part of the right-of-way. Second, the Division of Transportation objected to the installation of the proposed facility within the public right-of-way.

**STAFF RECOMMENDATION**

The staff recommends that the Toledo City Plan Commission disapprove SPR-53-13, a request for an appeal of a minor site plan review disapproval for a site located in the unpaved right-of-way in front of 5150 Jackman Road, for the following three (3) reasons:

1. Pursuant to TMC§1104.1801(A) *Wireless Telecommunications Facilities - All Wireless Facilities*, the zoning code prohibits locating wireless communication facilities in the public right-of-ways.
2. The Division of Transportation has object to the installation of objects within the public right-of-way; and
3. The proposed site plan does not comply with all applicable standards of the Toledo Municipal Code (TMC 1111.0809.A - *Approval Criteria*).

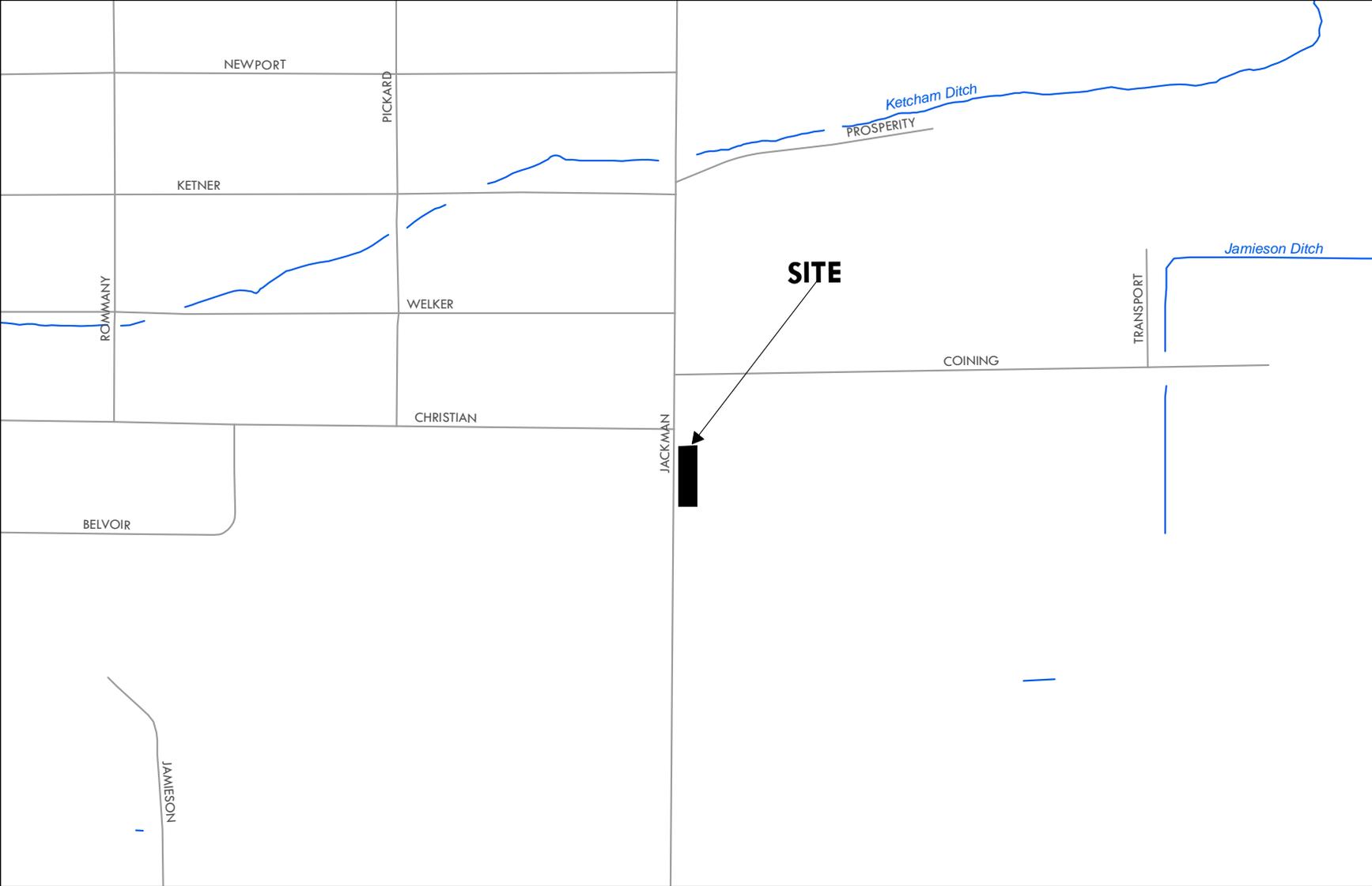
Appeals of the Plan Commission’s decision on this minor site plan review appeal may be taken to City Council by filing a notice of appeal to the Planning Director and the Clerk of City Council. Appeals must be filed within 10 days of the Plan Commission’s Decision.

ADMINISTRATIVE APPEAL  
TOLEDO CITY PLAN COMMISSION  
REF: SPR-53-13  
DATE: February 13, 2014  
TIME: 2:00 P.M.

BH/bp  
Three (3) sketches follow

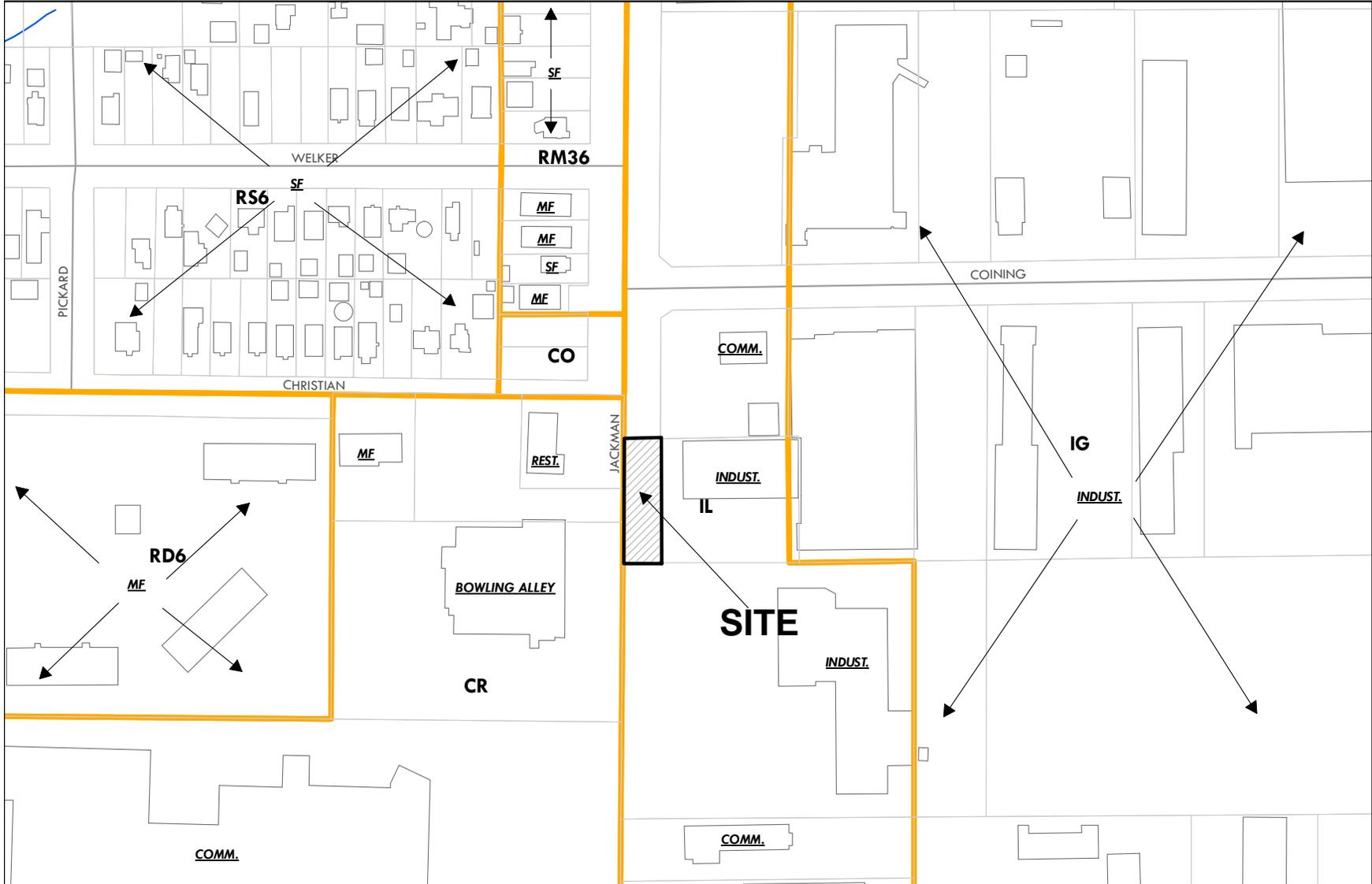
# GENERAL LOCATION

SPR-53-13  
ID 57



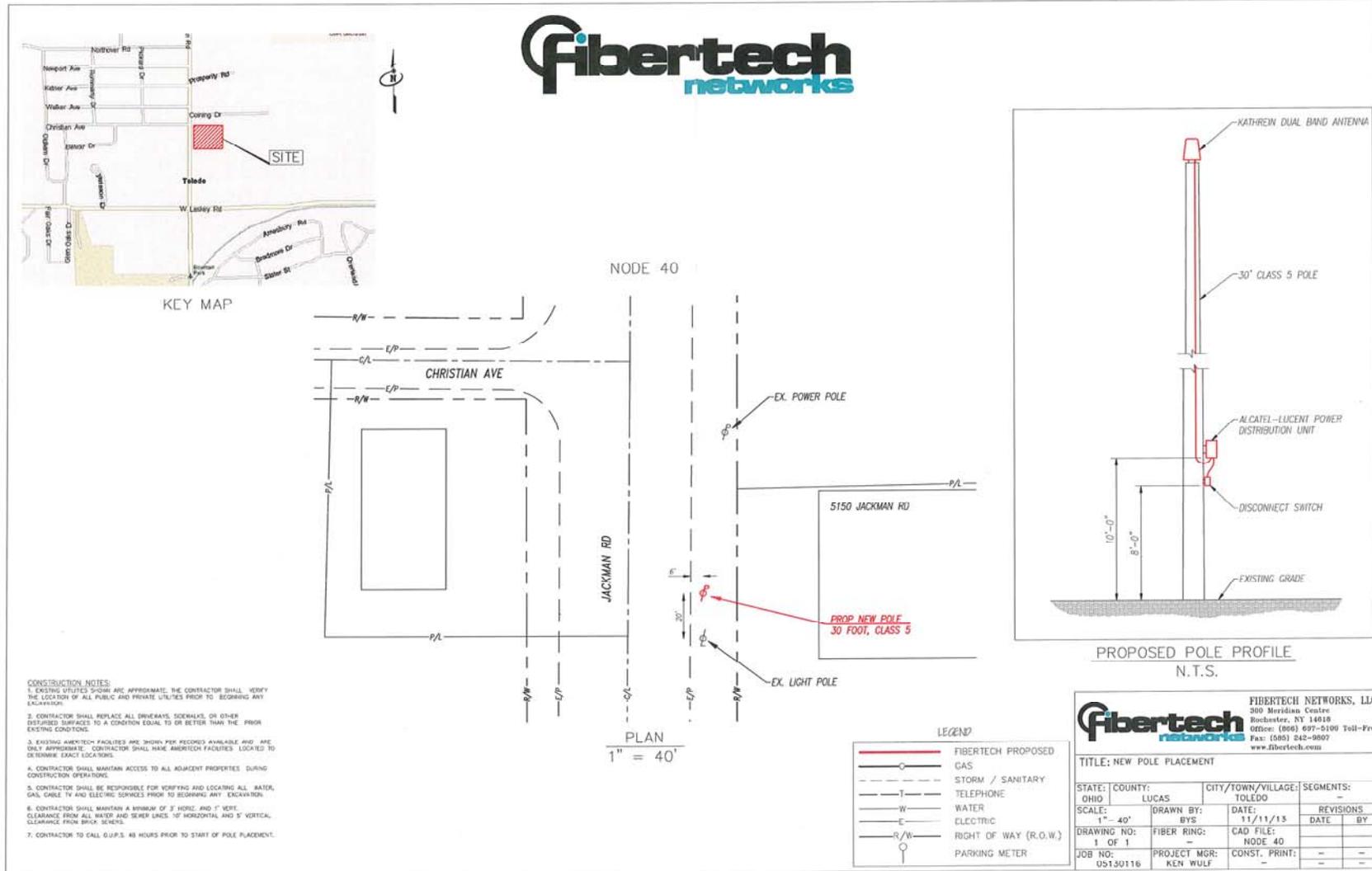
# ZONING & LAND USE

SPR-53-13  
ID57



# SITE PLAN & ELEVATION

SPR-53-13  
ID 57



7-5

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## STAFF REPORT CONDITIONS OF APPROVAL – AGENCY SOURCE IDENTIFICATION

Recommendations for conditions of approval often originate from agencies that have reviewed plans and proposals under consideration by the Plan Commission. To indicate which agency requested which condition of approval, that agency's name is placed at the end of the condition in parenthesis. Agency names are listed below:

TOLEDO-LUCAS COUNTY  
PLAN COMMISSIONS  
ONE GOVERNMENT CENTER  
SUITE 1620  
TOLEDO, OH 43604  
419-245-1200

FIRE PREVENTION  
c/o BUILDING INSPECTION  
ONE GOVERNMENT CENTER  
SUITE 1600  
TOLEDO, OH 43604  
419-245-1220

TOLEDO EDISON COMPANY  
CHRISTINE CUNNINGHAM  
ENGINEERING SERVICES  
6099 ANGOLA RD.  
HOLLAND, OH 43528  
419-249-5440

DIVISION OF WATER DISTRIBUTION  
401 S. ERIE STREET  
TOLEDO, OH 43604  
419-936-2826

DIVISION OF FORESTRY  
COMMISSIONER  
2201 OTTAWA PARKWAY  
TOLEDO, OH 43606  
419-936-2326

UNITED STATES POST OFFICE  
POSTMASTER  
435 S. ST. CLAIR STREET  
TOLEDO, OH 43601  
419-245-6802

DIVISION OF WATER  
RECLAMATION  
COMMISSIONER  
3900 N. SUMMIT STREET  
TOLEDO, OH 43611  
419-727-2602-

DIVISION OF INSPECTION  
COMMISSIONER  
ONE GOVERNMENT CENTER  
SUITE 1600  
TOLEDO, OH 43604  
419-245-1220

LUCAS SOIL AND  
CONSERVATION DISTRICT  
JEFF GRABARKIEWICZ  
138 W. DUDLEY  
MAUMEE, OH 43537  
419-893-1966

DIVISION OF TRANSPORTATION  
COMMISSIONER  
110 N. WESTWOOD  
TOLEDO, OH 43607  
419-245-1300

DIVISION OF  
ENGINEERING SERVICES  
COMMISSIONER  
ONE LAKE ERIE CENTER  
600 JEFFERSON AVENUE, STE 300  
TOLEDO, OH 43604  
419-245-1315

LUCAS COUNTY ENGINEER  
KEITH EARLEY  
ONE GOVERNMENT CENTER  
SUITE 870  
TOLEDO, OH 43604  
419-213-4540

SERVICE DEPARTMENT  
EDWARD MOORE, DIRECTOR  
110 N. WESTWOOD  
TOLEDO, OH 43607  
419-245-1835

COLUMBIA GAS COMPANY  
TONY BUCKLEY  
FIELD ENGINEER TECHNICIAN  
3222 W. CENTRAL AVE.  
TOLEDO, OH 43606  
419-539-6063

LUCAS COUNTY  
SANITARY ENGINEER  
JIM SHAW  
1111 S. McCORD ROAD  
HOLLAND, OH 43528  
419-213-2926

TOLEDO-LUCAS COUNTY  
HEALTH DEPT.  
LANA GLORE, ENV. HEALTH SERV.  
635 N. ERIE STREET ROOM 352  
TOLEDO, OH 43604  
419-213-5446

A T & T  
ATTN: DESIGN MANAGER  
130 N. ERIE, ROOM 714  
TOLEDO, OH 43624  
419-245-7000

BUCKEYE CABLESYSTEM, INC.  
GARY KASUBSKI  
4818 ANGOLA ROAD  
TOLEDO, OH 43615  
419-724-3821

VERIZON  
BRAD SNYDER  
300 W. GYPSY LANE  
BOWLING GREEN, OH 43402  
1-419-354-9452

WATERVILLE GAS  
JAMIE BLACK  
PO BOX 259  
WATERVILLE, OH 43566  
419-878-4972

OHIO GAS  
MIKE CREAGER  
13630 AIRPORT HWY.  
SWANTON, OH 43558  
419-636-1117

TIME WARNER  
RAY MAURER  
3760 INTERCHANGE ROAD  
COLUMBUS, OH 43204  
614-481-5262

EMBARQ  
117 EAST CLINTON STREET  
NAPOLEON, OH 43545  
419-599-4030

CENTURYLINK  
TIM R. TAYLOR  
375 E RIVERVIEW AVE  
NAPOLEON, OH 43502

# Toledo - Lucas County General Street Map

