
**CITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
JANUARY 25, 2022 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO**

Deputy Mayor William Bicknell called the Carlisle, Ohio City Council Regular Meeting of Tuesday, January 25, 2022 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:02 p.m. with the Pledge of Allegiance.

Roll Call:

Mrs. Kim Bilbrey	present
Mrs. Debbie Kemper	present
Mr. William Bicknell	present
Mr. Michael Kilpatrick	present
Mr. Chris Stivers	present
Mr. Tim Humphries	present
Mayor Randy Winkler	absent

Staff members present: City Manager Julie Duffy
 Finance Director Ryan Rushing
 Planning & Zoning Administrator Cathy Walton
 Clerk of Council Jennifer Harover

Deputy Mayor Bicknell explained that Mayor Winkler had notified Mrs. Duffy yesterday that he would not be able to make tonight's meeting. Mrs. Kemper made a motion to excuse Mayor Winkler from tonight's meeting, seconded by Mrs. Bilbrey.

Roll Call:

Mr. Kilpatrick	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mrs. Bilbrey	yes
Mr. Stivers	yes
Mr. Bicknell	yes

Mayor Winkler has been excused from tonight's meeting.

The minutes of January 11, 2022 were presented to Council for review. Mrs. Kemper made a motion to approve the minutes as presented, seconded by Mr. Stivers.

Roll Call:

Mrs. Bilbrey	yes
Mr. Kilpatrick	yes
Mrs. Kemper	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Bicknell	yes

Minutes of January 11, 2022 were approved.

Mrs. Duffy explained to Council that meeting minutes of the work session from January 11, 2022 were not yet complete. These will be on for approval at the agenda for February 8, 2022.

Public Forum:

No members of the public in attendance approached Council. Deputy Mayor Bicknell closed the Public Forum.

Council Report:

Mr. Humphries attended a School Board meeting on Monday. They acknowledged it was appreciation month for School Board members and all were given a certificate. He believes it is coming closer for Indian Trace to begin selling lots and building new homes. With all of the new homes being built in various subdivisions, he would like everyone to remember that this will increase our need of services. When more families come to the area it means that more services will be required as well as more money will be needed. He believes that Carlisle has the best fiscal officer it has ever had and the City is doing its best to be sure that the city runs fiscally correct. He thanks everyone who is moving to Carlisle and making this their home but he also hopes they understand that there are hard decisions ahead to keep the city afloat and continue our services.

Mr. Stivers explained that some of the taxes paid here go towards the Springboro/Franklin Public Library. He would like for all Carlisle residents to know that the library is accessible to them. In addition to that membership at the library, there is a drop box book return behind the Franklin Township administration building at the corner of Union and Fairview. You can drop off books there and they will return them to the library.

Mr. Kilpatrick had no comments.

Mrs. Kemper sent well wishes to Mayor Winkler. She reminded the community that dog tags for Warrant County are available at City Hall and are due by the 31st without penalty. Residents can also access the website for dog tags through our Carlisle webpage. The City will be continuing with the Business of the Month. Beginning the first of February, the Recreation & Events Committee will each month be recognizing businesses within the City. Every business will get a turn. She welcomed Cathy Walton to the City as our new Planning & Zoning Administrator. She also sent out a bit of good luck to the Cincinnati Bengals and their upcoming playoff game.

Mrs. Bilbrey stated that the February Business of the Month will be Gross Lumber. That date will be either February 1st or February 3rd at 6:00pm. Council will decide later tonight which date works best for most of them. She spoke with County Recorder, Linda Oda at the Chamber 45005 meeting and she would like to attend Council's next meeting to speak about property fraud. This will be a free service to all Warren County residents and there are people out there trying to charge for this service. She was blown away with the Chamber 45005 meeting. There were 49 attendees at the A & G Pizza and it was amazing to see so many state officials and local business/non-profits together. She was not aware of how many resources this area has available. It was great for her to see just how many contacts Warren County has for their residents. Any one may contact Peggy at the Chamber to receive more information. She also attended her first pantry meeting that services Franklin, Carlisle and Springboro on January 11th. They opened their arms and welcomed her. She is the only representative of Carlisle

on this Board. She is excited to be able to help any resident that needs assistance with everything from prescriptions or electric shut-off to simple groceries. She is here to help and urges anyone in need to reach out to her or the pantry.

Mayor's Report:

Deputy Mayor Bicknell stated that we are officially entering tax season. All employers should have W-2's postmarked by the end of the month. He asks that all citizens be patient with staff as that department is a one-person office. It gets extremely busy during tax season but please understand that they will return all messages. This is a great department for the City. There have been a couple of small snow falls and he commends the Service Department and Mr. Casson for being ready. You would think that these service vehicles were brand new. This is a testament to the workmanship and dedication that our Service Department has for their equipment to keep it looking so amazing.

Manager's Report:

Mrs. Duffy explained that dog tags are for sale at City Hall. We do not offer sales online but there are links on our website to the various county auditor's offices. We do only sell Warren County dog tags at City Hall. Montgomery County and Warren County each have their own requirements about registering dogs over a particular age and it goes by where you live. Dog tags do fall under the domain of the county's auditor. It is everyone's favorite time of the year, tax season. She encourages everyone to think of it as a two-step process. File early and then you are able to budget accordingly. If you do have a tax burden, then you do have time to arrange the applicable payment before the deadline. This will help to keep down any late filing fees. City Hall did receive information from the Warren County Foundation about their 15th annual Community Services Awards. It is scheduled for June 9th and they are currently in their nomination period. It is county-wide with several categories and we would love to see some representation for Carlisle among the nominees. This information will be posted on our Facebook page so that citizens can make their own nominations. It is also snowplow season. Please keep in mind that there are ways to shovel your driveway to reduce the "second shovel" following a plow truck. There is a way to avoid this second shovel after snow plow comes by your driveway. A snow plow does have a job to keep our roadways safe by removing the snow. As the snow plow approaches your driveway, plan on putting the shoveled snow on the opposite side. This will keep the plow from moving the shoveled snow back onto your driveway. This information will be posted on our Facebook page in greater detail as well as physical diagrams.

Committee Report:

None

Old Business:

None

New Business:

Public Hearing - Deputy Mayor Bicknell explained that this hearing will be for a requested change in zoning classification of certain parcels within the City of Carlisle. He stated that the hearing will follow the requirements of Chapter 1256 of the Carlisle Zoning Code. A report will be given by

Carlisle staff followed by a presentation by the applicant and their agents. Council will engage in conversation with both the applicant and with staff. At the conclusion of those presentations and conversations, the public forum will be opened to which anyone in the audience may address Council with any comments in either support of or opposition of the application. All speakers must speak into the microphone and give them full name and address. All comments should be addressed to Council and be relevant to this application. Once the public forum is closed, it will remain closed and all comments from the audience may only be at the request of Council.

Mrs. Cathy Walton explained this application is for the rezoning of parcels from A-1, agricultural, to R-2, single family residence. The applicant is Associate Construction. They are requesting the change on two parcels, one in Warren County and one in Montgomery County. The property owner is Elanja Inc. who has given Associate Construction permission to make the application on their behalf. The parcels in question are adjacent to the existing Eagle Ridge subdivision. She showed an aerial view of the parcels and their location. The Warren County parcel is just over 23 acres, and the Montgomery County parcel is just over 7 acres. The received concept plan for the proposed property includes 43 new single-family residences for the Warren County parcel. We have not received anything for the Montgomery County parcel, but the applicant may have that information available for us tonight. She showed an access plan as to where all the roadways will be when the development is complete and how they will tie into the existing roadways. These two parcels are currently zoned A-2, agricultural and a zoning map was shown as to the surrounding parcels and their current zoning. An R-2 zoning district does permit a single family detached residence as a permitted use. When a proposed amendment results in a change of zoning classification, Council should consider whether the change in classification would be consistent with the Comprehensive Plan or other adopted plan/policy. In the City's Comprehensive Plan, when the citizens were surveyed, this piece of land was identified as the second most popular for commercial development and they were looking for neighborhood businesses rather than higher-intensity business development. Council should also consider whether the change in classification would be consistent with the intent and purposes of the Zoning Code. Section 1262.01 states that the R-2 single family district is established to promote, preserve and protect medium-low density, predominately single-family neighborhoods. It is also to promote the most desirable and beneficial use of the land in accordance with the objectives of the Comprehensive Plan. Council should also consider whether the proposed amendment is necessary because of changed or changing conditions in the affected area. If so, the nature of such change or changing conditions. Council should also consider that the uses that would be permitted on the property, if it were to be reclassified, would they have an adverse environmental or health impact on the immediate surrounding area in terms of acceptable air, noise, light and water quality standards. Council would need to consider whether the adequate utility, sewer and water facilities and all other needed public services exist or could be provided to serve the uses to be permitted on the property. Mrs. Walton showed a current aerial map depicting where specific utilities are provided surrounding this property. Council should consider whether the amount of vacant land with the same zoning classification as proposed for this site in the vicinity of the subject property and any special circumstances, if any, make a substantial part of such vacant land unavailable for development. Council should also consider whether the proposed amendment would correct an error in the application of the Zoning Code as applied to this subject property. As Council is aware, there is a Planning Commission hearing that is required prior to a Council hearing. At the conclusion of that hearing, Planning Commission has recommended that Council grant the request.

Mr. Stivers asked if this will be any type of strain on our sewer and/or water services. If our City continues to expand with residential developments, will there come a time that it will strain our current services. Mrs. Walton explained that any time you add additional residences, especially in large quantities, there will be a strain to services. Being fairly new to Carlisle, she is not familiar with the services available in this particular area but she will find that out.

The representative for the applicant, Associate Construction, approached Council. Rod Morris, 31 Eagle Ct, Carlisle Ohio. He explained that most of Council is familiar with Associate Construction from Eagle Ridge and Timber Ridge subdivisions. Their vision for this property is basically an expansion of Eagle Ridge. They still have the 20 acres to the north that they are currently working on to bring the expansion into Montgomery County. This will give them the opportunity to also move towards the west. The home styles would be very similar to that in Eagle Ridge, all brick, mainly ranch construction. The lots in this phase will be a bit lower density with larger lots and the square footage of each lot will be roughly 2,500 more than the current Eagle Ridge lots. Homes will be a bit more separated. It will be approximately 2 lots per acre. In the Warren County section there is about 45 lots and an additional 15-18 lots in Montgomery County. This will be a total of 65 lots between the two parcels. The original Eagle Ridge had a little over 200 lots. He is open to questions from Council. They will be pursuing the northern portion before they move in to developing this new section.

Mr. Kilpatrick asked what the timeframe will be for total buildout in the current Eagle Ridge. Mr. Morris explained that they are hoping to have drawings and plans ready to begin in the summer which should allow building to begin in the fall. They have sold faster in the market than what they expected. Mr. Kilpatrick then asked about the timeframe for the new section. Mr. Morris explained that with the closeout of Timber Ridge, they are used to have two sections going at once, but it will depend on what the market does. If interest rates go up, things could change for them quite rapidly. Some citizens may not be interested in the lots in Montgomery County due to the taxes so this will give them another opportunity for those individuals.

Mr. Bicknell asked if the homes would begin off State Route 123 or in the back coming out of the existing Eagle Ridge. Mr. Morris stated they would come off an entrance from State Route 123 and the access road to the existing subdivision would be the last phase. He stated that the northern section would have the access to Jamaica Road and they would begin there. The area of that access point is a bit of challenge due to a rise in elevation and they will need to figure that out as some homes may need to have wells. Mrs. Bilbrey thanked Mr. Morris for wanting to continue to grow in Warren County. She lives in an Associates home as well as other members and she appreciates them bringing good quality homes to Carlisle.

Deputy Mayor Bicknell opened the Public Forum. He reminded all participants that you must speak into the microphone and give your full name and address for the record. Once the Public Hearing is closed, it will remain closed and comments from the audience may only be by request of a Council Member.

Seeing no one approach Council, Deputy Mayor Bicknell closed the Public Forum. A time of discussion was opened for all members of Council and staff. There were no further questions.

Deputy Mayor Bicknell asked that Rod Morris return to the podium. He was asked if he had any additional comments for Council. Mr. Morris replied "no". Mr. Bicknell asked if Mr. Morris or any of his agents been denied the chance to present information to Council regarding the application for the

rezoning of these two parcels. Mr. Morris replied "no". Mr. Bicknell asked if Mr. Morris or any of his agents had been denied the opportunity to address Carlisle staff. Mr. Morris replied "no". Mr. Bicknell asked Mr. Morris if he had any final questions for Council or staff about this process. Mr. Morris replied "I do not".

Deputy Mayor Bicknell stated that the ordinance to reclassify these two parcels is on tonight's agenda as Ord. 2-22 for a first reading.

First Reading of Ordinances and Resolutions:

ORD. 1-22 AN ORDINANCE TO MAKE REAPPROPRIATION/SUPPLEMENT APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXENDITURES FOR THE MUNICIPALITY OF CARLISLE, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022, AMENDMENT NUMBER 1 AND IS ON AS A SINGLE READING.

Mr. Rushing approached Council. The Department of Treasury has amended some rules in regard to the Federal CARES Act. Due to the final expenditures of the CARES Act, this is simply accounting issues as these are federal dollars and we have to abide by the federal U.S. Treasury rules in regard to revised guidance about release. Prior to this revised guidance, any expenditures of the CARES Act had to be made prior to December 31, 2021. The U.S. Department of Treasury realizing supply chain shortages, disruptions as well as expenses incurred that may not have been issued an invoice, they have revised this final rule to the CARES Act to state that we have until February 11, 2022 to issue any final expenditures and to close out projects. Due to that, we must amend our appropriations for the final appropriation of the CARES Act which is \$12,504.40. This will complete the final step in the CARES Act and from there, staff will work towards closing that fund. As the Covid-19 Relief Fund was created by an ordinance, later, he will be coming back with an ordinance to close the fund and remove it from the chart of accounts.

Mrs. Bilbrey made a motion to suspend the rules requiring three readings, and have one reading by title only, seconded by Mr. Kilpatrick.

Roll Call:

- Mr. Humphries yes
- Mrs. Kemper yes
- Mr. Bicknell yes
- Mr. Kilpatrick yes
- Mr. Stivers yes
- Mrs. Bilbrey yes

With no further discussion, Mrs. Bilbrey made a motion to adopt, seconded by Mr. Stivers.

Roll Call:

Mr. Kilpatrick	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mr. Stivers	yes
Mrs. Kemper	yes
Mrs. Bilbrey	yes

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 1-22.

ORD. 2-22 AN ORDINANCE AMENDING THE CARLISLE ZONING MAP TO CHANGE THE ZONING CLASSIFICATION OF +/- 30.726 ACRES AT CENTRAL AVENUE FROM A-1 AGRICULTURE DISTRICT TO R-2 SINGLE FAMILY DISTRICT.

Mrs. Duffy approached Council. This legislation relates to the public hearing information presented by Mrs. Walton. This is an application for rezoning of just over 30+/- acres along Central Avenue. This is a first reading with a third reading and potential adoption on February 22, 2022. If there are any further questions beyond the Public Hearing, this would be the time to address staff and/or the applicant.

This legislation will be on for a second reading on February 8, 2022.

Second and Third Readings of Ordinances and Resolutions:

ORD. 28-21 AN ORDINANCE TO AMEND CHAPTER 881.081 OF THE CARLISLE TAXATION CODE OF THE CODIFIED ORDINANCES.

Deputy Mayor Bicknell explained that this legislation was tabled at the December 7, 2021 meeting and is now back before Council for further consideration.

Mrs. Bilbrey made a motion to postpone consideration of Ord. 28-21 until February 8, 2022 when all members of Council could be present, seconded by Mr. Kilpatrick.

Roll Call:

Mr. Stivers	yes
Mrs. Kemper	yes
Mrs. Bilbrey	yes
Mr. Kilpatrick	yes
Mr. Humphries	yes
Mr. Bicknell	yes

This legislation will be postponed until February 8, 2022.

With no further business, Mr. Stivers made a motion to adjourn, seconded by Mrs. Kemper.

Roll Call:

Mr. Kilpatrick	yes
Mrs. Bilbrey	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes

Meeting adjourned at 7:39 p.m.

Date: 2-8-22


Mayor

Attest: 
Clerk of Council