

**September 2, 2025
Study Session
Study Session – 5:30 PM**

The City of Vandalia is committed to transparency and open meetings. A live broadcast of this meeting for viewing only is available via the Zoom app.

Join Zoom Meeting

<https://us02web.zoom.us/j/85288834157>

Meeting ID: 852 8883 4157

One tap mobile: 1-305-224-1968, 85288834157#

1. Presentations
 - A. Healthcare Update - McGohan Brabender (Tricia Wahl & Kevin Hopf)
 - B. Finance Department Update (Mrs. Leiter)
2. Tuesday, September 2, 2025
 - A. Items on this evening's Council Meeting agenda (Mayor Herbst)
 - B. Resolution: Bid Award – Robinette Park Splash Pad (Mrs. McCracken)
 - C. Resolution: Emergency Operations Plan Revision (Chief Follick)
 - D. Ordinance: Supplemental (Mrs. Leiter)
3. Monday, September 15, 2025
 - A. Ordinance: PUD Copperfield Towns - Mulberry Road (Mr. Cron)
 - B. Ordinance: PUD Major Amendment – 55 Foley Drive (Mr. Cron)
4. Discussion
 - A. Agreement for Master Plan Division of Fire/Police Training Facility (Chief Follick)
 - B. Dayton Chamber Airport Support Request (Mr. Althouse)

C. Legislative Calendar (Mayor Herbst)

5. Executive Session - Matters required to be kept confidential by federal law or regulations or state statutes and to consider the sale of real property.

These icons illustrate which strategic goals Council Actions align to



Opportunity

Be known regionally as a top-tier suburb through top-tier City services.



Safe & Secure

Invest in traditional public safety and community outreach to meet needs.



Infrastructure

Protect infrastructure by investing in roads, utilities & parks.



Vibrant

Use amenities & growth mindset to create a warm & welcome environment.



Fiscal Sustainability

Seize quality-of-life opportunities while maintaining fiscal practices.



Trust and Confidence

Transparent government to empower stakeholder engagement.



Sharpen the Saw

Refining practices and leverage technology to improve customer service.

Memo



To: Kurt E. Althouse, City Manager

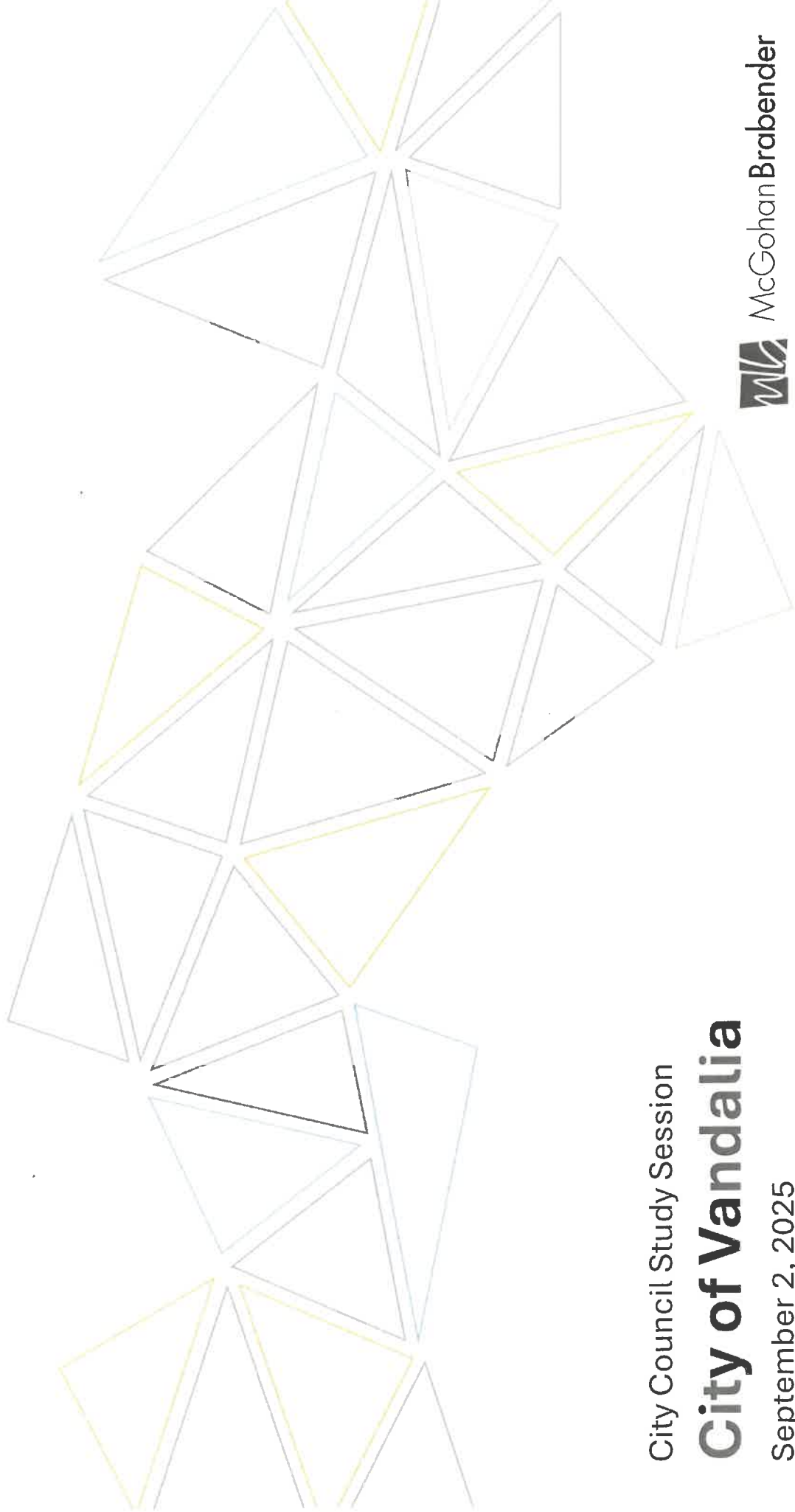
From: Leann Hanf, Human Resources Manager

Date: August 18, 2025

Re: Health Insurance Update

The purpose of the 2026 Vandalia Council Financial Presentation is to provide City Council with a comprehensive review of the City's medical benefits program, including the renewal process, historical performance, and future cost projections. The presentation explains how Vandalia evaluates carrier options, stop-loss coverage, and pharmacy rebate programs to balance affordability for employees with fiscal responsibility for the City. It also details the City's strategies for maintaining stability in an environment where healthcare costs are consistently rising, while emphasizing the importance of careful financial planning and long-term contractual agreements.

In addition to renewal strategies, the presentation outlines key demographics and claims trends that directly influence costs. These include increased enrollment, a shift toward employee-only coverage, greater participation in High-Deductible Health Plans, and a significant rise in pharmacy expenses, which now account for 40% of total healthcare spending. The document further compares projected versus actual medical budgets across recent years, demonstrating Vandalia's ability to maintain stable premiums and employee contributions despite market volatility. This information will provide a clear understanding of both the financial pressures the City faces, and the proactive measures taken to sustain predictable, cost-effective healthcare benefits.



City Council Study Session
City of Vandalia
September 2, 2025



McGowan Brabender

Medical Renewal Process

2

Strategy Discussions (Ongoing)

Review marketing strategy throughout the year.
Consider alternate plan designs and carriers.

Financial Projection Development

MB prepares a financial projection to estimate cost adjustments for the upcoming year.
Projections discussed during **Pre-Renewal Meeting** and **Renewal Meeting**

Vendor Marketing (As Needed)

Administrative services
Stop Loss coverage
Pharmacy vendors

Contribution Model Development

MB can create a model applying the selected percentage to current rates.
Customizable to reflect Employee contribution percentages or assumed enrollment per plan

Note: HSA Employer Contribution (included in Total and Employer Costs, excluded from Employee Costs)

Projection Update & Funding Decision

MB updates projections with selected carrier data (if needed).
City decides what percentage of the increase to apply to funding rates.

Renewal Meeting

Review marketing results for:
TPA, Stop Loss, Pharmacy
Expected Claims Factors (from MB projection)
Maximum Claims Factors (Expected Claims + Aggregate Corridor)

Final Rate & Cost Summary

MB Account Team prepares a spreadsheet showing FIE rates from the contribution model

- Details employee and employer costs per pay period, monthly, and annually
- Broken down to show Employee and Employer costs per pay, monthly and annual.
- Totals are calculated using actual enrollment data at the time of renewal development.



Fixed Costs – 5 year history

3

	Underwriters 2021 (July to June)	Underwriters 2022 (6 months)	Underwriters 2023 Renewal	UHC 2023 New Business Proposal	UHC 2024	UHC 2025
	Composite PEPM	Composite PEPM	Composite PEPM	Composite PEPM	Composite PEPM	Composite PEPM
Admin Fee	\$19.00	\$20.50	21.25	\$40.00	\$40.00	\$40.00
Rx Credit	\$0.00	\$0.00		-\$40.00	-\$40.00	-\$40.00
COBRA Fee	\$1.75	\$1.75	1.75	Billed separately	Billed separately	Billed separately
Drug Card	\$0.75	\$0.75		Included	Included	Included
Utilization Management	\$7.20	\$7.25	7.25	Included	Included	Included
Network Fee	\$14.00	\$14.00	14	Included	Included	Included
Total Admin	\$42.70	\$44.25	44.25	\$0.00	\$0.00	\$0.00
Specific Premium	\$375.48	\$372.37	433.78	\$385.01	\$442.76	\$512.72
Aggregate Premium	\$15.16	\$8.96	10.71	\$17.40	\$19.63	\$17.40
Total Stop Loss	\$390.64	\$381.33	444.49	\$402.41	\$462.39	\$530.12
Additional Costs						
Naviguard				\$5.00	\$5.00	\$5.00
COBRA				\$0.55	\$0.55	\$0.55
Total Medical Fixed Costs PEPM	\$433.34	\$425.58	488.74	\$407.96	\$462.39	\$530.12
Dental Admin PEPM	\$5.03	\$5.03	\$5.03	\$5.03	\$5.03	\$5.03
Vision Rates PEPM	Included in medical	Included in medical plan	Included in medical plan	\$11.56	\$11.51	\$10.83
Total Fixed Costs	\$438.37	\$430.61	\$493.77	\$424.55	\$478.93	\$545.98
Percentage Difference		-1.77%	14.67%	-14.02%	12.81%	14%

***Note** Even if COV had remained with Underwriters, the stop loss rates would have still increased in a similar manner, indicating that the change in carrier did not materially impact the trend

2022: MB Appointed as AOR.

Market Review for 7/1/22 – 6 month contract

- Underwriters/Swiss Re (-3.4% below current)
- Underwriters/BRM (-2.8% below current)
- UMR/HCC (4.5% above current)
- UMR/Optum (1.9% above current)

2023: Complete Market Review

- Anthem (+30% above current)
- Mutual Health Services (MMO) (+17.2%)
- UHC (-5.4%)
- Also evaluated consortiums including the Ohio Benefits Cooperative and Jefferson Health Plan.
 - Opportunity not pursued due to constraints set by the consortium, which dictate both plan design and renewal date, limiting flexibility.

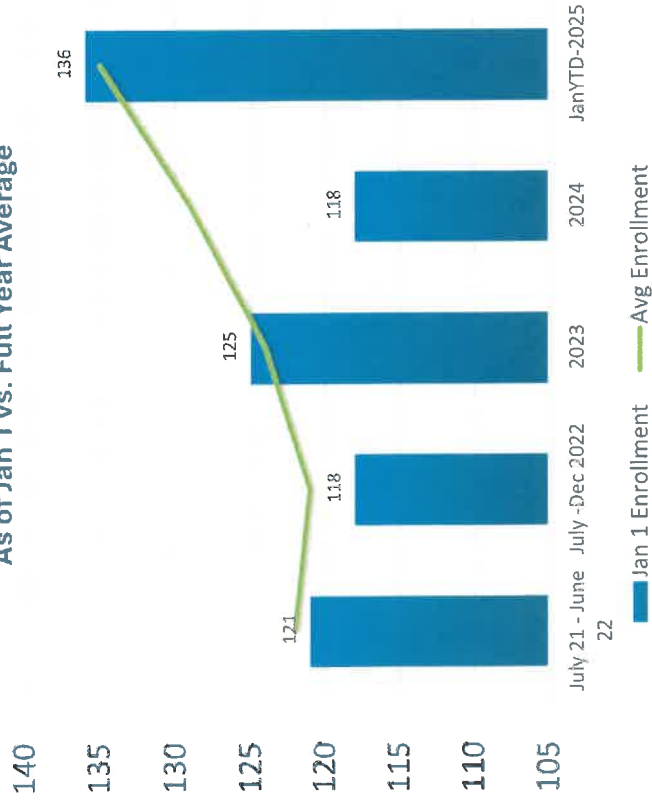
2024: Marketed stop loss carriers and evaluated alternate stop loss deductible options. Premium savings didn't justify the increased liability

2025: Locked in a three-year admin fee and Rx Rebate credit for 3 years. Marketed stop loss but premium savings weren't enough to make a change



Demographic Trends

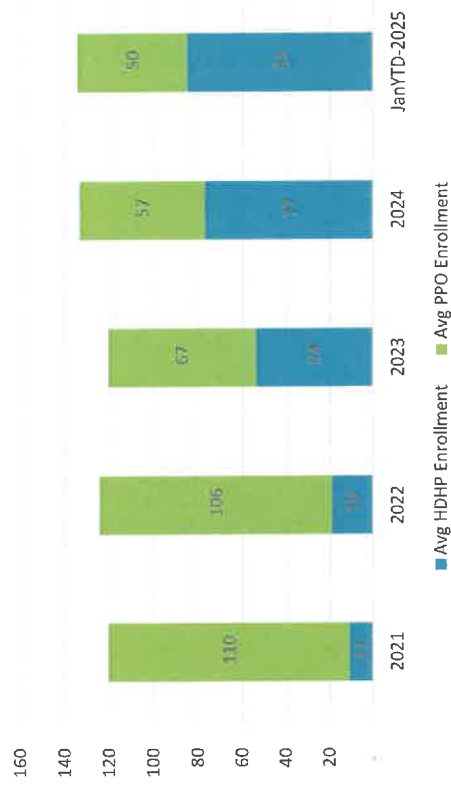
Annual Employee Enrollment Trends -
As of Jan 1 vs. Full Year Average



Demographic trends:

- Increased enrollment over last 4 years
 - Shift toward employee-only coverage reduced total premium collected through employee contributions
- We saw a shift toward HDHP enrollment, driven by increased employer contributions and lower premiumThe HDHP's higher cost-sharing at the point of service encourages more consumer-driven healthcare decisions

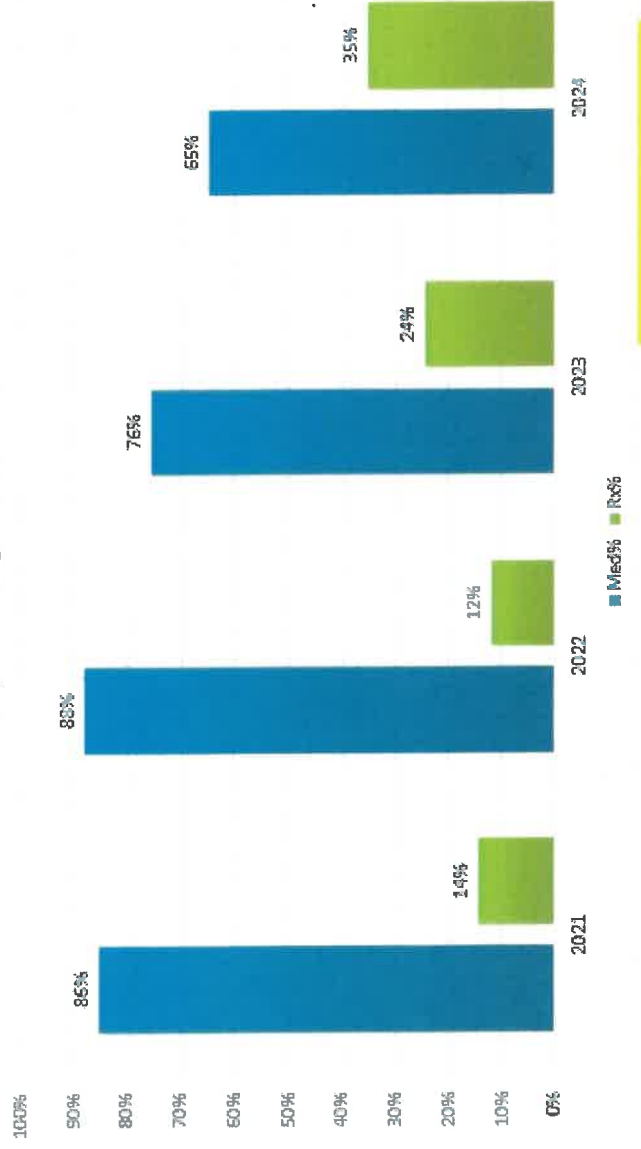
HDHP vs. PPO Avg. Subscriber Count



Medical and Pharmacy Claims Spend Distribution

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Claims Percentage - Medical vs. Rx

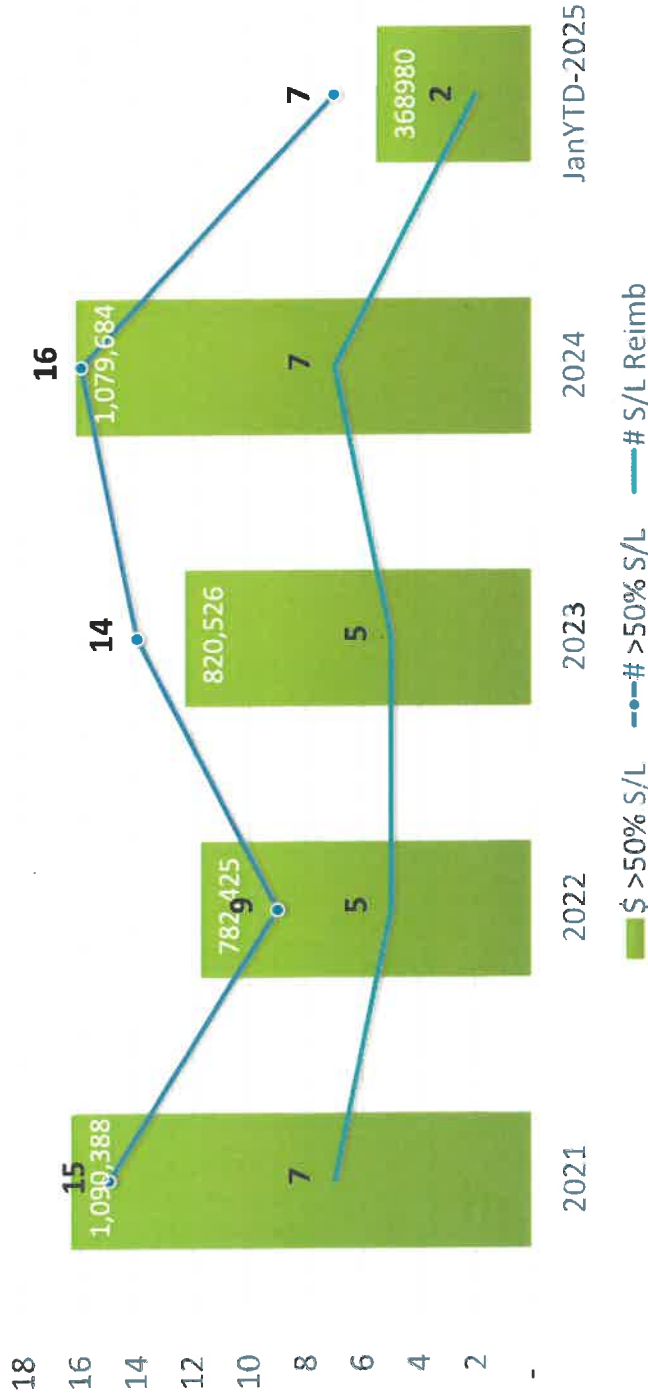


- Pharmacy costs have risen over the last 4 years.
- Pharmacy costs typically average 25% of total spend → COV pharmacy is currently 40% of total spend
- Evaluating pharmacy utilization management programs to help manage pharmacy costs



History of Large Claimants

of Large Claims Per Year vs. \$ of Large Claims Paid Per Year (\$55,000+)



The number of stop loss reimbursements occurring over the last five years has been consistent (most likely due to a lower stop loss threshold).

- Number of stop loss reimbursements contributed to higher stop loss increases in 2024 and 2025



Projected Renewal Budget vs. Actual Costs and Resulting Surplus/Deficit (Medical only)

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2022:

- **MB Projection: -11.8% | Recommended Budget: 0%**
| **Employee Contributions: No change**
- **Claims PEPM: ↑ 95% vs. prior 12 months, mostly in last 3 months post-budget.**

2023:

- **MB Projection: -7.9% | Recommended Budget: 0%**
- Split Medical, Dental, Vision rates → overall ↓.
- EE contributions adjusted: 4% HSA, 10% PPO.
- **Claims PEPM: ↓ 54% vs. prior 6 months; ↓ 12% vs. 2021.**

2024:

- **MB Projection: 6.6% | Budget & Contributions: ↑ 6.6%**
- **Claims PEPM: ↓ 10%**

2025:

- **MB Projection: -0.9% | Budget & Contributions: Flat**



Monthly Reporting – Keeping track of FIEs to expenses

8

MB Provides Monthly Reporting using reports that we receive from your carriers each month:

Date	Employees				Contributions		Year-to-Date Funding	Monthly Funded Claims Costs				Total Claims	Monthly Total Cost	Monthly % of Funding	Year-to-Date Total Cost	YTD % of Funding
	Employee	Employee/ Spouse	Employee/ Child(ren)	Family	Year Subscribers Total Members	ER	EE	Specific	Aggregate	Total Fixed Costs	Medical Claims	Rx Claims				
Jan-25	49	76	15	46	136	\$230,188	\$71,740	\$63,750	\$2,380	\$72,796	\$75,314	\$11,023	\$154,937	114.5%	\$238,038	170.2%
Feb-25	49	75	15	45	134	\$235,281	\$71,741	\$63,750	\$2,330	\$71,638	\$75,364	\$9,010	\$143,814	86.9%	\$433,464	306.7%
Mar-25	49	75	14	46	134	\$237,029	\$71,080	\$63,704	\$2,330	\$71,638	\$74,443	\$9,917	\$140,260	57.0%	\$433,289	83.6%
Apr-25	47	76	15	46	134	\$238,651	\$71,344	\$63,704	\$2,330	\$71,638	\$72,493	\$9,806	\$142,279	57.8%	\$443,255	87.1%
May-25	47	76	16	46	135	\$230,604	\$71,477	\$63,717	\$2,349	\$71,656	\$62,668	\$47,293	\$140,235	72.3%	\$1,007,488	84.2%
Jun-25	48	77	16	46	135	\$230,881	\$71,469	\$63,717	\$2,349	\$71,656	\$62,668	\$47,293	\$140,235	88.1%	\$1,234,681	84.2%
Jul-25	48	77	16	46	137	\$232,701	\$71,588	\$70,743	\$2,384	\$72,620	\$68,278	\$48,009	\$150,644	83.1%	\$1,433,714	81.7%
Aug-25																
Sep-25																
Oct-25																
Nov-25																
Dec-25																
Total	825	1487	1487	324	1465	\$1,686,136	\$448,837	\$464,538	\$18,443	\$506,962	\$498,383	\$755,908	\$704,291		\$1,435,214	81.7%

- Fixed Costs
- Admin Fees
- Stop Loss Premium (Individual and Aggregate)
- Claims
- Medical Claims
- Pharmacy Claims
- Monthly Comparison to Funding

- Enrollment (broken out by tier)
- Employee Contributions, Employer Contributions and the Total
- These are the FIEs agreed upon during renewal process

Total Cost (Not Including Fees and Reimbursements) \$1,435,214

Prescription Drug Rebates (\$87,448)

Aggregating Specific Claims Over Specific (\$70,904)

Specific Reimbursements (\$42,904)

Net Total Cost Ratio 74.3%

Net Plan Cost PEPM \$1,381

Net Plan Cost PEPPY \$16,570

We calculate total gross expenses, then subtract rebates and specific stop loss reimbursements to determine the Net Total Cost. This figure is used to assess the percentage of COV's medical budget consumed

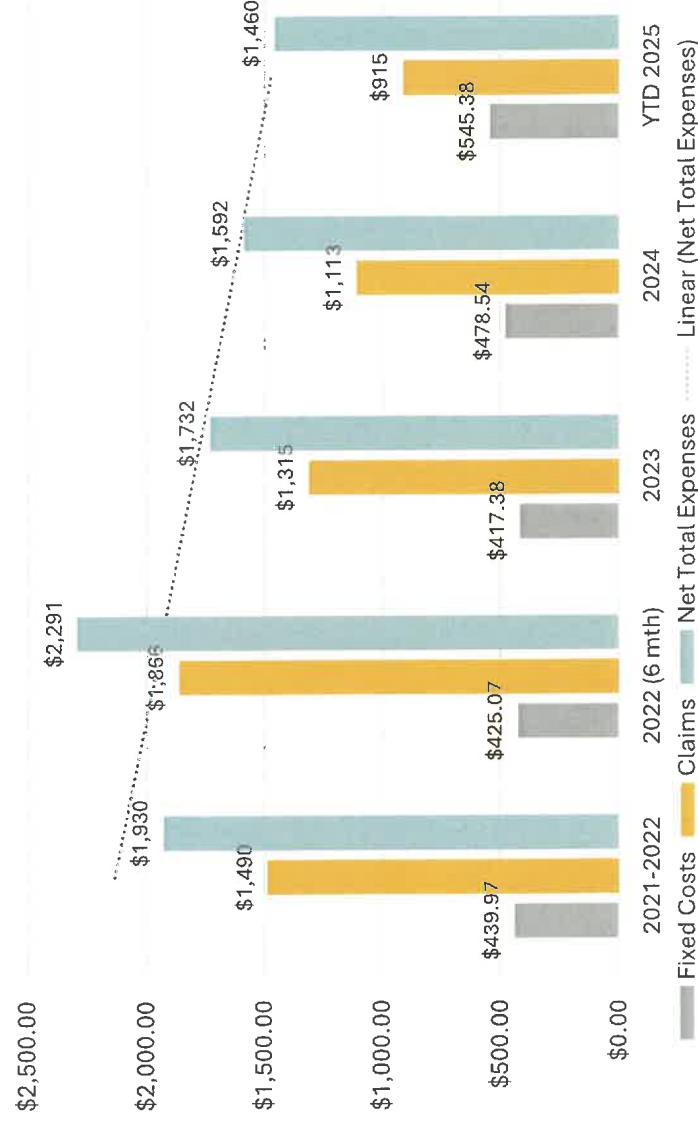


Breaking your expenses down to a PEPM level takes into account the changes to enrollment as well as the shortened plan year.

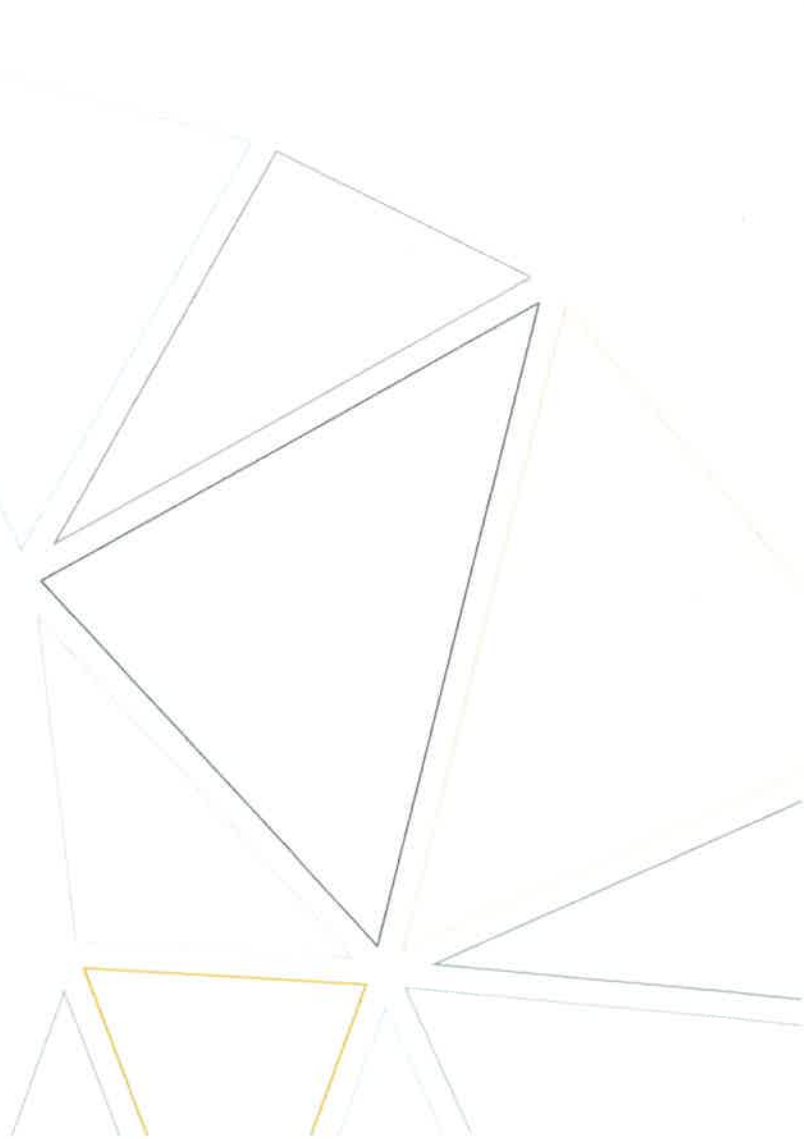
The Net Total Expenses takes into account the fixed costs, claims costs, stop loss reimbursements and pharmacy rebates

Over the last 5 years, the trend for your expenses are trending downwards even with the increased claims costs in 2022.

5-Year Expenses PEPM



Thank You



Appendix

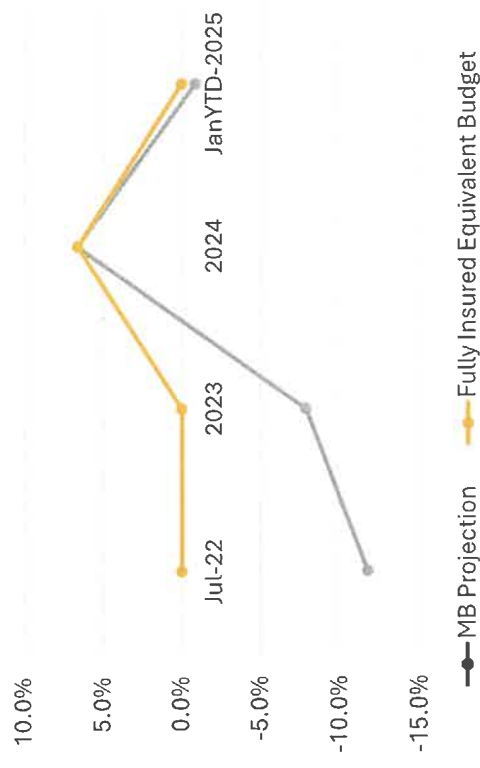
Developing the Fully Insured Equivalent Rates

12.

Medical Rate Development (Summary)

- 1. MB Develops Projection:**
 - Based on 3 years of claims data (most recent 12 months weighted more).
 - Trend factors applied after removing large claims.
 - Large claims added back up to Stop Loss limits.
- 2. Fixed Costs:** Actual or estimated renewal amounts added.
- 3. Rate Comparison:** Projected total vs. prior year funding → % change calculated.
- 4. Pharmacy Rebates:** Option to include in projection.
- 5. City Decision:** Chooses to adopt MB's recommendation with or without Rx rebates. The City may also choose a different percentage if they prefer a more conservative or aggressive approach to budgeting for the upcoming year.
- 6. Contribution Model:**
 - MB applies chosen % to current rates.
 - Shows options for passing cost changes to employees (all, partial, none).
- 7. Cost Breakdown Tool:**
 - Spreadsheet calculates annual, monthly, and per-pay costs.
 - Based on enrollment at time of renewal.

Medical Budget MB Projection vs.
Fully Insured Equivalents



Note: Typically, if the projection suggests a decrease, MB recommends keeping budget flat. This helps to keep employee costs stable from year to year



Plan Performance – Stable Premiums & Usage Mix over a Five Year Period

13



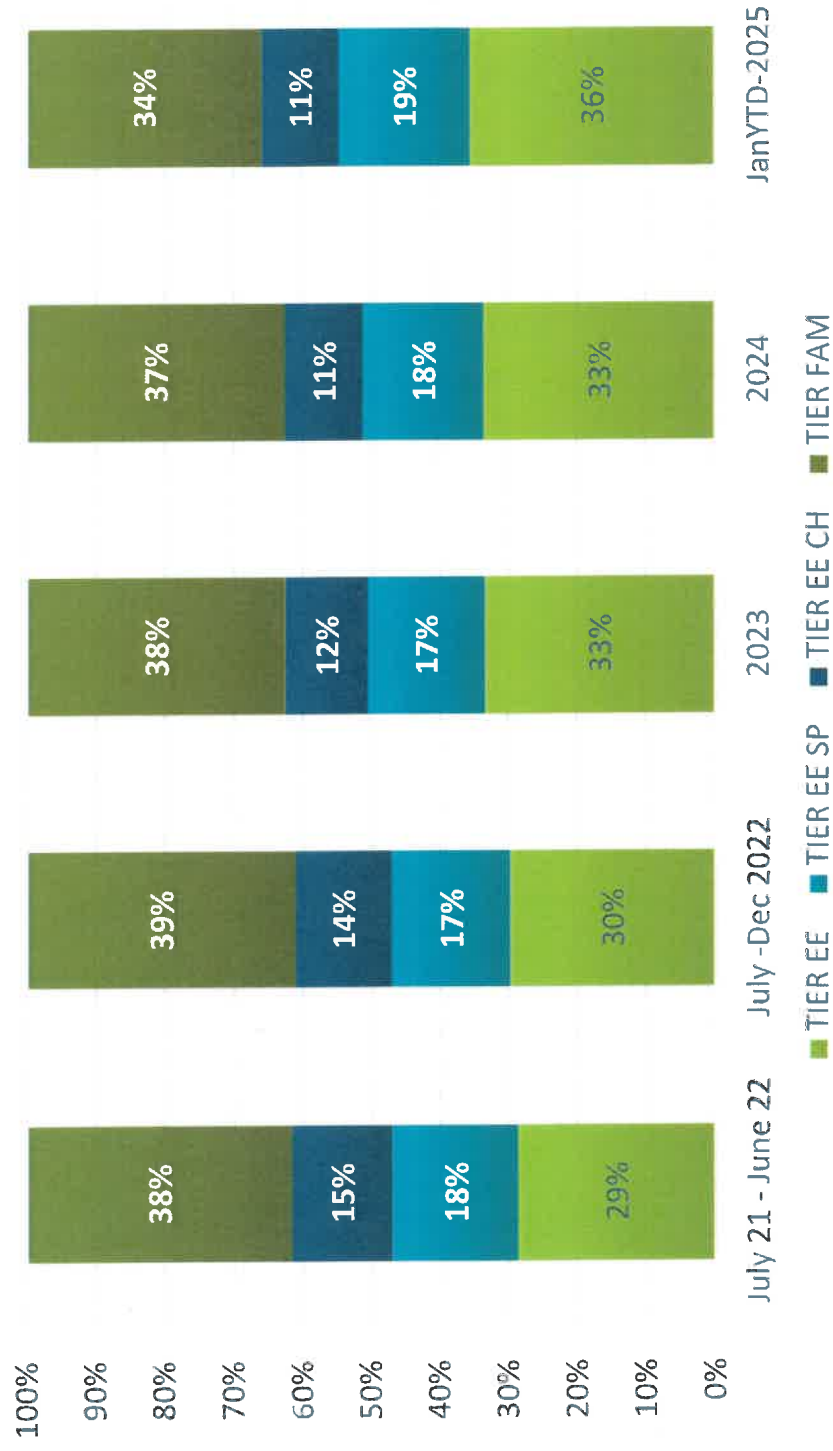
Premium Rates / FIE were nearly the same in 2025 as they were in 2021. Employees enjoyed stable payroll withholdings for insurance during this time.



Demographic Trends – Single vs Family Mix

14

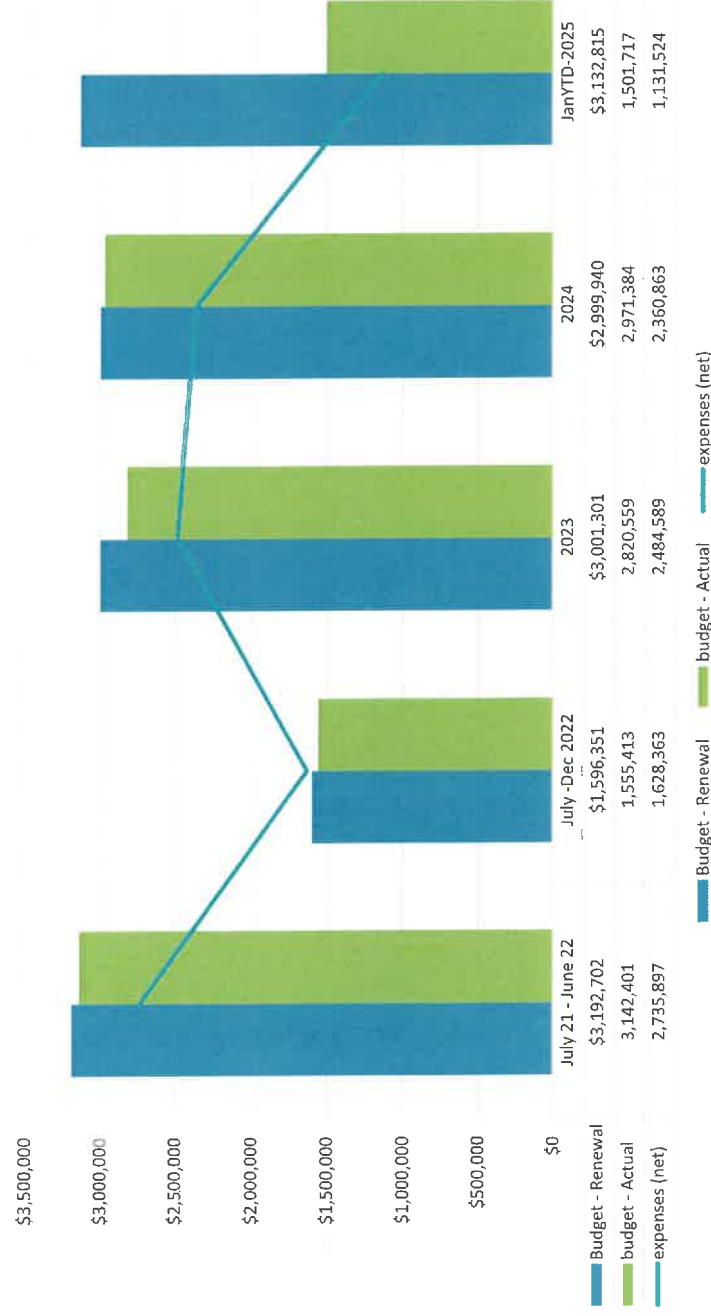
Trend - Enrollment By Tier



Medical Budget Versus Actual

15

Medical Budget (Renewal and Actual) vs. Expenses (Claims and Fixed Costs)



Definitions:

Budget – Renewal:

- Total Medical Costs using enrollment at time of renewal development

Budget – Actual:

- Total Medical Costs using FIEs multiplied by actual enrollment each month

Expenses:

- + UHC Admin
- + Stop Loss Premium
- + UHC Medical and Pharmacy claims
- - Stop Loss reimbursements
- - Pharmacy Rebates

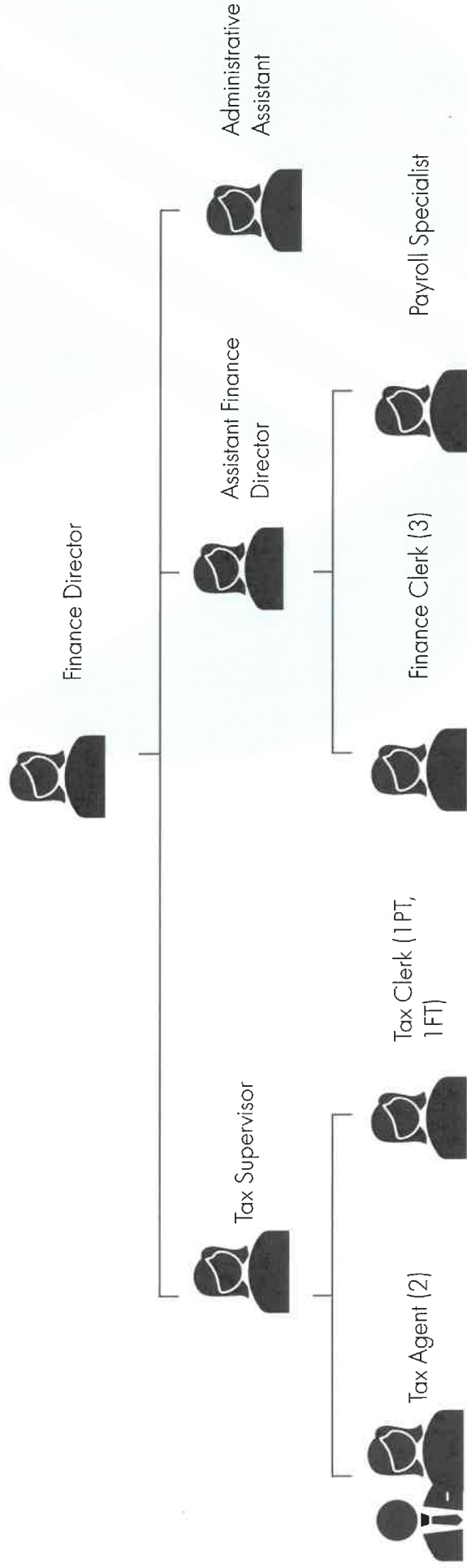




DEPARTMENT OF FINANCE UPDATE

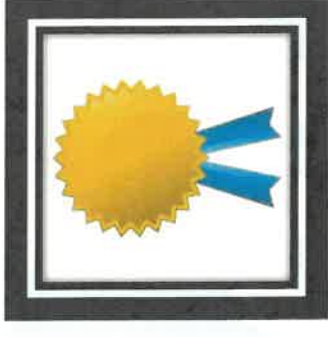


FINANCE ORGANIZATIONAL STRUCTURE



FINANCE ACCOMPLISHMENTS

- Awards:
 - Auditor of State with Distinction award recipient (34 years)
 - Government of Finance Officer's Association award with Excellence recipient (35 years)
- 2023 – Partnered with Ohio Market Access Program (OMAP)
- 2023 – Sweep program through PNC Bank
- 2025/2026 – Partnered with the Attorney General's Office for collection of delinquent income tax account balances that are not included in the current internal collection process with the Vandalia Municipal Court
- 2025 – Transferred custodial services from PNC Bank to US Bank (\$28mm)
- 2025 – Purchased Digital Budget Software (ClearGov)
- 2025/2026 – Purchased Accounts Payable Automation module (Tyler Technologies)





FINANCIAL INDICATORS

- Aa2 bond rating
- Low debt ratio
- Strong fund balances
- Financial sustainability



INCOME TAX DIVISION

- Administers filing and collection for Vandalia, Brookville, and the Butler Township JEDD and JEDZ.
- Prepares and processes tax returns and payments.
- Maintains tax records.
- Audits tax filings and responds to inquiries.
- Document management system helps *Sharpen the Saw* through efficient customer service and reduced costs and storage via technology.



FUNCTIONS OF INCOME TAX

- Accounts for 71% of general fund revenue.
- City of Vandalia = 2% tax rate
 - 1.75% to the general fund
 - 0.25% to the Police-Fire-Street CIP Fund (Safe & Stable)
- Operating, maintenance, capital expenditures
- Tax collection → stronger fund balances → *Fiscal Sustainability*



INCOME TAX – ELECTRONIC FILING

- 3,075 e-filed tax returns were processed during the 2024 filing season!

- Second filing season with updated individual e-filing software was seamless!
- Continuing to receive more electronic payments for tax returns, estimated taxes, and recurring payment plans.

- Further builds *Trust and Confidence* with taxpayers to file and/or pay online!



Individual Income Tax

Steps to prepare your return

1. Gather your documents
 - a. Federal Pages 1 & 2, Schedule 1, Schedule C, Schedule E
 - b. Income Documents
 - W2, 1095-MISC, 1099-NEC, 1099-DIV
 - Other City Return (if applicable)

2. Log into your account

3. Enter your income information to prepare your tax return

4. Review your tax return

5. E-file your return by clicking submit or print and mail your return

Next Steps

Estimate Tax and Credit Lookup

View your estimated payments made for the current year and your credit carryover from the previous year.

Next Steps

Make a Tax Due or Estimate Payment

1. Gather your documents

You'll need your social security number, street address and birth date or phone number to pay online.

2. Decide how you want to pay

You can pay online with a bank account or credit or debit card. There is a 3.0% convenience fee to pay online using a credit or debit card with a \$1.00 minimum fee.

3. Make your payment

Click the button below to go to the payment screen.

Next Steps

Withholding and Corporate Tax Payments

Withholding Tax Filing and Payments

File withholding taxes for business owners and employees. To file and pay, click on the "File" link in the top right corner of the screen.

Click on the "File" link in the top right corner of the screen to file and pay.

Click on the "File" link in the top right corner of the screen to file and pay.

Click on the "File" link in the top right corner of the screen to file and pay.

Corporate Tax Payments

File and pay corporate taxes for businesses. To file and pay, click on the "File" link in the top right corner of the screen.

Click on the "File" link in the top right corner of the screen to file and pay.

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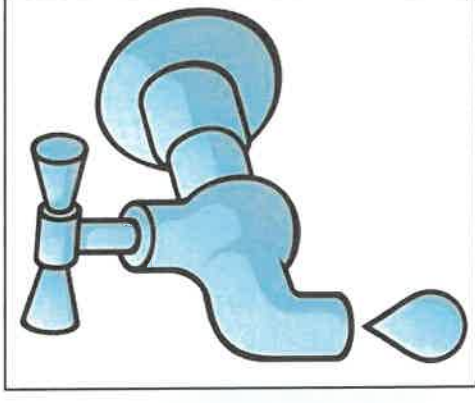
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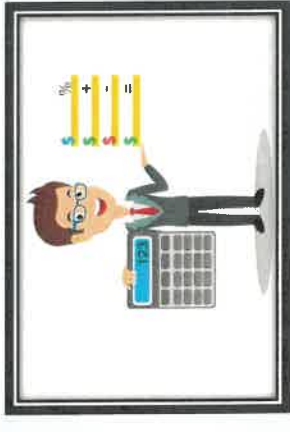
UTILITIES DIVISION

- Account management (new / delinquent / final)
- Billing and payment processing
- Audit of meter readings for leak detection
- Service orders and disconnects
- Customer inquiries and disputes



FUNCTIONS OF FINANCE

- Manage financial and accounting records to ensure *Fiscal Sustainability*
- Financial reporting, studies, and forecasting
- Budgeting
 - Operating and Capital
 - TCA
 - NAWA
- Investments and debt management
- Accounts receivable, accounts payable, payroll, and fixed assets



FUNCTIONS OF FINANCE

- Accounts Receivable
 - Processes and balances accounts.
 - Collects all revenue received from Vandalia, TCA, and NAWA.
 - Prepares invoices for fiscal services, weed cutting, and property damage.
 - Audits travel expense forms.
- Accounts Payable
 - Processes and audits purchase orders.
 - Issues checks and electronic payments for Vandalia, TCA, and NAWA.
 - Maintains vendor files, tax records, and purchasing card information.





FUNCTIONS OF FINANCE

- Payroll
 - Performs timesheet audits, data entry, direct deposit, and system setup.
 - Conducts regulatory federal, state, and local tax filings.
 - Creates and distributes annual W2 forms.
 - Works closely with Human Resources on collective bargaining agreements.
- Top-Tier Customer Service
 - First point of contact to the City of Vandalia.
 - Phone calls
 - Municipal building visitors
 - Provide a **Vibrant** and welcoming environment.



CRA PAYMENT UPDATE 2025/2026

- The final CRA reimbursement payment to the schools has been budgeted and will be remitted in 2026 (\$1.25mm)
- Estimated annual payments of \$750,000 are included in the 2026-2030 budget. These payments are based on previous years income tax received from properties that were receiving tax abatements. The amount included in the 2025 Budget was \$750,000; however, the actual amount calculated and remitted to the schools was \$923,186.32.
- Funds were budgeted for ED/GE funding in 2025. However, the County cancelled the Spring ED/GE program and therefore the additional funds available in the budget were transferred to cover the difference in the amount owed for 2025 to the schools.



FINANCE PROJECTS – 2025 / 2026

- Capital Improvement Planning
- Update of Finance Administration Policies
- Water meter replacement system
- Partnering with the Vandalia Municipal Court for delinquent income tax collection
- 2026-2030 Budget

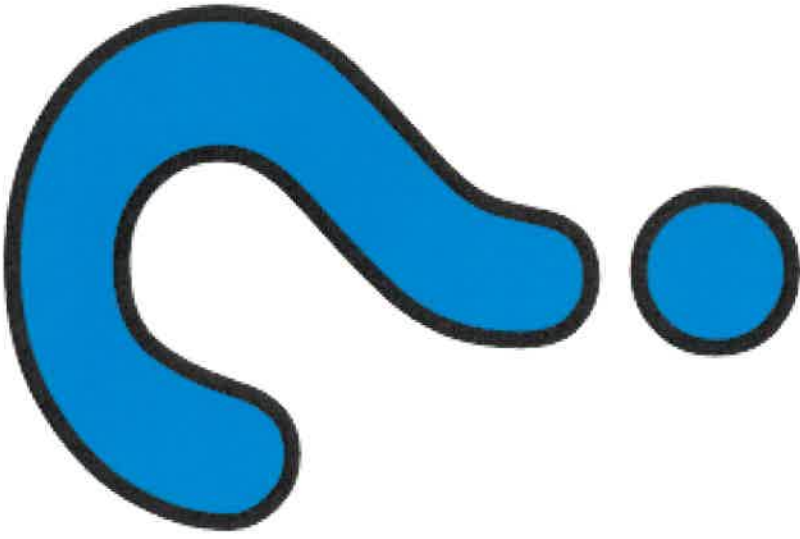


FINANCE PROJECTS – 2025/2026

- Partnered with the Attorney General's Office for collection of delinquent income tax account balances
- Transferred custodial services from PNC Bank to US Bank (\$28mm)
- Purchased digital budget software (ClearGov)
- Purchased Accounts Payable Automation module (Tyler Technologies)
- Streamline internal processes



Questions?





To: Kurt Althouse, City Manager
From: Alicia McCracken, Parks & Recreation Director
Subject: Robinette Park Splashpad Project
Date: August 26, 2025

Bids were publicly opened for the **Robinette Park Splashpad** project on Friday, August 15, 2025. Attached is a letter of recommendation from OHM Advisors and a copy of the bid tabulation sheet for referenced bids. This project will allow for the construction of a splashpad, shelter, additional parking. This project is the continuation of developing Robinette Park into an inclusive place for residents to meet and recreate as indicated in the 2020 Vandalia Vision Comprehensive Plan as well as the Community Input Key Findings section of the Parks and Recreation Master Plan.

The project includes the furnishing of all materials, labor, administration, and equipment, pursuant to the drawings, plans, and specifications to complete the amphitheater project. The project was advertised in the Daily Court Reporter on July 18 and 25, 2025.

Four (4) contractors obtained the bid package through Bid Express, and all four contractors submitted bids for the project. Bids ranged from \$1,479,880 to \$1,835,00.

Our project consultant, OHM Advisors, performed a thorough review to determine if the bid proposals met all specifications and contacted project references of the apparent low bidder to determine the quality of work performed on similar projects.

Funding for the project includes federal grant funds in the amount of \$400,000 and city capital budget funds.

I recommend awarding the contract for this project to Double Jay Construction, Inc of Englewood, Ohio as the lowest and best bid at their bid price of \$1,479,880.



Infrastructure
Protect infrastructure by
investing in roads, utilities
& parks



Vibrant
Use amenities & growth
mindset to create a warm
& welcome environment.



Opportunity
Be known regionally as
a top-tier suburb through
top-tier City services.



CITY OF VANDALIA

Robinette Splashpad Project

**Bid Tabulation Sheet
August 15, 2025
11:00 a.m.**

<u>COMPANY</u>	<u>BID BOND</u>	<u>TOTAL BID</u>
Double Jay Construction Inc	Yes	\$1,479,880
Alpha Construction Inc	Yes	\$1,643,800
Outdoor Enterprise	Yes	\$1,724,471
Brumbaugh Construction	Yes	\$1,835,000

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 24-R-40

A RESOLUTION AWARDING THE BID FOR ROBINETTE PARK SPLASHPAD PROJECT REQUESTED BY PARKS AND RECREATION TO DOUBLE JAY CONSTRUCTION AT THE LOWEST AND BEST BID PRICE OF \$1,479,880

WHEREAS, Council has received a memorandum and bid tabulation from Alicia McCracken, Parks and Recreation Director, recommending Council award the bid for the Robinette Park Splashpad Project as described in the bid documents for that project which were opened on August 15, 2025.

WHEREAS, the City advertised the request for proposals for the Project in the Daily Court Reporter on July 18 and 25, 2025.

WHEREAS, proposals were publicly opened and read on August 15, 2025

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Council awards the bid for Robinette Park Splashpad Project to Double Jay Construction, Inc. in the amount of \$1,479,880.00 as the lowest and best bid. Also allowing for up to 10% of the original bid for contingency items that may arise during construction.

Section 2. Council authorizes the city manager, or his designee, to negotiate and enter into a contract with Double Jay Construction Inc. for the construction of Robinette Park Splashpad project in accordance with the Robinette Park Splashpad Project Specifications and Bid Documents.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This resolution shall become effective immediately upon its passage.

Passed this 2nd day of September, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 25-R-41

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY OF VANDALIA
EMERGENCY OPERATIONS PLAN**

WHEREAS, the Emergency Operations Committee has completed revisions to the city of Vandalia Emergency Operations Plan; and

WHEREAS, at the August 18, 2025, Council Study Session City Council reviewed the revisions;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. The 2025 revisions to the City's Emergency Operation Plan as proposed by the Emergency Operations Committee and reviewed by Council are hereby approved; all other provisions of the Emergency Operation Plan not changed by the 2025 revisions shall remain in full force and effect.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This resolution shall take effect at the earliest period allowed by law.

Passed this 2nd day of September, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt Althouse, Clerk of Council



Emergency Operations Plan

City of Vandalia, Montgomery County, Ohio

September 1, 2025

City of Vandalia Emergency Operations Plan

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City of Vandalia Emergency Operations Plan

II. PROMULGATION DOCUMENT

This Emergency Operations Plan (EOP) was originally adopted on the 4th day of November 1991, by the Council of the City of Vandalia, Montgomery County, Ohio. It addresses the City of Vandalia's planned response to extraordinary emergency situations associated with natural disasters or human-caused emergencies.

The EOP is the underlying document for protection of health, safety, and property of the public in the City of Vandalia and is the principal guide for mitigating emergencies and/or disasters at all levels of the city government. The EOP is intended to facilitate multiple-agency coordination while establishing the framework for an effective system of comprehensive emergency management.

This comprehensive EOP attempts to be all inclusive in combining the four phases of Emergency Management:

1. Prevention: These efforts are usually focused on the early detection of potential threats, the sharing of information and/or intelligence, and the preparations of strategies to avert risks/threats before they occur.
2. Mitigation: Those activities which eliminate or reduce the probability for disaster.
3. Preparedness: Those activities which governments, organizations, and individuals develop to save lives and minimize damage.
4. Response: To prevent loss of lives and property and provide emergency assistance.
5. Recovery: Short and long-term activities which return all systems to normal or improved standards.

To execute this plan effectively and mobilize the available resources, all implementing personnel must have knowledge of the procedures set forth in this plan and be trained in its use. This plan was developed using generally accepted management principles and practices for emergency management. Incorporated are planning elements derived from the Montgomery County Emergency Management Authority, Ohio Emergency Management Agency, and Federal Emergency Management Agency planning documents.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to the various departments within the City specifying their roles prior to, during, and following an emergency or disaster event. It is developed pursuant to Section 5502 and 3750 of the Ohio Revised Code, the adoption to the National Incident Management System (NIMS), and in conjunction with the National Response Framework.

Date

Kurt E. Althouse, City Manager

City of Vandalia Emergency Operations Plan

III. INTRODUCTION

A. Purpose

The purpose of this Emergency Operations Plan is to delineate the functions, roles, and responsibilities of all emergency response agencies and the overall emergency management system for the City of Vandalia. This Plan describes the whole community's responsibilities for emergency response and should be used in conjunction with other plans specific to the situation at hand

This Plan has been developed to meet the following objectives:

- Describe the authority, responsibilities, functions, and operations of the whole community during all levels of emergencies.
- Facilitate operational coordination and resource management during emergencies.
- Integrate non-governmental agencies and organizations into the emergency operations process through the City's Emergency Operations Plan (EOP) and/or Emergency Operations Center (EOC).

The following EOP objectives guide the planning, as well as the conduct of response and recovery efforts for the City of Vandalia during an emergency.

- Save lives and protect property
- Repair and restore essential systems and services to support pre-disaster levels of independence to all citizens.
- Provide a basis for direction and control of emergency operations.
- Provide for the protection, use and distribution of remaining resources.
- Coordinate operations with other jurisdictions' emergency service organizations.

City of Vandalia Emergency Operations Plan

B. Scope

This Plan is limited in scope to address response activities during events where normal emergency response processes and capabilities become over taxed or where it is determined there is a need for coordination of response operations due to the complexity and/or duration of events.

As in all hazard response plans, it applies to any event that concurrently challenges multiple disciplines and/or multiple jurisdictions.

The Emergency Operations Plan (EOP):

1. Establishes fundamental policies, strategies, and assumptions.
2. Establishes procedures to manage an emergency from initial monitoring through post-disaster response and recovery.
3. Assigns specific functional responsibilities to appropriate City departments.
4. Addresses the various types of emergencies that are likely to occur.
5. Identifies actions that response and recovery organizations will take, in coordination with county, state, and federal counterparts as appropriate.

C. Plan Development

This Plan has been developed to provide guidance and structure to the City of Vandalia Emergency Operations.

The Plan is developed in cooperation and with input from the city departments with primary response or support activities, as well as input from appropriate non-city agencies with identified activities related to response from small to large scale emergency situations associated with natural disasters or human-caused emergencies.

This Plan has been developed to describe city-wide response functions and capabilities and is to be used by each department identified within this Plan to develop their own SOPs specifically for their department to direct tactical operations.

When developing SOPs, each department is to take into consideration all the activities identified in this Plan directly related to their own department, as well as how those activities interact with, support, or require support from other departments identified within this Plan. Departments must ensure that their SOPs are inclusive of planning for people with disabilities and others with access and functional needs. If, at any time, any department identifies a conflict in how their field response or support activities are performed in comparison to what is described in this Plan or identifies a conflict between their listed activities and/or responsibilities within this Plan and how they relate to or support another department's listed activities, such conflict is to be immediately reported to the City's designated Emergency Manager.

City of Vandalia Emergency Operations Plan

D. Planning Assumptions

During the development of this Emergency Operations Plan, the following planning assumptions have been identified:

1. In any disaster, primary consideration is given to the preservation of life. Additionally, time and effort must be given to providing critical life-sustaining needs.
2. This plan is intended to be applicable for the whole community including historically underserved communities, vulnerable populations, and individuals with disabilities and access and functional needs.
3. City departments will mobilize to deliver emergency and essential services under all threats and emergencies.
4. An emergency can result in property loss, interruption of essential public services, damage to basic infrastructure, and significant harm to the environment.
5. The City Emergency Operations Center (EOC) may or may not be activated in support of an event. EOC activation will be determined based on the scope and severity of the event.
6. Emergencies requiring enhanced response and recovery may occur at any time.
7. Communications capabilities are adequate to provide a coordinated local response. However, communications infrastructure could be damaged, causing disruption in landline telephone, cellular telephone, radio, microwave, computer, and other communication services. Re-establishment of communications infrastructure will be critical. In some instances, the consequences of a disaster along with terrain, and the geographical area, may impact the effectiveness of notification systems.

Despite a good faith effort, the City may not have the capabilities or resources to reach every individual in terms of public warnings, notification, and/or support.

8. Residents could be displaced from their homes if an evacuation is necessary for their safety.
9. Activation of the City of Vandalia's Emergency Operations Center (EOC) will be sufficient to support jurisdictions in most of these disasters. Disasters that go beyond the immediate capabilities of the Vandalia EOC, Vandalia can look to the Montgomery County Office of Emergency Management or Montgomery County Emergency Operations Center for aid and assistance.
10. Disasters or incidents will occur that will exhaust our local response forces and there will be a need to receive county, state, or federal level assistance.

City of Vandalia Emergency Operations Plan

E. Methodology

The City of Vandalia's Emergency Operations Plan was developed using generally accepted management principles and practices for emergency management. Incorporated are planning elements derived from Montgomery County, State of Ohio, and Federal Emergency Management Agency's planning documents.

F. Plan Activation

The City Manager, Department Directors, and Incident Commanders will monitor threatening situations and determine when the City's EOP and/ or Emergency Operations Center (EOC) should be activated. The level of EOP/EOC activation will be determined by the City Manager (or his/her designee) and it will be based upon the observations and assessments of Department Heads and/or Incident Commander(s).

G. Plan Maintenance

The Emergency Operations Planning Committee is responsible for maintaining Vandalia's EOP. This plan will be reviewed and updated every five (5) years to ensure its relevance and effectiveness.

Revised pages will be dated and marked to show where changes have been made. Members of the Emergency Operation Planning Committee will be designated by the City Manager.

Plan Maintenance and Evaluation: If, at any time, a department, agency, or stakeholder to this Plan changes, develops, or amends any policy, procedure, or operation that will change or affect the contents of this Plan, that entity is to immediately notify the Emergency Manager. This Plan is to be corrected immediately upon notification or observation of any operational errors or conflicts. Such corrections are to be reflected within the Record of Changes. Periodic revisions will occur in alignment with EOP's planning cycle and as updates are identified through real-world events, training, and exercises.

The Emergency Manager will lead such an effort. Upon completion of such formal review, all corrections to the Plan will be reflected within the Record of Changes.

The City of Vandalia's Emergency Operations Plan is intended to be read and understood before an emergency occurs. The Plan was developed with input from all applicable City departments and allied stakeholders.

Upon completion, it is reviewed by the City's EOP Committee. When approved by the EOP Working Group, it presents the Plan to the City Manager (Public Safety Director) for his/her review and approval.

Once approved by the City Manager, the Plan will go to City Council for its approval and adoption.

City of Vandalia Emergency Operations Plan

IV. HAZARD & VULNERABILITY IDENTIFICATION

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss.

Vulnerability indicates the level of exposure of human life and property to damage from natural and manmade hazards. The City of Vandalia and its people are vulnerable to a wide range of hazards that threaten communities, businesses, government, and the environment.

Below is a description of some of the hazards and vulnerabilities the city frequently faces based on levels of probability and severity. The following provide broad descriptions of the vulnerabilities the City of Vandalia has identified, plans, and prepares for:

1. **Severe Storms (Thunderstorms, Tornadoes, Hail)** – Thunderstorms, tornadoes, and hail can cause significant damage to structures, utilities, and transportation networks. Tornadoes have a high potential for loss of life and property damage.

Potential Impacts: Wind damage, power outages, structural collapse, flying debris, and possible injuries or fatalities.

2. **Flooding** – Flooding from heavy rainfall or riverine flooding can impact low-lying areas and waterways in and around Vandalia.

Potential Impacts: Displacement of residents, property damage, infrastructure damage, contaminated water supply, and disruption of transportation.

3. **Winter Weather (Snow, Ice, Sleet)** – Severe winter weather can cause hazardous road conditions, power outages, and widespread disruptions to daily activities.

Potential Impacts: Slippery roads, building collapses due to heavy snow accumulation, hypothermia risks, and transportation disruption.

4. **Extreme Heat** – Prolonged periods of extreme heat can increase the risk of heat exhaustion, heatstroke, and exacerbate existing health conditions.

Potential Impacts: Increased medical emergencies, particularly among vulnerable populations, power demand strain, and potential wildfires.

5. **Drought** – Extended periods of low rainfall can affect water supply, agriculture, and increase the risk of wildfires.

Potential Impacts: Water shortages, crop failure, livestock losses, and potential wildfires due to dry conditions.

City of Vandalia Emergency Operations Plan

6. **Earthquakes** – While rare, the region is at risk for seismic activity, which could lead to ground shaking and infrastructure damage.

Potential Impacts: Building damage, transportation disruptions, utility failures, and potential injuries or fatalities.

7. **Wildland Fires** – Dry conditions combined with high winds can result in brush, grass, field, or wildland interface fires, particularly in areas with vegetation and wooded areas (Metroparks).

Potential Impacts: Destruction of property, infrastructure damage, health risks from smoke inhalation, and displacement of residents.

8. **Pandemic and Disease Outbreaks** – Emerging infectious diseases and pandemics (such as COVID-19) could disrupt normal social and economic functions, overwhelming healthcare resources.

Potential Impacts: Public health crises, economic disruption, strain on medical facilities, and potential loss of life.

9. **Hazardous Materials Incidents** – The transportation, storage, and handling of hazardous materials pose a significant risk to the community in the event of spills, leaks, or accidents.

Potential Impacts: Environmental contamination, health hazards, evacuations, and potential long-term recovery efforts.

10. **Terrorism and Civil Disturbance** – Acts of terrorism or civil disturbance may threaten public safety, cause infrastructure damage, and disrupt daily life.

Potential Impacts: Property damage, casualties, public panic, and economic losses.

11. **Cybersecurity Threats** – Increasing reliance on digital infrastructure exposes the city to cybersecurity threats that could disrupt essential services such as communication, power, sewer, and water supply.

Potential Impacts: Disruption of critical services, data breaches, financial losses, and public safety risks.

City of Vandalia Emergency Operations Plan

12. **Critical Infrastructure Interruption** – The City of Vandalia has a significant amount of critical infrastructure that provides citizens with key resources, such as: water, power, sanitation, natural gas, fuel, telecommunications, and other services that residents and commuters depend on every day. Any major interruption to any of these services or resources can cause significant personal and economic hardship for our residents. A failure of one critical infrastructure could have a domino effect causing other critical infrastructures to fail. A prolonged interruption and a delayed recovery response to critical infrastructures will pose a significant threat to the health, safety, and property of residents. A newly emerging danger is that of intentional human-made disruptions to telecommunications infrastructures. Damage to electricity-generating facilities and transmission lines could also impact systems throughout the city. These and other services could be seriously hampered by the loss of communications, damage to transportation routes and disruption of public utilities and other essential services.

Potential Impacts: Mentioned above.

Note: Vulnerabilities (Hazards) are consistent with those identified by the Montgomery County Office of Emergency Management's (MCOEM), *Natural Hazard Mitigation Plan*.

City of Vandalia Emergency Operations Plan

V. CONCEPT OF OPERATIONS

A. General

It is the responsibility of Vandalia city government to take reasonable steps toward the protection of life and property from the effects of hazardous natural, technological, and/or manmade critical events. Should such an occurrence exceed Vandalia's capacity to respond, assistance will be requested through the Montgomery County Office of Emergency Management (MCOEM). Additional assistance may be requested from the State of Ohio and/or the federal government when appropriate.

It is frequently true that a disaster/emergency is a situation in which the usual way of doing things is no longer sufficient. It is desirable, therefore, to maintain organizational continuity by assigning personnel to tasks with which they are familiar. This plan is based upon the concept that the functions of various groups involved in emergency management and response will generally parallel their normal day-to-day responsibilities. Thus, to the extent possible, the same personnel and material resources will be utilized in both cases. In large scale disasters, however, it may be necessary to draw upon basic individual capacities and to apply them in areas of greatest need. Day-to-day functions which do not contribute directly to the disaster response may be suspended until the emergency has passed. Efforts normally aimed at routine functions will be redirected to accomplish the emergency tasks at hand.

B. Phases of Emergency Management

This plan accounts for activities before and after, as well as during emergency operations. All phases of emergency management are addressed.

1. **Prevention** – Prevention focuses on the impediment of human-caused disasters and terrorist attacks. Although preventative measures can limit risk, it is important to note not all disasters can be entirely prevented. The city supports risk prevention programs as a component of a broader emergency preparedness effort. Prevention programs are typically established by the Divisions of Police and Fire and/or other outside agencies (i.e. Emergency Management, Red Cross, etc.). These efforts are usually focused on the early detection of potential threats, the sharing of information and/or intelligence, and the preparations of strategies to avert risks/threats before they occur.
2. **Mitigation** – Mitigation activities are those which eliminate or reduce the probability of a disaster occurrence. They also include those long-term activities that lessen the effects of unavoidable hazards. The most effective way to deal with disaster is to prevent it from happening, or to lessen its impact when it does occur.

City of Vandalia Emergency Operations Plan

Mitigation Planning and Processes – The City of Vandalia’s mitigation activities are guided by both the city and the County’s Local Hazard Mitigation Plan.

- a. **Pre-Disaster Mitigation** – This focuses on projects that address natural or man-made hazards to reduce the risks to the population and structures. This is primarily accomplished by strengthening the resilience of critical infrastructure.
- b. **Post-Disaster Mitigation** – These efforts are designed to reduce future damage in a stricken area and decrease the loss of life and property due to incidents.

The essential steps of hazard mitigation are:

- Hazard identification
- Vulnerability analysis
- Defining a hazard mitigation strategy.
- Implementation of hazard mitigation activities and projects

- 3. Preparedness** – This focuses on community and individual readiness through education, planning, and training for events which cannot be mitigated or prevented. Preparedness focuses on increasing awareness regarding local hazards and improving preparedness skills to increase community resiliency and decrease vulnerability.

The city strives to increase preparedness within the city through community outreach geared toward all vulnerable persons. Preparedness actions for all workers and citizens of the city includes, but is not limited to, developing disaster preparedness plans, creating, and maintaining an emergency kit, and training in first aid response.

The city follows the National Preparedness Cycle:

- a. **Planning** – This is the process of recording, developing, and maintaining comprehensive emergency guides. The emergency planning process is a continuous cycle of evaluation and revision to encompass current capabilities, resources, strategies, and processes as they pertain to different types of plans. At a minimum, emergency plans will contain the involved stakeholders, preparedness actions, considerations for vulnerable populations, an outline of response actions, and the process for incorporating corrective actions.
- b. **Organizing & Equipping** – This involves the provision of necessary resources to ensure operations are sustainable and pertinent to the appropriate emergency event. Organizing assigns the correct personnel with the appropriate skill sets for operational response. The equipping process involves the provision of the necessary resources or standard equipment for personnel to utilize to respond to emergency events.

City of Vandalia Emergency Operations Plan

- c. **Training** – This is essential to ensure public officials, emergency response personnel, and the public are operationally ready.

As part of the emergency management training curriculum, personnel with emergency responsibilities complete emergency management courses as outlined in Homeland Security Presidential Directive HSPD-5 established a single, comprehensive National Incident Management System (NIMS).

All city employees with a direct role in emergency management and response shall be NIMS and ICS trained. Figure A represents the NIMS/ICS training matrix that is being utilized to determine the minimal level of training required at each level of emergency management with the city.

Figure A- NIMS Training By EOP/EOC Responsibility

Emergency Management Team	Level of NIMS Training Required
Line Personnel, First Responders	NIMS IS 700 NIMS ICS 100 NIMS ICS 200
Line Supervisors, Single Resource, & Field Supervisors	NIMS IS 700 NIMS IS 800 NIMS ICS 100 NIMS ICS 200 NIMS ICS 300 NIMS ICS 400
Command Staff, General Staff, & EOC Director	NIMS IS 700 NIMS IS 800 NIMS ICS 100 NIMS ICS 200
Policy Group	NIMS IS 700

Effective implementation of this EOP is largely dependent upon the ability of city personnel to use the plan. The public's familiarity with its role in all phases of emergency response must also be considered. To fulfill both, public awareness and staff training through plan exercise is required.

To meet these needs, training sessions will be conducted within each city department to familiarize employees with the plan.

City of Vandalia Emergency Operations Plan

- d. **Exercises** – This provide the community with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in emergency situations.

The city exercises a range from training/seminars/workshops, table top exercises, and/or full-scale exercises. The city uses a three (3) year cycle:

- 1) **First Year** – EOP training, a review of the EOP, of the Incident Command Principles, and/or of the EOP Standard Operating Policies with the personnel assigned to respond as a part of the EOP.
- 2) **Second Year** – A tabletop exercise will be conducted involving all functional areas and utilizing specific elements of the plan in a meeting environment.
- 3) **Third Year** – A full-scale, hazard specific, small-scale incident, realistic scenario will be staged to exercise specific elements of the EOP.

The City Manager or his/her designated Emergency Manager, can adjust the training plan to accommodate the needs of city services, actual incidents (i.e. Eclipse) or planning for larger scale events can replace training, table tops, and/or full-scale incidents. If this occurs, an after action of these events should be conducted and it should be noted in the After-Action Report (AAR).

4. **Response** – This is the actual provision of emergency services when disaster threatens or strikes. These activities help to reduce casualties and damage as well as to speed recovery.
5. **Recovery** – This final phase is the stabilization of the community and a period in which critical community functions are restored to at or near pre-disaster conditions.

Realistically, recovery is the process of re-establishing a state of normalcy in any affected communities. The Recovery phase can occur during the response phase and may remain active for extended periods of time depending on the severity of the event. Some of the recovery actions taken by the city may include (but may not necessarily be limited to) the following:

- Debris removal
- Providing behavioral and medical health services to the public
- Developing interim and permanent housing solutions
- Supporting and establishing local assistance centers
- Rebuilding damaged infrastructure based on community needs
- Restoring historically or culturally significant locations; AND
- Implementing economic revitalization strategies in affected areas

City of Vandalia Emergency Operations Plan

Recovery responsibilities and activities within the City of Vandalia should be delineated into Recovery Support Functions (RSFs) in accordance with the National Disaster Recovery Framework (NDRF). Recovery, at a medium or larger scale, will need to be coordinated with the Montgomery County Emergency Management Office, Ohio Emergency Management, and/or Federal resources (FEMA).

C. National Incident Management System (NIMS)

The National Incident Management System (NIMS) – The NIMS provides a consistent national approach for Local, State, and Federal governments to work effectively together in response to incidents regardless of cause, size, or complexity. The City of Vandalia has adopted the NIMS by resolution (04-R-28, See Appendix C).

In 2006, the city initiated a NIMS training program that provided a baseline level of NIMS training to every city employee tasked with emergency management. The city remains committed to an aggressive NIMS implementation strategy through its continued use of the NIMS Capability Assessment Support Tool (NIMCAST) with a goal of full NIMS implementation. All divisions of the city will utilize the processes, guidelines, and protocols prescribed in the NIMS guidelines. The NIMS standardizes incident management for all hazards, regardless of scale or capability of the incident, across all levels of government. The NIMS structure is based on the Incident Command System (ICS) and the Unified Command System (UCS) for the command and management of emergency response.

D. Incident Command System (ICS)¹

ICS is a standardized management system used for the command, control, and coordination of emergency response operations. It provides a hierarchical structure and a set of procedures and protocols that enable multiple agencies and organizations to work together effectively during incidents or emergencies. ICS is utilized as a unified approach to manage complex incidents. By implementing the ICS, emergency response agencies improve coordination capabilities and streamline decision-making processes. It provides a standardized framework that allows responders from different agencies and disciplines to work together seamlessly, ensuring a more efficient and coordinated response to emergencies and incidents.

¹ The City's Incident Management System (IMS)/Incident Command System (ICS) is outlined in EOP Annex C (2025)

City of Vandalia Emergency Operations Plan

The key principles of ICS include:

1. **Common terminology:** Using standardized terminology to ensure clear and effective communication among responders.
2. **Modular organization:** Establishing a flexible organizational structure that can be scaled up or down based on the size and complexity of the incident.
3. **Management by objectives:** Setting clear objectives and prioritizing actions based on the overall goals of the incident response.
4. **Span of control:** Ensuring that supervisors have a manageable number of subordinates to effectively oversee and coordinate their activities.
5. **Incident facilities and locations:** Establishing specific facilities and locations, such as an Incident Command Post, to serve as operational bases for managing the response.
6. **Comprehensive resource management:** Efficiently and effectively allocating resources, including personnel, equipment, and supplies, to support the response effort.
7. **Integrated communications:** Establishing a common communication system that enables all responders to communicate effectively and share information in real-time.

E. Mutual Aid and Mutual Assistance

Mutual aid and mutual assistance are support rendered by one jurisdiction or agency to another. The purpose of mutual aid and mutual assistance is to provide personnel and logistical support to meet the immediate requirements of an emergency when the resources normally available to the City or City departments are insufficient to meet the needs of an event.

Mutual aid assistance provided to, or by, the City of Vandalia will be made in accordance with the established Mutual Aid Agreements and comply with the provisions set forth in those agreements and/or by the EOP.

If other agreements, memoranda, and contracts are used to aid emergency operations, the terms of those documents may affect disaster assistance eligibility and the City may only be reimbursed if funds are available. Discipline-specific mutual aid agreements should be maintained by the discipline that they are established for/by.

City of Vandalia Emergency Operations Plan

F. Communications & Information

This section provides an overview of the communication and information coordination protocols and procedures of City agencies as it pertains to emergency operations. For specific information on communications procedures specific to City agencies and the public, reference:

1. Communications Standard Operating Guideline (SOG), *Guide #3* (FOUO²).
2. Public Information Standard Operating Guideline (SOG) *Guide #15* (FOUO)

G. Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

Each department is required to have documented internal administrative procedures to track expenditures. City Departments/Divisions track expenditures for events through purchase orders.

Departments are required to track all expenditures specifically related to an incident including vehicle/equipment usage, personnel costs (straight and overtime) and/or any emergency expenditures.

There are processes in place within the EOC that allow departments to document requesting and fulfilling of needed resources. The Finance Department (Finance Section within the EOC), acting as the City's Authorized Agent, will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

H. Documentation

During an emergency or incident, it is important to keep specific records related to staff assignments and costs, related to the response to and recovery from the emergency/incident. Proper documentation allows the city to obtain state and federal assistance related to disaster recovery. Each department has their own internal processes for ensuring proper documentation of actions, incident specific cost tracking, personnel timekeeping, and record retention of these documents.

Maintenance of administrative records continues throughout all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided, including procedures for all units of potential response organizations. During a response, entities ensure that adequate

² For Official Use Only (FOUO)- Information not classified but which may be exempt from public release under ORC 149.433.

City of Vandalia Emergency Operations Plan

documentation is collected within the EOC, for activities of personnel, use of equipment and expenditures for the emergency.

All documentation created in the EOC during an activation shall be collected and maintained in accordance with the city's records retention policy, until at least the After-Action Report is completed.

Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Finance Section in the EOC is responsible for cost recovery records and assisting in collecting any missing information.

I. EOC After Action Reporting on Reporting Responsibility

An After-Action Report (AAR) compiles information related to operations by all responders including City and external partners, for event analysis. AARs often form the basis of the City's efforts to improve response and recovery processes through the preparedness concepts of planning, organizing, equipping, training, exercising, and evaluation.

An AAR shall be completed following any EOP/EOC activation. The process, guidelines, and/or instructions for completing the AAR are outlined in *SOP 16- After Action Reporting Process*.

It is important to note that there may be information in an AAR that could be **FOUO**, and that should be redacted or left out of the public facing (distributed or posted) document.

City of Vandalia Emergency Operations Plan

VI. DIRECTION, CONTROL & COORDINATION

The Direction, Control, and Coordination (DCC) section of an Emergency Operations Plan (EOP) is essential for ensuring the city responds efficiently during an emergency or disaster. This section outlines the leadership structure, how information flows, and how decisions are made. It coordinates the efforts of various agencies, departments, and entities involved in emergency response.

This section of the EOP defines the roles and responsibilities of individuals and agencies involved in emergency response. It ensures a unified approach to disaster management.

A. The Policy Group

The Policy Group consists of elected city officials (and the City Attorney), who have, through adoption of this plan, established general policies related to disaster response. The EOC Director (Incident Commander) will have sole responsibility for the implementation of established policy, the coordination of emergency operations and the management of the overall response and recovery effort.

B. Incident Command System

The Incident Command System (ICS) is a standardized approach to emergency response that allows for a unified and coordinated command structure. The ICS is designed to be flexible and scalable depending on the size and complexity of the incident. The city's EOP must specify how the ICS is implemented at all levels of response.

1. An **Incident Commander** (IC) is the designated senior official responsible for the overall management and coordination of the incident within the city. This could be the City Manager (Public Safety Director), Fire Chief, Police Chief, or a designated Emergency Manager.

An Incident Commander usually operates from the **Incident Command Post (ICP)**. The ICP is a central location for field-level coordination and response. An ICP is typically located within the vicinity of the incident and obtains information directly from responders in the field. Emergency responders utilize the ICP to convey information between incident responders and other levels of command.

When an ICP is being used to coordinate multiple agencies, partners, or resources it becomes a **Unified Command Post (UCP)**. A UCP is central location for field-level response and coordination. UCPs are established when two or more persons from different agencies take on the roles and responsibilities of the Incident Commander. Unified Command Posts are established when incidents become more complex and require multi-faceted coordination of more than one organization or agency under the direction of collaborative Incident Commanders.

Finally, an **Area Command** (Area Commander/Command Post) is an organization that oversees the management of multiple incidents or oversees the management of a very large or evolving situation with multiple ICS organizations.

City of Vandalia Emergency Operations Plan

2. The **Command Staff** consists of the following positions:
 - a. **Public Information Officer** (PIO): Responsible for managing communication with the public and media.
 - b. **Safety Officer**: Ensures the safety of all emergency responders and personnel involved.
 - c. **Liaison Officer**: Coordinates with other agencies, organizations, and entities involved in the response.
3. The **General Staff** are the functional areas reporting to the Incident Commander and supporting operational coordination, these are sometimes referred to as the “FLOP”:
 - a. **Finance/Admin Section** (managed by a “Section Chief”): Tracks costs, resources, and manages financial aspects of the incident response.
 - b. **Logistics Section** (managed by a “Section Chief”): Manages resources, supplies, and equipment necessary for emergency response.
 - c. **Operations Section** (managed by a “Section Chief”): Coordinates all field activities, including emergency response and recovery operations.
 - d. **Planning Section** (managed by a “Section Chief”): Responsible for gathering, analyzing, and disseminating information related to the incident. Prepares action plans for ongoing response.

More thorough, detailed job descriptions with specific job responsibilities can be found in the City Emergency Operations Plan, ANNEX Section and Field Operations Guide (FOG).

C. Emergency Operations Center (EOC)

The City of Vandalia’s Emergency Operations Center (EOC) is utilized as a central location to coordinate multi-agency operations, emergency response information, resources, and cost tracking amongst City emergency responders, departments, volunteer organizations, stakeholders, and when necessary, with county, state, and federal agencies.

The EOC is utilized to support incident command post (ICP) operations when initial incident response efforts require additional support. EOC’s do not coordinate tactical response, but rather support field tactics through the procurement of additional resources, dissemination of information, and by planning for anticipated events or needs.

City of Vandalia Emergency Operations Plan

When the EOC is activated, communications and coordination are established between Incident Commander(s) or Area Commander(s) and EOC. The city has the capability to operate EOC functions in an in-person, virtual, or hybrid (in-person/virtual) setting to support field response and is organized by Incident Command System sections.

1. **Emergency Operations Center (EOC) Activation-** The EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed those immediately available to incident commander(s) and/or within the city.

The City Manager will have the authority to activate the Emergency Operations Plan (EOP) and/or the Emergency Operations Center (EOC) when an emergency is identified that requires a coordinated response.

Upon activation, the City Manager will notify all key personnel, including department heads, emergency responders, and partners, using the established notification system, procedures, and/or policies.

The City Manager will typically serve as the EOC Director (or Incident Commander), however, the City Manager could designate an EOC Director based on the emergency/disaster to act as the EOC Director/Incident Commander.

The City Manager or the Emergency Manager will also notify local, state, and federal partners if necessary.

The following ANNEXS provide guidance, policy, and procedure on how:

- The EOC is stood-up and/or how EOC operations will be carried out reference *ANNEX A-Emergency Operations Center Guide (FOUO)*.
- To determine what the Policy Group (City Council) and/or the EOC Director (City Manager or his/her designee) should be doing during and EOP activation reference *ANNEX B-Policy Group/EOC Directors*.

City of Vandalia Emergency Operations Plan

2. **Multiagency Coordination-** During larger scale emergencies and/or during planned events that would involve multiple jurisdictions, outside partners (private and/or public), multiple departments and agencies (i.e. Schools, Township, or surrounding bordering city). Management personnel from those partners, jurisdictions, departments, or agencies would best be served by activation of a unified command center within and/or in place of a traditional EOC. In these situations, the city would employ our standard EOP but provide a unified incident management process known as Multiagency Coordination (MAC), and operate from a Multiagency Coordination Center (MACC). From the MACC groups would provide situational assessments, determine resources needs, establish a logistics system, and allocate resources. Any affected jurisdiction may still activate their EOC, but would have representation in the city's EOC/MACC when unified decision making, communications and resources are needed to support the incident.

Multiagency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across jurisdictional lines, or across levels of government.

The primary function of the Multiagency Coordination System (MACS) is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources. MACS consists of a combination of elements: personnel, procedures, protocols, business practices and communications integrated into a common system.

3. **Emergency Support Function (ESF)** is a coordinated set of activities, resources, and responsibilities outlined in a city's Emergency Operations Plan (EOP) that focuses on a specific aspect of emergency response. Each ESF is led by a primary agency and supported by various partner organizations, and together, they provide the essential services needed to respond effectively during an emergency or disaster.

The concept of ESFs is designed to ensure that all aspects of emergency response are covered systematically and efficiently, ensuring that different agencies and departments can work together in a coordinated manner. Key Features of Emergency Support Functions (ESFs):

- a. **Lead Agency:** Each ESF has a designated primary agency responsible for coordinating its activities. This agency is typically a city department or an organization that has expertise in the function.
- b. **Support Agencies:** These are additional agencies, departments, or organizations that assist in carrying out the tasks of the ESF. Support agencies might be local, regional, or even federal organizations, depending on the type of emergency.

City of Vandalia Emergency Operations Plan

- c. Coordination: ESFs are designed to integrate various agencies and resources to ensure that all essential services (such as medical care, food distribution, transportation, or public safety) are managed efficiently during an emergency.
- d. Response and Recovery: ESFs are activated based on the needs of the incident and can be used not only during response but also for recovery operations after an event.

A complete listing of the City's primary ESF's, and their general responsibilities are outlined in *ANNEX-E* of the City's EOP.

Emergency Support Functions (ESFs) organize and streamline a city's emergency response by dividing responsibilities into clear categories, each supported by specialized agencies. This system helps to avoid confusion and duplication of effort during critical times, ensuring that all necessary services are provided quickly and efficiently in response to a disaster.

It will be the EOC Director's call on which type of Incident Management System that will be used during an EOP/EOC activation. A traditional Incident Command System, which employs both the Command and General Staff (FLOP) responsibilities, or a MAC which could only employ the appropriate ESF's. The Director could also employ a hybrid IMS, that involves a mixture of both systems, whichever best fits the needs of the incident and/or the city.

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VII. CONTINUITY OF GOVERNMENT

A. SUCCESSION OF COMMAND

1. The line of succession for elected city officials will begin with the mayor followed by the Vice-Mayor, to members of City Council in order of their total seniority on council.
2. The line of succession for the Emergency Operations Director is from the City Manager to the Assistant City Manager(s), to the "Acting City Manager."
3. The line of succession for each department head within the city administration is in accordance with operational procedures established by each department.

B. PRESERVATION OF RECORDS

Preservation of important records and measures to ensure continued operation and reconstitution are necessary of local governments during and after catastrophic disasters or national security emergencies.

It is the responsibility of the local government to ensure that all legal documents of both a public and private nature, recorded by a designated official (i.e. city clerk, tax commissioner) be protected and preserved in accordance with applicable state and local laws.

Vital records include, but may not limited to, the following:

- Judiciary records
- Financial and insurance information
- Engineering plans and drawings
- Employee, customer, and supplier databases
- Personnel files
- Tax records
- Payroll records
- Vital statistics
- Computer tapes and back-ups
- Video from Police Mobile (in car) or Body Worn Cameras

The City shall as a part of their records retention program:

1. Identify, in advance, priority categories of essential records. These categories should include those records deemed essential for continuing critical government functions during an emergency, and those records that are required to protect the rights and interests of all citizens.
2. Label all records within the priority categories with identifiable markings. Priority of evacuation should be noted on record containers.

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3. Assess the vulnerability of stored records to direct and secondary damage from various disaster threats (i.e., fire, water, chemical damage, aftershock, vandalism, etc.).
4. Evaluate alternate records storage locations in light hazard analysis.
5. Plan for transportation to relocate to alternate location if the need arises.
6. Identify and retain copies of the records that will be needed during the emergency operations by management or the emergency response team.
7. Safeguard vital computer information and records.

C. INTER-GOVERNMENTAL RELATIONSHIPS

Under the Constitutions of the United States and of the State of Ohio, a definite relationship exists between the various levels of government, from the federal to the state to the local. Even at the local level there are definite relationships existing between the city and the county, as well as, between the surrounding communities (cities, townships, villages).

In a disaster/emergency, these multiple inter-relationships may become more direct than those existing under normal circumstances. Consequently, the potential exists for them to be either cooperative and beneficial or filled with friction and misunderstanding.

It is intended that most emergency/disaster situations, should they befall Vandalia, will be handled by city staff and volunteers with possible activation of pre-existing mutual aid agreements. Most emergencies can be expected not to require the city to call upon additional outside help. It is certainly possible to imagine, however, calamities so grand in scale or technologically complex that they may exceed the city's ability to respond. In such circumstances, it will be necessary to call upon outside assistance through the Montgomery County Office of Emergency Management, or the State of Ohio, or even from the federal government.

Under this Emergency Operations Plan, it shall be the sole responsibility of the Emergency Operation's Director or an Incident Commander to decide, based upon circumstances, the need for outside assistance in the response or recovery phases of an emergency/disaster. The EOD/IC will make such request and/or may call upon the assistance of the Policy Group for this purpose when State or Federal resources are needed.

City of Vandalia Emergency Operations Plan

VIII. AUTHORITIES AND REFERENCES

A. AUTHORITIES

Federal:

1. **Public Law 99-499, Superfund Amendments and Reauthorization Act, (Sara Title III)-** is the Emergency Planning and Community Right-to-Know Act (EPCRA), which mandates reporting on hazardous and toxic chemicals, and establishes requirements for emergency planning and community notification in case of chemical releases
2. **Robert T. Stafford Disaster Relief and Emergency Assistance Act-** An amendment to the Disaster Relief Act of 1974. The act serves as a system to allocate disaster relief assistance (either financial or physical) through presidential declaration to local and state agencies through the Federal Emergency Management Agency (FEMA). See FEMA's website for more information
3. **Homeland Security, Presidential Directive 5 (2004)-** NIMS was released by the United States Department of Homeland Security's (DHS) 120 Federal Emergency Management Agency (FEMA) and influenced by the Standardized Emergency Management System. The National Incident Management System (NIMS) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location, or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain and deliver the core capabilities needed to achieve a secure and resilient nation. The city utilizes NIMS to organize emergency response at different levels of operations, as well as within our public safety divisions/departments.
4. **Homeland Security, Presidential Directive 8-** a directive aimed at strengthening the nation's preparedness to prevent, protect against, respond to, and recover from domestic terrorist attacks, major disasters, and other emergencies

State:

1. Ohio Revised Code Section 149.433- Exempting security and infrastructure records.
2. Ohio Revised Code Chapter 3750 Emergency Planning
3. Ohio Revised Code Chapter 4937 | Utility Radiological Safety
4. Ohio Revised Code Section 5502.21- Emergency Management
5. Ohio Administrative Code Chapter 3750-Emergency Planning

City of Vandalia Emergency Operations Plan

Local:

1. Montgomery County Emergency Operation's Plan
2. Montgomery County Mutual Aid Agreements
3. Vandalia City Charter, Section 4-7, Emergency Measures- An emergency measure is an ordinance for the immediate preservation of the public peace, property, health, safety, and welfare; or providing for special emergencies in the operation of a municipal department, in which the emergency is set forth and defined in a preamble thereto. The Council may, by an affirmative vote of five members of the Council, pass emergency ordinances to take effect at the time indicated therein and such ordinances shall not be subject to referendum. Ordinances appropriating money may be passed as emergency measures, but no measure making a grant, renewal or extension of a franchise or other special privilege, or regulating the rate to be charged for its services by any public utility, shall ever be passed as an emergency measure.
4. City Ordinance 220.01- Emergency Meeting of City Council
5. City Ordinance 452.13- Parking during Snow Emergencies
6. City Ordinance Chapter 1042- Water Generally
7. City Ordinance Chapter 1044- Sewers Generally
8. City of Vandalia Resolution Number 04-R-28, Adopting the NIMS
9. City Planning, Zoning, Housing, Building, and Fire Codes (current version)

City of Vandalia Emergency Operations Plan

B. REFERENCES

Federal:

1. National Response Framework (2008)- is a comprehensive, national, all-hazards approach to domestic incident response, guiding all levels of government, the private sector, and NGOs in preparing for and responding to disasters and emergencies, from local to national in scope.

State:

1. State of Ohio Emergency Operations Plan 2007

Local:

1. Montgomery County Emergency All-Hazards Operation's Plan
2. Montgomery County Hazard Mitigation Plan
3. Montgomery County Hazardous Materials Emergency Response Plan
4. Montgomery County Debris Management Plan
5. Montgomery County Resourced Field Inventory
6. Montgomery County Mutual Aid Agreements

City of Vandalia Emergency Operations Plan

IX. DEFINITION OF TERMS

Activation- Initial activation of the EOC may be accomplished by a designated official of the emergency response agency that implements an Incident Management System as appropriate to accomplish the agency's role in response to the emergency.

An event in the sequence of events normally experienced during most emergencies.

Annex- As used in this plan, an element that is devoted to one component part of emergency operations and that describes the city's approach to functioning in that area of activity in response to emergencies caused by any hazard that might affect the community.

After-Action Report (AAR)— A report that examines response actions, modifications to plans and procedures, training needs and recovery activities. AARs are required under the EOP following any emergency that requires a declaration of an emergency, activation of the EOP and/or activation of the EOC.

All-Hazards – Any incident, natural or manmade, that warrants action to protect life, property, environment, public health, or safety and minimize disruptions of government, social, or economic activities.

Appendix- Attachment to an annex providing technical information, details, methods, and/or hazard specific procedures to that annex.

CBRN- Chemical, biological, radiological, and nuclear defense (**CBRN defense** or CBRND) is protective measures taken in situations in which chemical, biological, radiological, or nuclear warfare (including terrorism) hazards may be present. **CBRN defense** consists of CBRN passive protection, contamination avoidance and CBRN mitigation.

Chief- The ICS title for individuals responsible for management of functional sections; Finance/Admin, Logistics, Operations, and Planning.

Command- The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command post- is the area established by the initial responding agency's senior officer situated at a location of his/her discretion, taking into consideration the hazard involved, the accessibility and space requirements to marshal and manage the personnel and material to combat the hazard. The Command Post serves as the on-scene communications link to the EOC.

City of Vandalia Emergency Operations Plan

Command Staff- In an incident at which primary Command Staff consists of the Incident Commander and special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. Those command positions may have an assistant or assistants assigned to them as the need arises.

Communications- Those communication systems that include, but are not limited to, established telephone and radio systems.

Communications Unit- An organizational unit in the Logistics Section responsible for providing communication services at an incident or EOC. A communications unit may also have an operation at the site/scene of an emergency depending upon its complexity.

Continuity of Government (COG) – Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agencies constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority and active command and control during response and recovery operations.

Continuity of Operations (COOP) – Planning should be instituted (including all levels of government) across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

Cyber Threat – An act or threat that poses potentially devastating disruptions to critical infrastructure, including essential communications such as voice, email, and Internet connectivity.

Cyber Security – The protection of data and systems in networks that are connected to the internet, including measures to protect critical infrastructure services. These services may include essential communications such as voice, email, and internet connectivity.

Disaster/Emergency- An event that causes or threatens to cause loss of life, human suffering, property damage, economic and social disruption.

Disaster Plan- Local adopted plan for the control or mitigation of a major emergency.

Emergency Operations Center (EOC) - The off-site facility designed staffed to coordinate support activities including, but limited to, that normally needed to handle emergency activities.

Emergency Operations Plan (EOP) - A document that identifies available personnel, equipment, facilities supplies and other resources in the jurisdiction and states the method or scheme for coordinated actions to be taken by individuals and government services in the event of natural, manmade and attack related disasters. It describes a jurisdiction's emergency organization and its means of coordination with other jurisdictions. It assigns functional responsibilities to the elements of the emergency organization and it details tasks to be carried out at time and places projected as accurately as permitted by the nature of each situation addressed.

City of Vandalia Emergency Operations Plan

EOP Working Group – The EOP Working Group provides staff-level development of programs, procedures, plans research and representatives from City departments and outside agencies.

Emergency Public Official Information (EPI)- Instructions to the community providing citizens with information and recommendations for protective actions they should take.

Emergency Support Function (ESF) - A person with overall responsibility for coordination of the emergency when the EOP is activated.

FEMA - The Federal Emergency Management Agency.

FOUO- Is information deemed to be confidential and For Official Use Only (FOUO) by the Ohio Revised Code Section 149.433.

General (Command) Staff- are the functional areas of a command staff that report to the Incident Commander and supporting operational coordination, these are sometimes referred to as the “FLOP” (Finance and Administration, Logistics, Operations, and Planning).

Hazard- represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss.

Hazardous Materials- Refers generally to hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic substances, and other toxic substances.

Incident- An event or occurrence with potential threat to the health and safety of residents in the vicinity; may also result in physical damage to properties and facilities.

Incident Action Plan (IAP)- An IAP specifies the incident objectives, states the activities to be completed, and covers a specified timeframe, called an operational period. An IAP can be oral or written.

Incident Command Post (ICP)- the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating light, a green flashing light, or a green flag/sign.

Incident Objectives- Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information – Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the “currency” that produces intelligence.

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Intelligence – Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package and produces a conclusion or estimate. Information must be real, accurate and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC and current and expected conditions and how they affect the actions taken to achieve operational period objectives. Intelligence is an aspect of information. Intelligence is primarily 138 intended for internal use and not for public dissemination.

Joint Information Center (JIC)- A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

MCOEM- Montgomery County Office of Emergency Management

Mass Casualty Incident (MCI) - Any incident that generates an emergency victim load that exceeds the capability of a community's emergency medical service, including the emergency victim handling capabilities of the nearest medical treatment facility.

MAC-Multiagency Coordination

MACC-Multiagency Coordination Center

MGLERC -Montgomery-Greene County Local Emergency Response Council

Mutual Aid Agreements- Written agreement between agencies and/or jurisdiction to manage certain aspects of an incident. ICS, these incidents will be managed under the Unified Command.

NIMS- The National Incident Management System.

National Response Plan (NRP) - A plan mandated by HSPD-5 that integrates local, state, and federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

OEMA- Ohio Emergency Management Agency

One Pager- A simple one page (usually front and back) Incident Action Plan for SEAR 3 events.

Operational Period- The time scheduled for executing a given set of operational actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Recovery- The development, coordination, and execution of service and site restoration plans; the reconstruction of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

City of Vandalia Emergency Operations Plan

SARA- The Superfund Amendments and Reauthorization Act of 1986. Title III of SARA includes detailed provisions for community planning.

SEAR- is the Special Event Assessment Rating system is a proactive tool that helps the city manage the specific risks associated with a wide variety of special events. It enhances public safety, ensures effective use of resources, and provides a structured approach to emergency preparedness for special events.

Standard Operating Guideline (SOG) - Varies greatly in usage; generally, a checklist or set of instructions having the force of a directive, covering those features of operation which lend themselves to a definite or standardized procedure without loss of effectiveness. Any information needed to accomplish a task, (e.g., personnel rosters and resource inventories, are attached or cited in a readily available reference).

Tabs- Maps, charts, checklists, resource inventories, sample forms, diagrams, summaries, or critical information; all used to support the basic plan, the annexes, and/or appendices.

Unified Command- An application of the ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior persons from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Vulnerability- indicates the level of exposure of human life and property to damage from natural and manmade hazards.

Public Information Officer (PIO)- A member of the Command Staff responsible for interfacing with the public and media and with other agencies with incident-related information requirements.



EMERGENCY OPERATIONS PLAN REVISIONS 2025

COUNCIL WORKSHOP, AUGUST 18, 2025

“SAFE & SECURE”

Ensure that Vandalia remains a safe and secure community by investing in both traditional public safety operations and creative outreach efforts to meet the evolving needs of our residents and visitors





EMERGENCY OPERATIONS PLAN

Purpose- *delineate the functions, roles, and responsibilities of all emergency response agencies and the overall emergency management system for the City of Vandalia.*

Objectives:

1. Describe the authority, responsibilities, functions, and operations of the whole community during all levels of emergencies.
2. Facilitate operational coordination and resource management during emergencies.
3. Integrate non-governmental agencies and organizations into the emergency operations process through the City's Emergency Operations Plan (EOP) and/or Emergency Operations Center (EOC).



EMERGENCY OPERATIONS PLAN (EOP)

Scope: *Plan is limited in scope to address response activities during events where normal emergency response processes and capabilities become over taxed or where it is determined there is a need for coordination of response operations due to the complexity and/or duration of events.*

1. Establishes fundamental policies, strategies, and assumptions.
2. Establishes procedures to manage an emergency from initial monitoring through post-disaster response and recovery.
3. Assigns specific functional responsibilities to appropriate City departments.
4. Addresses the various types of emergencies that are likely to occur.
5. Identifies actions that response and recovery organizations will take, in coordination with county, state, and federal counterparts as appropriate.



PLAN REVISIONS HIGHLIGHTS





ADDITION OF AN “OFFICIAL USE ONLY (FOUO)” POLICY

Is information deemed to be confidential and For Official Use Only (FOUO) by the Ohio Revised Code Section 149.433.



HAZARDS & VULNERABILITIES (REVISIONS)

1. Weather
2. Earthquakes
3. Fires
 - Wildland, EV Fires
4. Hazardous Materials
 - Transportation Emergencies (P,T,A)
5. Terrorism & Civil Disturbance
 - Acts of Violence
6. Cyber Threats
7. Infrastructure Interruption



Note: Vulnerabilities (Hazards) are consistent with those identified by the Montgomery County Office of Emergency Management's (MCOEM), *Natural Hazard Mitigation Plan*.

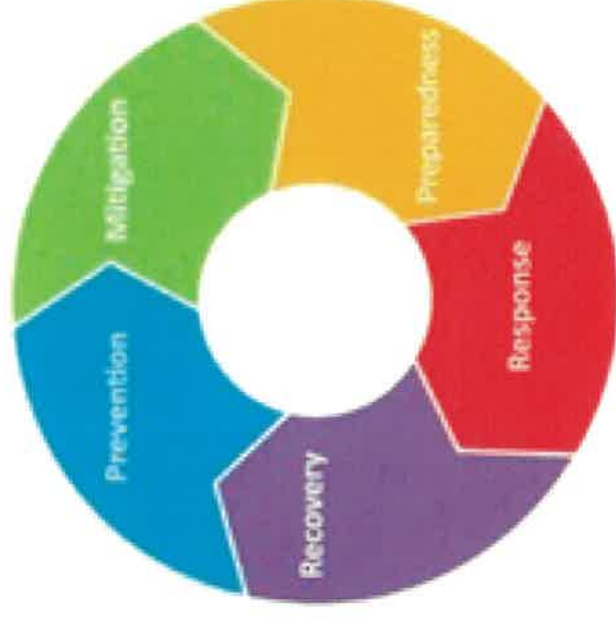




CONCEPT OF OPERATIONS (REVISIONS)

1. Phases of Emergency
2. NIMS
3. Documentation
4. After Action Reporting

- Preparedness
- Prevention
- Response
- Recovery
- Mitigation



STANDARD OPERATING PROCEDURES REVIEWED & REVISED

1. Damage Assessment
2. Communications
3. Warming & Cooling Centers
4. Debris Management
5. Public Information
6. After Action Reporting
7. Special Events Assessment Rating (SEAR) & IAP
8. Bomb Threat Management
9. Declaring and Emergency
10. FOUO



THIRA- Threat, Hazard Identification and Risk Assessments

A presentation and summary of the THIRA Teams findings is coming soon. The purpose was to identify hazards, threats, and/or vulnerabilities that exist currently and to begin to plan (through recommendations) and/or work to mitigate these threats.

Citywide Policy Goals: *Through Preparedness, Prevention and Mitigation Strategies how can we focus on the safety and security of those Vandalias that live, work, and play in Vandalia everyday.*

“Big Hitters”:

- The safety and security of city buildings and city owned infrastructure.
- Threats to/on city properties from severe weather.
- Cyber security and/or attacks
- How are we communicating during emergencies internally
- What employee training (preparation) is needed.



QUESTIONS

THANKS TO THE EOP REVIEW TEAM!



Memo

To: Kurt Althouse, Interim City Manager

From: Bridgette Leiter, Director of Finance

Date: August 20, 2025

Re: Supplemental Appropriation Ordinance

Finance is requesting the approval of the following supplemental appropriation Ordinance for the following reasons:

General Fund:

Court

- **\$15,000** – increase appropriations to cover the unexpected increase in postage costs related to new court legislation passed requiring all payable citations to receive 30 days continuance notice if they fail to appear.

Police - Operations

- **\$5,000** – increase appropriations to cover the unexpected increase in vehicle repair and maintenance costs of police vehicles.

Police – Support Services

- **\$6,415** – increase appropriations to cover the unexpected increase in costs related to the Humane Society Community Cat Program.

Golf Fund:

Course Maintenance

- **\$180,000** – increase appropriations to cover the unexpected additional costs (rock removal, etc.) related to the golf course irrigation system project. This amount is 10% of the original bid and was included as a contingency and will only be used as needed.

Water Fund:

Water

- **(\$1,125,000)** – transfer and reduction of appropriations related to the Damian, Soter, Romanus and Desales (N) Watermain Replacement & Resurfacing project. The project was budgeted in the general water department account (water - department 350), and because the project was subsequently awarded OPWC funding, a transfer is necessary to reclassify the expense in the correct account (OPWC – department 332).

OPWC

- **\$1,125,000** – transfer and increase of appropriations related to the Damian, Soter, Romanus and Desales (N) Watermain Replacement & Resurfacing project. The project was budgeted in the general water department account (water - department 350), and because the project was subsequently awarded OPWC funding, a transfer is necessary to reclassify the expense in the correct account (OPWC – department 332).

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO
ORDINANCE 25-21

AN ORDINANCE TO REVISE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO DURING THE CALENDAR YEAR ENDING DECEMBER 31, 2025, AND AMENDING ORDINANCE 24-24 AND DECLARING AN EMERGENCY

WHEREAS, City Council has determined it is in the best interest of the City to revise appropriations for current expenses and expenditures;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. The sums set forth in Appendix A which is attached hereto and incorporate herein by this reference, be and are hereby increased or (reduced) as set forth on Appendix A.

Section 2. The Director of Finance for the City is authorized to draw warrants on the City Treasury for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers, provided that no warrants shall be drawn or paid for salaries or wages except the person employed by authority of and in accordance with law or ordinance.

Section 3. Ordinance 24-24 providing for annual appropriations being inconsistent with the provisions of this Ordinance, the same is hereby amended.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This legislation involves appropriating money and is hereby passed as an emergency measure pursuant to Charter Section 4-7 as being necessary in order to provide for the continued protection of the public peace, health, safety and welfare and for the further reason that it is necessary to keep the city's financial records complete and accurate.

Section 6. This ordinance shall go into effect immediately upon passage as provided by law.

Passed this 2nd day of September, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E Althouse, Clerk of Council

Appendix A

Fund	Description	Subtotals	Division Total	Fund Total
110 General Fund				
	Court			
	Other Expenditures	15,000		
	Police - Operations			
	Other Expenditures	5,000		
	Police - Support Services			
	Other Expenditures	6,415		
	Total General Fund		26,415	26,415
641 Golf Fund				
	Course Maintenance			
	Other Expenditures	180,000		
	Total Golf Fund		180,000	180,000
651 Water Fund				
	Water			
	Other Expenditures	{1,125,000}		
	OPWC			
	Other Expenditures	1,125,000		
	Total Water Fund			-
	Grand Total			206,415

MEMORANDUM

TO: Kurt Althouse, City Manager
FROM: Michael Hammes, AICP, City Planner
DATE: August 27, 2025
SUBJECT: PC 25-0011 – Planned Unit Development – 3330 Mulberry Road

General Information

Owner(s): Copperfield LLC
3150 Republic Blvd. N. Unit 3
Toledo, Ohio 43615

Applicant: DDC Management
3601 Rigby Rd. Suite 300
Miamisburg, Ohio 45342

Existing Zoning: Agriculture (A)

Proposed Zoning: Planned Unit Development (PUD)

Location: 3330 Mulberry Road

Parcel(s): B02 00624 0001

Acreage: 11.36 acres +/-

Related Case(s): PC 22-03¹

Requested Action: Approval

Exhibits: 1 – Application
2 – Proposed Preliminary Plan
3 – Proposed Home Elevations
4 – Letters of Justification

¹ On July 18, 2022, City Council did not approve Ordinance 22-13 (PC22-03), which proposed a Planned Unit Development Preliminary Plan and corresponding map amendment for Copperfield Towns.

Application Background

DDC Management requests a change of zoning as previously established by the Zoning Ordinance of the City of Vandalia. The request involves one parcel totaling 11.36 acres +/- located at the southeast corner of Mulberry Road and Peters Pike in the City of Vandalia. As proposed, the subject property would be rezoned from the A- Agricultural zoning district to a Residential Planned Unit Development. The property is owned by Copperfield LLC.

DDC Management seeks to develop the site as a residential subdivision. As proposed, the development would feature 87 units across 34 lots². This subdivision would be called Copperfield Towns.

The applicant has proposed a Planned Unit Development for the site. A letter of justification has been submitted detailing their rationale for the proposed PUD. The approval of a PUD for this development would lock the site into the proposed layout, forcing the applicant (or their successor) to comply with the plan as approved by Council.³

The applicant seeks approval of both the Planned Unit Development itself, with development standards set forth herein, and a preliminary plan.

Current Zoning / Use

The site is in the A – Agriculture zoning district and is currently being used as a crop field. The property is currently vacant. The Future Land Use Map calls for this site to be used as Medium Density Residential. The current access from the site comes from Mulberry Road, which in turn connects to Peters Pike, Hedgestone Drive, Ashbury Farms Drive, and North Dixie Drive.

Surrounding Zoning / Uses

The surrounding area is a blend of agriculture and residential uses. The property borders Interstate I-70 and Airport Access Road.

Surrounding zoning districts are as follows:

Direction	District
North	RSF-3 – Residential Single-Family
South	Interstate I-70
East	A - Agriculture
West	Airport Access Road

² 33 lots are buildable.

³ See also Zoning Code Section 1214.08. No development can commence unless and until a Final Plan is approved by Council, with said Final Plan conforming to the Preliminary Plan approved as part of this application.

Proposed Structures

The applicant has provided sample elevations for the types of townhomes intended for this development. The proposal includes constructing 87 owner-occupied attached town home units in both two-unit buildings or three-unit configurations on the site. Each unit will have a garage and will be served with a paved driveway.

One monument sign is proposed at the north end of the development, as shown. The sign would be required to meet the requirements of Chapter 1236 – Sign Standards.

The proposed plan calls for open space along the south and west ends of the site. A 50-foot boundary setback is proposed along the northern and eastern edges of the development, adjacent to Mulberry Road and the neighboring property.

Land Use Density

The proposed Land Use Density for the site is based on the number of dwelling units per acre. In this instance, with 87 dwelling units proposed on 11.36 acres, we have a gross density of 7.65 Dwelling Units per acre.

Section 1222.06(a)(3) of the Vandalia Zoning Code requires that Planned Unit Developments shall not exceed 12 dwelling units per acre for multi-family developments.

Proposed Roadways

The development would be served by three new streets, as shown. These roadways would connect to Mulberry Road. All proposed roadways will meet the City’s standards for roadway design and construction.

Comprehensive Plan

The 2020 Comprehensive Plan designates this site as Medium Density Residential.⁴ This designation is shared with all properties south of Mulberry Road that are zoned Agriculture.

“Medium Density Residential development should provide a variety of complementary single-family and multi-family homes including homes on small lots, duplexes, townhomes, and flats.”⁵

The style of development proposed – townhome-style multi-family structures – is one of several types of home specifically intended for the Medium Density Residential designation applicable to this property. As such, Staff finds that the proposed development would be consistent with the Comprehensive Plan.

⁴ City of Vandalia Comprehensive Plan, Page 55.

⁵ City of Vandalia Comprehensive Plan, Page 56

Covenants and Restrictions

The development will be served by a Homeowner's Association operating under a set of covenants and restrictions. The reserve lots and other common areas will be maintained by this Homeowner's Association.

Development Standards⁶

The Planned Unit Development district is intended to allow for a flexible development that does not strictly adhere to the standards of one district. In this instance, the applicant proposes a development with narrow lots featuring attached townhomes.

The proposed site is divided into 33 buildable lots with each lot containing 2-3 dwelling units. There is an area reserved for passive open space, outdoor recreation, or stormwater detention.

The following development standards will apply to the proposed PUD:

1. Permitted Uses

Permitted Uses shall be limited to the following:

- a. Multi-Family Residential Housing (Lots 1-32 and 34 only)
- b. Passive Parks, Open Space, Outdoor Recreation, and Natural Areas (Lot 33 only)
- c. Accessory Uses as permitted in the RSF-1 District⁷

2. Site Development Standards

SITE DEVELOPMENT STANDARDS – PC 25-0011							
Lots	Minimum Lot Area (Square Feet)	Minimum Lot Frontage (Feet)	Maximum Impervious Surface Coverage	Minimum Setbacks (Feet)			Maximum Building Height (Feet)
				Front Yard	Side Yard (Each Side)	Rear Yard	
1-32, and 34	4,900	54	60%	25	15	10	25
Lot 33	5,000	40	N/A	N/A	N/A	N/A	N/A

⁶ All Lot Numbers and Designations (i.e., Lot 24, etc.), as well as preliminary road designations (i.e., Foxcroft Court, etc.) shall refer to the approved Preliminary Development Plan for the Copperfield Towns Subdivision, unless otherwise noted.

⁷ Vandalia Zoning Code, Section 1224.01(d)(8)A.

3. Architectural Standards

The following architectural standards shall apply to all residential dwellings constructed on Lots 1-32 and 34, inclusive, except as otherwise noted herein.

- a. No two Dwelling Units with the same elevation and exterior color package shall be permitted on either side of each other and directly across the street for each other.
- b. In all other instances, and for all other aspects relating to architectural standards, shall follow the requirements put forth in City Code 1228.03 – “Architectural Standards for Multi-Family Dwellings”.

4. Other Standards

- a. All residential buildings shall be set back a minimum of 50 feet from the boundary of the PUD.
- b. Standards not otherwise listed as part of the Development Standards for this Planned Unit Development shall conform to the standards of the RFF Residential Four-Family district in City Code 1226.04.
- c. Improvements to the Mulberry Road right-of-way shall be installed as required by Section 1234.09(f) “Responsibility for Thoroughfare Improvements”, under the supervision of the Director of Public Service.
- d. A vegetative screen shall be maintained along Airport Access Road to increase sound dampening.

Phasing Plan / Timeline

If approved, the applicant intends to construct this development in one phase. Primary construction would begin in Spring 2026, with a 9-month construction period planned. Once horizontal construction is complete, dwellings would be constructed as sales allow.

Review and Recommendation

Planned Unit Development District Review Criteria

Recommendations and decisions on Planned Unit Development applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.⁸

1. The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed Planned Unit Development furthers the purposes of the code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

2. The proposed amendment and proposed uses are consistent with the City's adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies.

The Planning Commission agreed with the staff comment by a vote of 3-0.

3. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Staff feels that the proposed Planned Unit Development is necessary to accommodate the style of home intended for this site. The townhome-style structures proposed would not be feasible in a standard zoning district.

The Planning Commission agreed with the staff comment by a vote of 3-0.

4. The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the site has adequate access to transportation, utilities, and other required public services.

Ms. Cox and Mr. Plant agreed with the staff comment. Mr. Hussong disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

⁸ Vandalia Zoning Code, Section 1214.07(d) – Zoning Map Amendment Review Criteria

5. The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Given the location and nature of the proposed development, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

6. The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Given the proposed preservation of green space as part of this development, Staff feels that the proposed Planned Unit Development complies with this review criteria.

The Planning Commission agreed with the staff comment by a vote of 3-0.

7. The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

The Planning Commission agreed with the staff comment by a vote of 3-0.

8. The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

PUD Preliminary Plan Review Criteria

The Planning Commission shall not recommend in favor of, and City Council shall not approve, a preliminary plan for a planned unit development unless each body respectively finds that the preliminary plan does the following:⁹

- A. The proposed development is consistent with the Official Thoroughfare Plan, the Comprehensive Plan and other applicable plans and policies of the City of Vandalia;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The proposed development could be substantially completed within the period of time specified in the schedule of development submitted by the applicant;

Staff Comment: Staff feels that the proposed schedule of development is reasonable and achievable.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- C. The proposed development provides accessibility to public roads that are adequate to carry the traffic that shall be imposed upon them by the proposed development; that the number of vehicular access points to public roads from high traffic generating uses are minimized to limit the number traffic conflict points; and that the streets and driveways on the site of the proposed development shall be adequate to serve the users of the proposed development;

Staff Comment: Staff feels that the design of the proposed development meets this criterion.

Ms. Cox agreed. Mr. Plant and Mr. Hussong disagreed. The Planning Commission **Disagreed** with the staff comment by a vote of 1-2.

- D. The proposed development shall not impose an undue burden on public services such as utilities, fire, school and police protection;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

⁹ Vandalia Zoning Code, Section 1214.08(d) – Planned Unit Development Review Criteria

- E. The proposed development contains such proposed covenants, easements and other provisions relating to the proposed development standards as reasonably may be required for the public health, safety and welfare;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- F. The proposed development shall include adequate open space, landscaping, screening and other improvements;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- G. The location and arrangement of signs, structures, parking and loading areas, material/waste storage, walks, lighting and related facilities shall be compatible with existing and future uses both within and adjoining the proposed development;

Staff Comment: Staff feels that the proposed development complies with this review criterion. A minimum 30-inch landscaped buffer, using mulch or live plantings, shall be maintained around the base of the sign on all sides.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- H. The proposed development shall preserve natural features such as watercourses, trees and rock outcrops, to the degree possible, so that they can enhance the overall design of the PUD;

Staff Comment: Noting the areas designated as open space and the addition of the wildflower prairie area, particularly to the west, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- I. The proposed development is designed to take advantage of the existing land contours in order to provide satisfactory road gradients and suitable building lots and to facilitate the provision of proposed services;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- J. The proposed development shall not create excessive additional requirements for public facilities and services at public cost;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- K. The proposed development shall not involve uses, activities, layout and building designs that are detrimental to the use of both the proposed facilities and/or nearby properties by reason of excessive traffic, noise or vibration, storm water flooding, air or water emissions, objectionable glare or lack of proper regard for privacy;

Staff Comment: Noting that the only proposed uses are residential in character or passive open space uses, Staff feels that the proposed development complies with this review criterion.

Ms. Cox and Mr. Plant agreed with the staff comment. Mr. Hussong disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

Mr. Hussong noted for the record that his objection was purely due to traffic concerns.

- L. The proposed development has buildings designed with sufficient architectural variety and exterior surface complexity but including elements which serve to visually unify the development;

Staff Comment: Given the variety of home designs and their thematic similarities, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Planning Commission August 26, 2025
Study Session September 2, 2025

1st Council Meeting September 15, 2025
2nd Council Meeting October 6, 2025

M. The proposed development has minimized the size of paved areas or provided adequate visual relief through the use of landscaped islands while providing adequate parking.

Staff Comment: As no standalone parking lots or vehicular use areas are proposed, Staff feels that this review criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Having reviewed the proposed Planned Unit Development district, the proposed Preliminary Plan, and the application materials provided, staff finds that the application meets the relevant criteria for approval.

Accordingly, staff recommends that Planning Commission issue a recommendation of **approval** for the establishment of the proposed Planned Unit Development, identified on a preliminary basis as Copperfield Towns, with the development standards as set forth herein.

Staff further recommends that Planning Commission issue a recommendation of **approval** for the proposed preliminary plan.

At its meeting of August 26th, 2025, the Planning Commission voted 3-0 to recommend **approval** of the proposed Planned Unit Development district and Preliminary Plan for the Copperfield Towns development.

The recommendation of the Planning Commission on both items is hereby forwarded to the September 2, 2025, Study Session for Council review.



Development & Engineering Services

Application for Public Hearing for Zoning Action or Code Amendment

Complete this page and follow the directions on page 2 for each of the following requests:

☐ Rezoning ☐ Cond Use ☒ Planned Unit Dev ☐ Similar Use Det ☐ Site Plan Rev/Mod

Applicant Name: DDC Management

Mailing Address: 3601 Rigby Rd. Suite 300, Miamisburg, OH 45342

Phone Number: 937-401-3844

E-mail Address: ryan.reed@ddcmgmt.com

Owner Name**: Copperfield LLC

Mailing Address: 3150 Republic Blvd. N. Unit 3
Toledo, OH 43615

Phone Number: _____

OFFICE USE ONLY

Filing Date _____

Hearing Date _____

Case No. _____

**** If Applicant is other than
owner, written consent of
owner is required.**

Location of Use.

Street Address: Mulberry Road, Vandalia, OH (PPN B02 00624 0001)

(north, south, east, west) side of Mulberry Road, 0 feet

(north, south, east, west) from the intersection of Hedgestone Drive

Subdivision: _____ Lot No.: _____ Section: _____

Case Description.

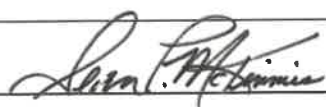
Present Zoning District: agricultural Total Acres: 11.36

Requested Zoning District (for rezoning requests only): PUD

Description of the existing use of property: agricultural

Description of proposed use of property: Single Family Attached

Reason for Zoning Request or Code Amendment: To allow for a single family attached development



Applicant/Owner

6-30-2025

Date

Zoning Administrator

Date

FILING FEES (office use only):

Site Plan Review/Modification (\$106.00)

Similar Use Determination (\$106.00)

Conditional Use (\$318.00)

Planned Unit Development (\$531.00)

Planned Unit Dev. Amendment (\$265.00)

Rezoning (\$531.00)

Receipt No.: _____ TOTAL: _____

Follow The Directions Below for Application Submittal.

Code Amendment: Complete page 1 and include 7 copies of any other supplemental materials that may assist the board in making a decision.

Rezoning: Complete page 1 and include 7 copies of a plan that outlines the subject parcels and illustrates the surrounding zoning districts.

Conditional Use: Complete page 1 and 2 and include 7 copies of a site plan drawn to scale, which includes the following; shape and dimensions of the lot(s), buildings and accessory structures, parking and loading areas, traffic circulation, open spaces, landscaping, signage, utilities, refuse and service areas and a rendering of the proposed building(s).

Planned Unit Development: Complete pages 1, 3 and, 4. Include 7 copies of the supporting documents listed on pages 3 and/or 4.

*Any zoning approval granted by the City is given solely with respect to compliance with the City of Vandalia Zoning Code. The property may be subject to private restrictions including but not limited to recorded Covenants, Restrictions or Declarations that may be applicable notwithstanding any City zoning approval and may require separate approval not involving the City. Applicant is solely responsible for compliance with any such private restrictions

COMPLETE THIS SECTION FOR CONDITIONAL USE REQUESTS.

Please provide a narrative statement evaluating the effects on adjoining property; the effect of such elements as traffic, noise, glare, odor, fumes and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the district.

The proposed infrastructure improvements and residential development complement the existing land use and support the future land use character of the surrounding neighborhood by continuing the residential subdivision (Copperfield) to the North. The reclassification would be desirable to the surrounding community for the following reasons: (1) it aligns with Vandalia's Comprehensive Plan and it's Future Land Use plan, (2) the proposed residential community will bring a quality product at an affordable price point to support the increasing job growth the surrounding area is experiencing, and (3) the proposed residential community will provide buyers a product with a "maintenance-free living" lifestyle allowing them to spend more time within the city and downtown destinations. Applicant requests a waiver to requirement 1234/09(f) along Mulberry, which would require road widening, curbs, gutters and sidewalks as part of the Thoroughfare plan. In evaluation of the existing surrounding community (Copperfield), these improvements have not been installed. Additionally, the location of this project does not provide connectivity to adjacent properties or developments where these improvements are in place.

Is the proposed use in harmony with the general purposes and intent of the Zoning Code and does the proposed use comply with the general guidelines and regulations for the district in which it is located?

The proposed use is in harmony with the City of Vandalia Comprehensive Plan.

What will be the hours of operation for the proposed use? N/A

COMPLETE THIS SECTION FOR A PLANNED UNIT DEVELOPMENT (PUD).

Underlying Zoning: 11.36 Acres of agricultural; _____ Acres of _____;
_____ Acres of _____ = Total Acreage: 11.36

Is an amendment of the underlying zoning part of this application? ☒ YES ☐ NO

If yes, please explain. _____

Phasing:

Number 1 Start Date _____; Finish Date _____; Total Acres 11.36

Uses single family attached

Amenities dog park, pond, entry signage

Number _____ Start Date _____; Finish Date _____; Total Acres _____

Uses _____

Amenities _____

Number _____ Start Date _____; Finish Date _____; Total Acres _____

Uses _____

Amenities _____

Number _____ Start Date _____; Finish Date _____; Total Acres _____

Uses _____

Amenities _____

Density:

Residential: Maximum number of dwelling units proposed 87 / 11.36 acres.

Non-Residential: Maximum number of dwelling units proposed _____ / _____ acres.

Streets:

Public streets proposed: approx. 1800 linear feet. Minimum lighting _____ f.c.

Private streets proposed: _____ linear feet. Minimum lighting _____ f.c.

Open Space (for residential developments only):

Acreage to be dedicated as City parkland: _____ Acres.

Common open space held by Homeowner's Association: approx. 3.6 Acres.

Impervious surface coverage: approx 4.5 Acres / 11.36 Total Acres = 0.40 %

Please include the following supporting documents with requests for PUD approval:

1. **Vicinity Map** (1" = 1000' minimum scale)
2. **Existing Characteristics Map** (proposed plan boundary line, existing property lines, underlying zoning, right of way, easements, public properties, elevation contours, national flood insurance floodways and flood fringe and federal jurisdictional wetlands)
3. **Proposed Plan/Plat** (proposed plan boundary line, phasing boundaries and designations, streets (public or private), bikeways, sidewalks, zoning, water, sanitary sewer, and storm drainage improvements, residential buildings, non-residential buildings, setbacks, parking, loading, dumpster locations, signs and recreational or other amenities)
4. **Preliminary Grading Plan** (any area cleared, structure demolished and erosion/sedimentation control structures installed)
5. **Preliminary Landscaping Plan** (mounding, screening and generic plant materials)
6. **Development Statement** (discussion of the following: compatibility with surroundings, access, public utilities provided, ownership, access and provision of maintenance for common areas such as open spaces parking & other amenities)
7. **Conceptual Elevations** (building materials and design principals to be applied to the development)
8. **Proposed covenants, deed restrictions and association bylaws**

Application for
Planned Unit Development

Copperfield Towns Development Statement

City of Vandalia, Ohio

January 2022

Applicant:	DDC Management 3601 Rigby Rd, Suite 300 Miamisburg, OH 45342 (937) 401-3844 Attn: Ryan Reed
Property Owners:	Copperfield LLC 3150 Republic Blvd N Unit 3 Toledo, OH 43615
Property:	Mulberry Rd. Vandalia, OH
	Approx. Site Total: 11± acres
Tax Parcel Number:	B02-00624-0001
Project Engineer/Planner:	CESO, Inc. 3601 Rigby Road, Suite 300 Miamisburg, Ohio 45342 (937) 401-3959 Attn: Justin Elam, PE, CPESC

Project Developer: DDC Management
3601 Rigby Rd, Suite 300
Miamisburg, OH 45342
(937) 401-3844
Attn: Ryan Reed

Proposed Application: PUD-Planned Unit Development

Project Narrative:

The project site consists of approximately 11 acres located on the south side of Mulberry Road, South of Copperfield. The site, currently zoned A, is comprised of a farm field and woods.

Currently located around the proposed development to the:

- North of the property is Copperfield Subdivision
- South of the property is US 70
- East of the property is farm field
- West of the property is Dayton International Airport Access Rd

The proposed development will consist of an attached townhome development (approximately 87 townhome units).

Utilities/Public Services:

- A. All utilities shall be underground, whenever possible, except for telephone and cable pedestals and electric transformers.
1. Waterline: Waterline service throughout the development will be public.
 2. Sanitary: Sanitary service throughout the development will be public.
 3. Drainage: A retention pond is being proposed to the south of the residential development. Maintenance of the retention pond will be the responsibility of the Homeowners Association.

Access

The subdivision will have one access point off Mulberry Rd. and will provide two stub streets to the east for future connection.

Residential Development Standards

A. General Standards

Site Acreage:	11 Acres
Number of Units:	87 Units
Building Setbacks:	25' (Front) from Right of Way / 15'/30' (Side) Between Buildings / 10' (Rear)

1. All proposed roads are public and designed to comply with city standards, unless otherwise noted on the Development Plan.
2. On street parking will be allowed on both sides of the street.

B. Building and Height Restrictions

1. Dwelling Units shall be single-family, attached residences. The maximum building height shall not exceed twenty-five feet (25') in height from top of foundation to ridge of roof line.
2. House square footages (which shall be defined as habitable, heated, above-ground living space) shall be not less than thirteen hundred (1,300) square feet.
3. The Juniper Elevations shown in application are the only products proposed for the development. Architectural diversity is as shown between each "unit" within a two or three unit structure. Color variations between "units" will be agreed to with City staff prior to or at time of building permit.

Homeowners Association Responsibilities

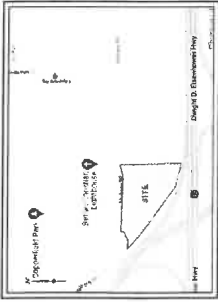
1. Homeowners Association: All residential property owners located within Copperfield Towns will be required to join and maintain membership in a forced and funded homeowners association (the "Association"), which will be formed prior to any units being sold.
2. Association shall be responsible for lawn maintenance for common areas and exclusive use areas. Lawn maintenance, by the Association, for Limited Common Areas shall be determined by the board of directors on a case-by-case basis.

3. Exterior Maintenance for Townhomes
4. The Board will be turned over at the expiration of the Development Period. Within ninety (90) days after the expiration of the Development Period, the President of the Association shall call a special membership meeting ("Development Period Special Meeting"). At the Development Period Special Meeting, all Declarant appointed Directors shall be deemed removed from office, and the Class A Members, including the Declarant if it is then an Owner, shall elect a Director to fill each vacancy on the Board.

Development Period. "Development Period" means the period commencing on the date on which this Declaration is recorded and terminating on the earlier to occur of: (i) within thirty (30) days following the date when one hundred percent (100%) of the Dwelling Units which may be built on the Property or Additional Property have been deeded by either Declarant and/or any Builder to a third-party purchaser; or (ii) thirty (30) years from the date of recording of the Declaration.



PRELIMINARY PLAN COPPERFIELD TOWNS SECTIONS 20, TOWN 3, RANGE 6E M.Rs. CITY OF VANDALIA MONTGOMERY COUNTY, OHIO



VICINITY MAP
NTS



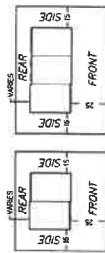
AREA MAP
SCALE: 1" = 100'

NOTES

1. SANITARY TO BE TIED INTO CITY OF VANDALIA SYSTEM.
2. WATER TO BE INSTALLED AND CONNECTED TO CITY OF VANDALIA SYSTEM.
3. ELECTRIC TO BE SUPPLIED BY AES OHIO.
4. ALL PUBLIC STREETS TO BE CONSTRUCTED ACCORDING TO STATE OF OHIO DEPARTMENT OF TRANSPORTATION "CONSTRUCTION AND MATERIAL SPECIFICATIONS" AT THE TIME OF ORIGINAL PRELIMINARY PLAN APPROVAL.
5. PROPOSED USE: MULTI-FAMILY RESIDENTIAL DEVELOPMENT.
6. CONCRETE WALK TO BE INSTALLED.
7. STORM WATER MANAGEMENT TO COMPLY WITH CITY OF VANDALIA STANDARDS AND THE OSPA.
8. EXISTING ZONING: A - RESIDENTIAL.
9. PROPOSED ZONING: PUD - PLANNED UNIT DEVELOPMENT.

SHEET INDEX	
CIVIL	DESCRIPTION
1	TITLE SHEET
2	PRELIMINARY CONSTRUCTION PLAN
3	FINAL CONSTRUCTION PLAN
4	LANDSCAPE PLAN
5	SITE LAYOUT PLAN
6	LANDSCAPE DETAILS
7	ENTRY SIGN

SITE DATA TABLE	
OVERALL ACREAGE	11.38 ACRES
UNIT COUNT	87
DENSITY	7.66 UNITS/ACRE
OPEN SPACE (GROSS)	3.39 AC (29.8%)
OPEN SPACE (NET)	2.46 AC (21.6%)
STREET LENGTH	1762'

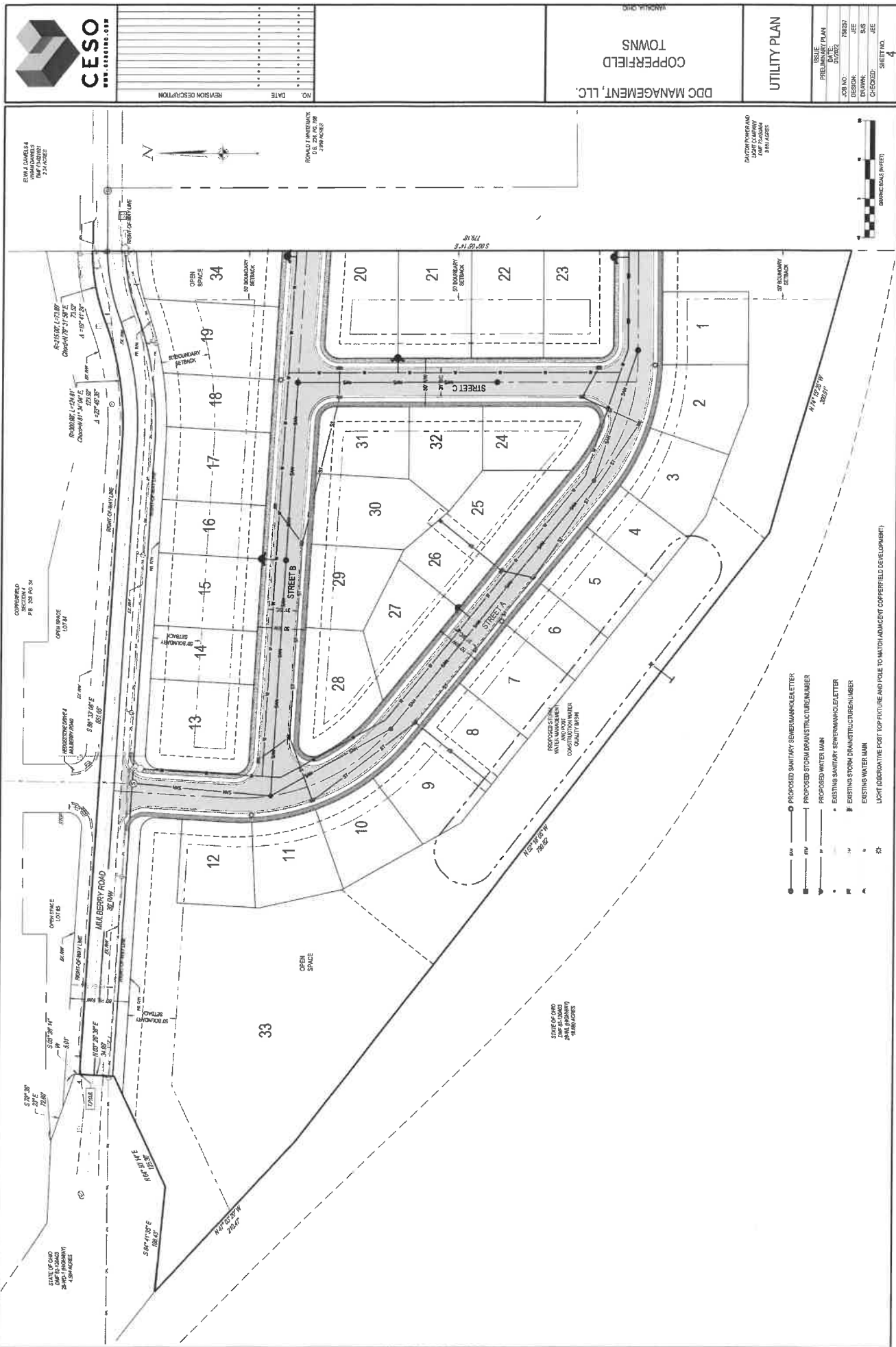


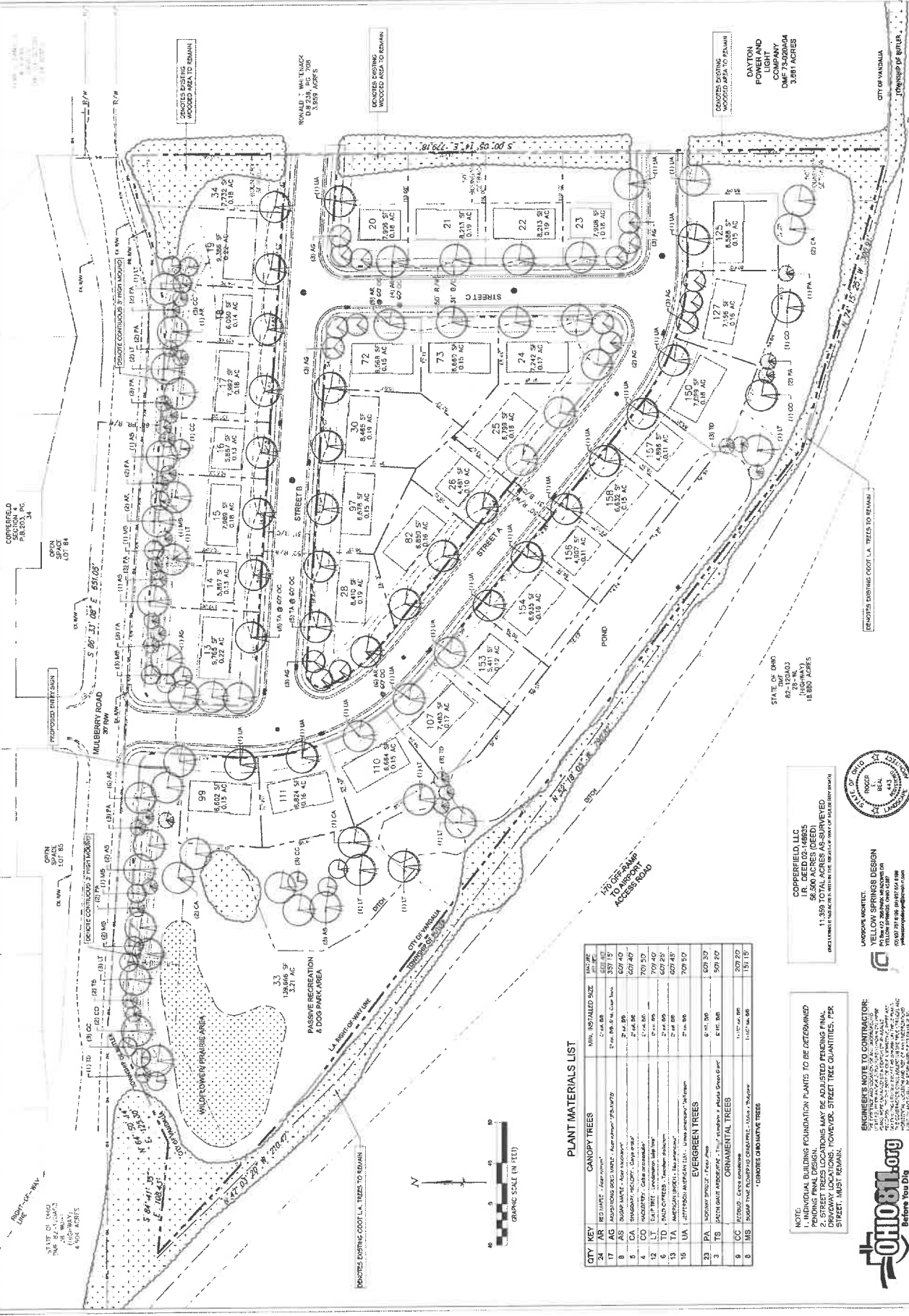
1. 10' MIN. NORMAL CONC. SIDEWALK (1" MIN. SLOPE) FOR 10' MIN. SLOPE.
2. 10' MIN. NORMAL CONC. SIDEWALK (1" MIN. SLOPE) FOR 10' MIN. SLOPE.
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9. 10' MIN. NORMAL CONC. SIDEWALK (1" MIN. SLOPE) FOR 10' MIN. SLOPE.

DATE: 01/25/22
JULIAN LEAM, P.E.
OHIO LICENSE NO. E-70288

DDC MANAGEMENT, LLC
COPPERFIELD TOWNS

TITLE SHEET	
SHEET NO.	1
PREPARED BY	PLAN
DATE	01/25/22
DESIGNER	JEE
DRAWN	SJS
CHECKED	JEE





PLANT MATERIALS LIST

QTY	KEY	REMARKS	MIN. INSTALLED SIZE	MAX. AGE
24	AR	RED MAPLE - 10' x 10'	2" x 6" DB	5' x 10'
17	AG	ADONIS GROUND COVER - 10' x 10'	2" x 6" DB	5' x 10'
8	AS	DOGWOOD - 10' x 10'	2" x 6" DB	5' x 10'
5	CA	STAGHORN - 10' x 10'	2" x 6" DB	5' x 10'
4	CO	MASTIFF - 10' x 10'	2" x 6" DB	5' x 10'
12	LD	DOGWOOD - 10' x 10'	2" x 6" DB	5' x 10'
19	UA	STAGHORN - 10' x 10'	2" x 6" DB	5' x 10'
23	PA	DOGWOOD - 10' x 10'	2" x 6" DB	5' x 10'
3	TS	STAGHORN - 10' x 10'	2" x 6" DB	5' x 10'
9	CC	MASTIFF - 10' x 10'	2" x 6" DB	5' x 10'
8	MS	STAGHORN - 10' x 10'	2" x 6" DB	5' x 10'

NOTE:
1. INDIVIDUAL BUILDING FOUNDATION PLANTS TO BE DETERMINED BY ARCHITECT.
2. STREET TREE LOCATIONS MAY BE ADJUSTED PER FINAL DRIVEWAY LOCATIONS, HOWEVER, STREET TREE QUANTITIES, PER STREET, MUST REMAIN.

ENGINEER'S NOTE TO CONTRACTOR:
1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SELECTION AND PLACEMENT OF ALL PLANTS AND MATERIALS LISTED HEREON.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING PLANTS AND MATERIALS LISTED HEREON.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPLACEMENT OF ALL PLANTS AND MATERIALS LISTED HEREON THAT ARE DAMAGED OR DESTROYED DURING THE CONSTRUCTION OF THE PROJECT.



YELLOW SPRINGS DESIGN, INC.
11,350 TOTAL ACRES AS-SURVEYED
11,350 TOTAL ACRES AS-SURVEYED



STATE OF OHIO
80-120003
18,800 ACRES

DAYTON POWER AND LIGHT COMPANY
DMF 73-000004
3.867 ACRES

DAVID J. ROGERS
PROFESSIONAL ENGINEER
STATE OF OHIO
NO. 10433

DAVID J. ROGERS
PROFESSIONAL ENGINEER
STATE OF OHIO
NO. 10433

DAVID J. ROGERS
PROFESSIONAL ENGINEER
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PROFESSIONAL ENGINEER
STATE OF OHIO
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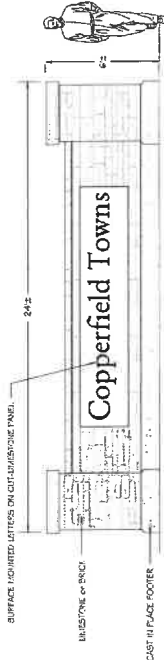
DDC MANAGEMENT, LLC
COPPERFIELD TOWNS
11,350 ACRES

SITE LANDSCAPE PLAN

PRELIMINARY PLAN
JOB NO.: 00-0000
DESIGN: TSE257
DRAWN: RES
CHECKED: RES
SHEET NO. 5



LANDSCAPE ARCHITECT
ROGER BEAL DESIGN
10101 W. 12TH AVE. SUITE 100
CINCINNATI, OH 45241
TEL: 513.963.1111
WWW.RBDESIGN.COM

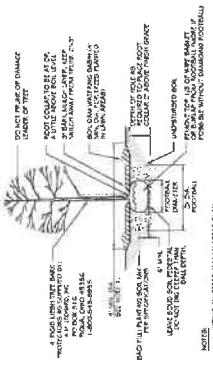


DOUBLE-SIDED ENTRANCE SIGN CONCEPT

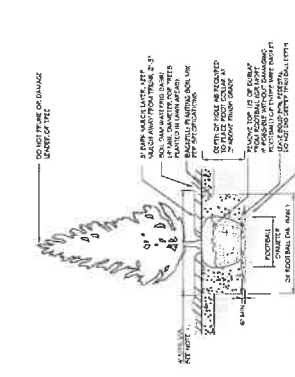
GENERAL LANDSCAPE REQUIREMENTS

1. DIMENSIONS OF PLANT MATERIALS AS SHOWN ARE REPRESENTATIVE OF PLANTS AT CYLINDER. PLANTS SHALL BE SUPPLIED BY THE LANDSCAPE CONTRACTOR. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SELECTION OF PLANT MATERIALS AND THE PLANT LIST IS PROVIDED AS A GUIDE FOR THE LANDSCAPE CONTRACTOR. IN THE EVENT OF A DISCREPANCY BETWEEN THE NUMBER OF PLANTS AND THE PLANT LIST, THE PLANT LIST SHALL BE THE GOVERNING DOCUMENT. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SELECTION OF PLANT MATERIALS AND THE PLANT LIST IS PROVIDED AS A GUIDE FOR THE LANDSCAPE CONTRACTOR. IN THE EVENT OF A DISCREPANCY BETWEEN THE NUMBER OF PLANTS AND THE PLANT LIST, THE PLANT LIST SHALL BE THE GOVERNING DOCUMENT. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SELECTION OF PLANT MATERIALS AND THE PLANT LIST IS PROVIDED AS A GUIDE FOR THE LANDSCAPE CONTRACTOR. IN THE EVENT OF A DISCREPANCY BETWEEN THE NUMBER OF PLANTS AND THE PLANT LIST, THE PLANT LIST SHALL BE THE GOVERNING DOCUMENT.
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3. ADJUSTMENTS IN LOCATIONS OF PLANT MATERIALS MAY BE NECESSARY DUE TO VIEW OR ADJUSTMENTS IN THE PLANT LIST. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SELECTION OF PLANT MATERIALS AND THE PLANT LIST IS PROVIDED AS A GUIDE FOR THE LANDSCAPE CONTRACTOR. IN THE EVENT OF A DISCREPANCY BETWEEN THE NUMBER OF PLANTS AND THE PLANT LIST, THE PLANT LIST SHALL BE THE GOVERNING DOCUMENT.
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PLANT INSTALLATION DETAILS



SHADE TREE PLANTING DETAIL



EVERGREEN TREE PLANTING DETAIL



NO.	DATE	REVISION DESCRIPTION
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DDC MANAGEMENT, LLC.
COPPERFIELD TOWNS
WADSWORTH, OHIO

LANDSCAPE
DETAILS &
ENTRY SIGN

PROJECT NO.	012023
DATE	01/2023
JOB NO.	755557
DESIGNER	REB
DRAWING	REB
CHECKED	REB
SHEET NO.	6

Minutes of the City of Vandalia Planning Commission
August 26, 2025

Members Present:	Ms. Kristin Cox, Mr. Lucious Plant, Mr. Bob Hussong
Members Absent:	Mr. Dave Arnold
Staff Present:	Michael Hammes, City Planner Ben Graham, Zoning & Planning Coordinator Ben Borton, Director of Public Service Rob Cron, Assistant City Manager
Others Present:	James Test, Sean McKinnies, Jon Bixs, Robert Bellinger, Larry Taylor, Jamie Spencer, Alexis Morgan, Matt Morgan, Sean Olson, Al Machuca, Amy Machuca, Deryl Taylor

Call to Order

Ms. Cox called the meeting to order at 6:01 p.m.

Attendance

Ms. Cox noted that three members were present. Mr. Plant made a motion to excuse Mr. Arnold. Mr. Hussong seconded. The motion carried 3-0.

Reorganization Meeting

Mr. Hammes explained that the terms for members of the Planning Commission expire at the end of June each year. The Commission elects a new Chair and Vice Chair at the first meeting following the start of the new term. He added that Ms. Cox had served as the Acting Chair for the previous meeting, due to the size of the agenda.

Mr. Hammes noted that a member could be selected as Vice Chair even if they were absent from the meeting. In that scenario, he recommended selecting a Second Vice Chair as well. In the event that both the Chair and Vice Chair would be absent, the Second Vice Chair would preside over the meeting.

Mr. Plant nominated Ms. Cox as Chair. Mr. Hussong seconded the motion. Ms. Cox agreed to serve. Roll was called. The motion carried 3-0. Ms. Cox was elected as Chair of the Planning Commission.

Ms. Cox nominated Mr. Arnold as Vice Chair and Mr. Plant as Second Vice Chair. Mr. Hussong seconded the motion. Mr. Plant agreed to serve. Roll was called. The motion carried 3-0. Mr. Arnold was elected as Vice Chair of the Planning Commission, with Mr. Plant elected as Second Vice Chair.

Approval of Minutes of the Planning Commission

Mr. Hussong made a motion to approve the July 8th, 2025 minutes. Mr. Plant seconded the motion. The motion carried 3-0.

Ms. Cox read from a prepared statement, transcribed verbatim below.

Just for everybody in the room, I just wanted to put together a couple of comments about what we do and who we are.

We are Vandalia citizens just like you that volunteer to sit on this board as a way to be more involved in our community. We are appointed by the City and are unpaid for our services. The Commission holds a public hearing, listens to input, and gives City Council a recommendation to approve or deny the request.

There are specific requirements in our code about notifications to the public and public notices about meetings that are strictly followed by our staff.

The goal is to help Vandalia grow in an orderly, safe, and smart way that adheres to our planning and zoning code, the City Charter, our zoning map, and our comprehensive plan. It can be challenging to balance the needs of businesses, builders, and neighborhoods all at once. We are subject to sunshine laws and Roberts rules, and must conduct ourselves in the meetings as such.

While we may have personal convictions about a topic, our main duty is to review the application fairly and review how the code applies to the request. Our recommendation then is forwarded to the City Council for further review and additional community input.

Swearing in of Attendees Wishing to Speak at Meeting

The attendees were sworn in.

Old Business

Mr. Hammes confirmed that there was no Old Business on the agenda.

New Business – PC 25-0011 – PUD and Preliminary Plan – Copperfield Towns

Mr. Hammes introduced Case PC 25-0007. Todd Foley, of DDC Management, requests the creation of a new Planned Unit Development and associated Preliminary Plan for the Copperfield Towns Development at 3330 Mulberry Road in the City of Vandalia. If approved, the 11.36 acre site would be divided into 34 building lots which would accommodate 87 townhomes in 2 and 3-unit structures. The property is currently zoned A – Agriculture.

Mr. Hammes explained that the applicant had submitted a similar application in July of 2022, but that Council had ultimately denied the request.

Mr. Hammes described the surrounding zoning and land use profile, noting that the site is bordered by highway to the south and west, agricultural property to the east, and the Copperfield residential development to the north.

Mr. Hammes discussed the housing proposed for the site. The developer proposed a blend of 2-unit and 3-unit structures, each with townhomes featuring a garage and other amenities. Common spaces, including a large open space area to the west, would be maintained by a homeowners'

association.

Mr. Hammes referred to the proposed preliminary plan. He pointed out that the development would have a single entrance from Mulberry and internal streets forming a loop. Two of those streets would terminate at the east end of the site, but could connect to future development to the east in the future.

Mr. Hammes reported that one monument sign was proposed for the entrance to the development.

Mr. Hammes discussed the open space proposed for the site, noting that a 50-foot buffer would be required along Mulberry and to the east.

Mr. Hammes noted that the land-use density for the site would be 7.65 dwelling units per acre. This would be lower than the 12 units per acre maximum for multi-family residential planned unit developments.

Mr. Hammes discussed the Comprehensive Plan. This property, as well as the other agricultural properties south of Mulberry, are designated as “Medium Density Residential” properties in the Future Land Use Map. The medium density designation specifically identifies townhomes as a viable type of housing for that area. He added that the proposed development appeared to be consistent with the Comprehensive Plan.

Mr. Hammes reviewed the proposed development standards for the site. For building lots, the only permitted use would be Multi-Family Residential. Open space and passive recreational uses would be permitted on the open space lot to the west. Mr. Hammes also noted that the exteriors of dwelling units would be required to have variety, with no two adjacent units having the same design or façade.

Mr. Hammes noted that required improvements to Mulberry Road would be completed to City Standards and under the supervision of the Director of Public Service.

Mr. Hammes discussed the proposed schedule for the development. Primary construction will begin in spring of 2026 with a nine month approximately 9-month construction period planned. Once horizontal construction is complete, dwellings would be constructed as sales allowed.

Mr. Hussong asked if it would be relevant to know why the previous request was denied. Mr. Hammes replied that the current application should be judged on its own merits, but that the history of the site was relevant. He reported that residents in 2022 expressed concern about the quality and design of the proposed homes, the builder involved in the project, and with traffic along Mulberry.

Hearing no further questions, Ms. Cox invited the applicant to address the Commission.

Mr. Jon Bills, of DDC Management, addressed the Commission. He noted that the property owner was present as well. He thanked the Commission for the opportunity.

Mr. Bills agreed that the current proposal was substantially similar to the previous application, but that the current proposal meets the requirements of the City’s goals and plans. He pointed out that the development is designed to meet the requirements of the Medium Density Residential designation in the Comprehensive Plan.

Mr. Bills noted that the size and location of this property makes it ideal for a transition between the single-family homes to the north and the highway to the south. He reiterated the need for new housing in Vandalia, and pointed out that this style of housing would be ideal for employees at growing businesses located nearby.

Mr. Bills added that the previous concerns about traffic on Mulberry were not specific to this development.

Mr. Bills stated that his company was a horizontal developer, and that they would partner with a homebuilder with some experience in the Dayton market to build the structures. At this time, no builder had been selected.

In response to an inquiry from the audience regarding pricing, Mr. Bills confirmed that he anticipated price points in the high \$200,000's to low \$300,000's, but that more specific pricing would not be available until a builder was selected.

Mr. Hammes noted that any builder involved in the project would need to build homes that meet all of the requirements of the PUD and the Ohio Building Code.

Mr. Plant inquired about the ownership of the homes. Mr. Bills confirmed that all units would be owner occupied. The proposed homeowners' association would maintain landscaping and common areas, including ponds, and any non-exclusive use areas such as those behind the structures.

Ms. Cox asked about the project timeline, questioning whether the development could be left without a builder. Mr. Bills replied that there would be a lot purchase agreement obligating the homebuilder to complete a model home followed by a certain number of homes per quarter. The buildout for this development is anticipated to take approximately 2 years, with 12 homes expected per quarter.

Hearing no further questions for the applicant, Ms. Cox opened the public portion of the meeting.

Public Comments

Mr. Jim Test, of 1228 Greystone Circle, stated that he had been a resident of the Copperfield development for 20 years and Vandalia for 50 years. He expressed opposition to the proposed development, suggesting that the homes in Copperfield had higher quality and value than the proposed townhomes.

Mr. Test argued that this development would harm the property values of the Copperfield development to the north. He recommended that this property would be better suited to a continuation of the Copperfield development.

Mr. Test pointed out that the City of Vandalia had done a good job of listening to concerns from residents. He added that these homes could work elsewhere in the city.

Ms. Amy Machuca, of 1166 Landsdale Court, asked about the sizes of homes in the proposed development. She also expressed concern about the traffic along Mulberry, noting that the road cannot handle an additional 140 vehicles. With the curves on this road and concerns about width,

additional school bus traffic, and cars that may cut through Copperfield, there are questions about safety that must be addressed.

Ms. Machuca also asked about the potential impact on the school district.

Mr. Bills returned to the podium to answer some of the questions raised by the speakers. He discussed the size of homes, noting that the specific sizes would depend on the homebuilder.

Mr. Hammes added that the size of a dwelling unit would be calculated using the living area, not the bulk footprint on the site. He pointed out that the developer had proposed a 1,300 square foot minimum dwelling size in their submittal.

Ms. Cox asked about the traffic concerns raised by the previous speaker. Mr. Bills confirmed that the entrance to the development would be directly across from the south entrance to Copperfield.

Mr. Hammes added that entrances would generally be placed across from one another. This is a standard element of traffic design intended to allow opposing traffic to pass without the risk of collision.

Mr. Rob Cron, Assistant City Manager, reported that the developer would be required to widen Mulberry Road and provide curb and gutter and sidewalk along their property.

Mr. Cron also indicated a stretch of Mulberry to the northwest that falls into the jurisdiction of Butler Township. He reported that there had been preliminary discussions about taking over that section of road from the township.

Ms. Cox commented that recent data suggested that the number of school-age children in the school district was declining, based on the aging in place of the population. Mr. Hussong added that the rise in online schooling may impact the district's enrollment as well.

In response to a question from Mr. Plant, Mr. Bills confirmed that all homes would face toward the internal streets within the development. He anticipated that the target market would likely be first-time homebuyers.

Mr. Hammes added that none of the homes that back up to Mulberry would have driveways onto Mulberry.

Mr. Plant asked about screening around the site. Mr. Hammes referred to the landscape plan include in the submittal, pointing out landscape buffers along the highway and Mulberry Road. The internal streets would also have street trees.

Mr. Hussong asked about data relating to speeding, and whether sidewalks have an impact on speeding. A discussion ensued regarding the impact of the development on speeds through the area.

Mr. Al Machuca, of 1166 Landsdale Court, addressed the Commission. He noted that he had opposed the previous application. He expressed concerns that the development would not provide anywhere for kids to play, resulting in them going out onto Mulberry or into the Copperfield development.

Mr. Machuca also expressed concern about the traffic. He pointed out that there is a small bridge on Mulberry that would not permit two large trucks to pass safely. He suggested that adding 87 homes and at least two drivers per car would be a problem.

Mr. Jim Test returned to the podium. He pointed out that any kids in this development who play soccer would go straight through the Copperfield development to get to the soccer fields.

Mr. Darrell Taylor, of the Copperfield Homeowners' Association, addressed the Commission in opposition to the proposed development. He explained that he deals with concerns from his residents every day. The development of this site would increase concerns from his residents, including increased police involvement and possible trespassing.

Hearing no further comments, Ms. Cox closed the public portion of the meeting.

Review Criteria

Ms. Cox explained that the Commission would discuss the District and Preliminary Plan review criteria.

Recommendations and decisions on Planned Unit Development applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.

1. The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed Planned Unit Development furthers the purposes of the code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

2. The proposed amendment and proposed uses are consistent with the City's adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies.

The Planning Commission agreed with the staff comment by a vote of 3-0.

3. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Staff feels that the proposed Planned Unit Development is necessary to accommodate the style of home intended for this site. The townhome-style structures proposed would not be feasible in a standard zoning district.

The Planning Commission agreed with the staff comment by a vote of 3-0.

4. The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the site has adequate access to transportation, utilities, and other required public services.

Ms. Cox and Mr. Plant agreed with the staff comment. Mr. Hussong disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

5. The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Given the location and nature of the proposed development, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

6. The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Given the proposed preservation of green space as part of this development, Staff feels that the proposed Planned Unit Development complies with this review criteria.

The Planning Commission agreed with the staff comment by a vote of 3-0.

7. The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

The Planning Commission agreed with the staff comment by a vote of 3-0.

8. The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

The Planning Commission shall not recommend in favor of, and City Council shall not approve, a preliminary plan for a planned unit development unless each body finds that the preliminary plan does the following:

- A. The proposed development is consistent with the Official Thoroughfare Plan, the Comprehensive Plan and other applicable plans and policies of the City of Vandalia;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The proposed development could be substantially completed within the period of time specified in the schedule of development submitted by the applicant;

Staff Comment: Staff feels that the proposed schedule of development is reasonable and achievable.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- C. The proposed development provides accessibility to public roads that are adequate to carry the traffic that shall be imposed upon them by the proposed development; that the number of vehicular access points to public roads from high traffic generating uses are minimized to limit the number traffic conflict points; and that the streets and driveways on the site of the proposed development shall be adequate to serve the users of the proposed development;

Staff Comment: Staff feels that the design of the proposed development meets this criterion.

Ms. Cox agreed. Mr. Plant and Mr. Hussong disagreed. The Planning Commission **Disagreed** with the staff comment by a vote of 1-2.

- D. The proposed development shall not impose an undue burden on public services such as utilities, fire, school and police protection;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- E. The proposed development contains such proposed covenants, easements and other provisions relating to the proposed development standards as reasonably may be required for the public health, safety and welfare;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- F. The proposed development shall include adequate open space, landscaping, screening and other improvements;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- G. The location and arrangement of signs, structures, parking and loading areas, material/waste storage, walks, lighting and related facilities shall be compatible with existing and future uses both within and adjoining the proposed development;

Staff Comment: Staff feels that the proposed development complies with this review criterion. A minimum 30-inch landscaped buffer, using mulch or live plantings, shall be maintained around the base of the sign on all sides.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- H. The proposed development shall preserve natural features such as watercourses, trees and rock outcrops, to the degree possible, so that they can enhance the overall design of the PUD;

Staff Comment: Noting the areas designated as open space and the addition of the wildflower prairie area, particularly to the west, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- I. The proposed development is designed to take advantage of the existing land contours in order to provide satisfactory road gradients and suitable building lots and to facilitate the provision of proposed services;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- J. The proposed development shall not create excessive additional requirements for public facilities and services at public cost;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

Mr. Hussong asked for clarification about how this criterion is defined. Mr. Hammes replied that this criterion was intended to refer to public infrastructure that might be required to make the development viable. He gave an example where a proposed development might be designed to require a lift station and other sanitary sewer upgrades, at significant public cost, when there are alternative designs or options that would not incur that cost.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- K. The proposed development shall not involve uses, activities, layout and building designs that are detrimental to the use of both the proposed facilities and/or nearby properties by reason of excessive traffic, noise or vibration, storm water flooding, air or water emissions, objectionable glare or lack of proper regard for privacy;

Staff Comment: Noting that the only proposed uses are residential in character or passive open space uses, Staff feels that the proposed development complies with this review criterion.

Ms. Cox and Mr. Plant agreed with the staff comment. Mr. Hussong disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

Mr. Hussong noted for the record that his objection was purely due to traffic concerns.

- L. The proposed development has buildings designed with sufficient architectural variety and exterior surface complexity but including elements which serve to visually unify the development;

Staff Comment: Given the variety of home designs and their thematic similarities, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

M. The proposed development has minimized the size of paved areas or provided adequate visual relief through the use of landscaped islands while providing adequate parking.

Staff Comment: As no standalone parking lots or vehicular use areas are proposed, Staff feels that this review criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox noted that Staff recommended approval of the proposed PUD and Preliminary Plan. She commented that there had been disagreement on the criterion relating to traffic concerns, and wanted to ensure that those concerns made it into the record.

Mr. Plant made a motion to recommend approval of the proposed Planned Unit Development and Preliminary Plan. Mr. Hussong seconded the motion.

Mr. Hussong commented that his daughter lives in Huber Heights, where she sometimes has difficulty moving about within the city. He added that he currently lives on Inverness, and used to be able to easily get where he wanted to go. Being part of a growing city means that it becomes harder to get around. He understands that, and hopes that the City Council does as well as they look for ways to minimize traffic issues.

Hearing no further comments, Ms. Cox called for the vote. The motion carried by a vote of 3-0, and the Planning Commission recommended **approval** of the proposed Planned Unit Development district and Preliminary Plan for the Copperfield Towns project.

Ms. Cox noted that the recommendations of the Commission would next be reviewed at the Council Study Session on Tuesday, September 2, 2025.

**New Business – PC 25-0012 – Planned Unit Development Major Amendment
55 Foley Drive – Beau Townsend Lincoln**

Mr. Hammes introduced Case PC 25-0012. Sean Olson, of Vancon General Contractors, and on behalf of Beau Townsend Lincoln, requests a Major Amendment to an existing Planned Unit Development and approval of a revised PUD Final Plan. The request involves one parcel totaling 1.682 acres +/-, located at 55 Foley Drive in the City of Vandalia.

Mr. Hammes explained that the Beau Townsend group operates a collision repair center at 55 Foley Drive in a PUD. They wish to convert the building to a Lincoln dealership, which would require structural alterations and a change of use for the site. These changes are considered Major Amendments to the existing PUD, requiring Council approval.

Mr. Hammes noted that the current Final Plan had been approved in 2012, and would also be amended by this application.

Mr. Hammes explained that the current PUD was created as an overlay. For the most part, the standards of the HB – Highway Business govern the site and its use. The application requests that “Auto Sales and Leasing” be added to the PUD as a permitted use.

Mr. Hammes reviewed the proposed structural alterations to the building. A showroom would be installed at the west end of the building, facing Interstate 75.

Mr. Hammes referenced the photometric plan in the application, which shows that the lighting for the parking area would be designed to prevent light bleeding onto adjacent properties. The applicant also provided schematics of the specific light fixtures proposed.

Mr. Hammes pointed out that no new structures were proposed as part of this application. The existing building would be renovated, but no expansion or demolition is proposed.

Mr. Hammes referenced the proposed signage for the site. A tall freestanding sign along the highway would remain. That sign is permitted as part of the Interstate and Highway Sign Overlay. The existing monument sign along Foley would be replaced. A selection of sign designs was provided by the applicant, and all signs would need to meet the standards of the code before a permit could be issued.

Mr. Hammes reported that the proposed project would be completed in the fourth quarter of 2026.

Mr. Hammes pointed out that the landscape buffer to the north, between this site and the adjacent residential area, would need to be maintained.

In summary, Mr. Hammes noted that the changes do qualify as Major Amendments, but that the overall impact to the surrounding properties would be minimal.

Hearing no questions, Ms. Cox invited the applicant to address the Commission.

Mr. Sean Olson, of Vancon General Contractors, addressed the Commission. He emphasized that the owners were intent on keeping the Lincoln dealership in Vandalia, and that the building would be greatly improved by the proposed upgrades. He added that Lincoln required the building to be complete by October 2026.

In response to a question from Ms. Cox, Mr. Olson confirmed that there would be no expansion or demolition to the building.

Mr. Hussong asked if additional parking across Foley would be used for overflow parking of cars or customers.

Mr. Jamie Spencer, of Beau Townsend Ford, replied that there would be no need for overflow parking. He expected that the Lincoln dealership would sell 50-75 units. The business would have a smaller footprint than the existing dealerships on National Road.

Mr. Spencer discussed complaints about his existing dealerships. Those complaints typically focus on paging and lighting. Existing landscaping would be removed and replaced. The exterior of the building would be replaced and greatly improved.

Mr. Hussong asked about delivery of new vehicles. Mr. Spencer replied that new vehicles would continue to be delivered on National Road at other facilities.

Mr. Hussong asked if there would be related changes to operations along National Road. Mr. Spencer replied that they would still operate three service operations along National Road.

Mr. Spencer discussed upgrades to the screening along the north side of the road.

Referring to overhead paging, Mr. Spencer noted that the more limited hours of this sales facility, combined with a smaller building, means that there would be no need for overhead paging.

Mr. Larry Taylor, of Beau Townsend Ford, added that the plan was to spend in excess of \$3,000,000 renovating this building for Lincoln. He noted that Lincoln is a luxury brand and that the building would be state-of-the-art.

Mr. Taylor emphasized that his company had been a good business partner with the City over the past 50 years, and working with (and staying in) Vandalia had been a priority.

Mr. Hussong asked about the fencing along the north side of the property. Mr. Spencer confirmed that the fence would also be replaced. He added that there may be a future expansion of the parking lot to the south, which would help with the arrangement of fire lanes and traffic on the property. The goal would be to shift the footprint of the parking lot away from the residential area.

Hearing no further questions, Ms. Cox opened the public portion of the meeting.

Public Comments

Mr. Matthew Morgan, of 101 Westhafer Road, addressed the Commission. He asked about the details of the fence removal along the back of his property. He also asked about the transition and whether there would be an impact to the neighboring properties. He noted that there are utility

lines along the property line that could be impacted.

Mr. Spencer replied that the screening and fencing would be replaced, and that they would work with residents to ensure that what goes in would be much nicer than what is removed.

With regard to the impact on utilities, Mr. Olson added that the project would rely on “surgical precision” to limit any potential impact on neighboring properties.

Hearing no further comments, Ms. Cox closed the public portion of the meeting.

PUD Major Amendment Review Criteria

In the case of Major Amendments to a Planned Unit Development, the proposed amendments must meet either the preliminary or final plan criteria, as appropriate. In this case, the final plan criteria will apply to both the proposed amendment and the revised final plan.

Prior to Planning Commission recommending in favor of or City Council approving a final development plan for a planned unit development each body shall find that:

- A. The final development plan conforms to and is consistent with the approved preliminary plan;

Staff Comment: Staff feels that the proposed amendments to the Planned Unit Development District and Final Plan are consistent with the approved preliminary plan.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The final development plan complies with any and all conditions that may have been imposed in the approval of the preliminary plan;

Staff Comment: Staff feels that all relevant conditions imposed upon this development have been met, or that such conditions have expired.

Mr. Hammes noted that an amendment to the PUD had been approved in 2017 to allow for an additional structure, but the structure was never built and the approval lapsed. Any conditions related to that structure would also have lapsed.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Review Criteria (cont'd)

- C. The final development plan complies with the requirements of Section 1214.08 and Chapter 1222 – Planned Unit Developments.

Staff Comment: Staff feels that the proposed final development plan, as amended, complies with the relevant provisions of the Zoning Code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox noted that Staff recommended approval of the proposed Major Amendment to the Foley and National Road Planned Unit Development as applied to this parcel only.

Mr. Hussong made a motion to recommend approval. Mr. Plant seconded the motion. By a vote of 3-0, the Planning Commission recommended **approval** of the proposed Major Amendment to the Foley and National Road Planned Unit Development.

Ms. Cox noted that the recommendation would be sent to the September 2nd Study Session for Council review.

Communications

Mr. Hammes noted that the September 2nd Study Session would be on a Tuesday due to the Labor Day holiday.

Mr. Hammes reported that staff was working to fill the current vacancy.

Adjournment

Ms. Cox asked for a motion to adjourn. Mr. Hussong made the motion. Mr. Plant seconded the motion. The vote passed 3-0.

Ms. Cox adjourned the meeting at 7:35 p.m.

Chairperson

MEMORANDUM

TO: Kurt Althouse, City Manager
FROM: Michael Hammes, AICP, City Planner
DATE: August 27th, 2025
SUBJECT: PC 25-0012 – Planned Unit Development – 55 Foley Drive

General Information

Owner(s): Beau Townsend Lincoln Dealership
1020 West National Road
Vandalia, Ohio 45377

Applicant: Sean Olson
Vancon General Contractors
8535 North Dixie Drive, Suite C
Dayton, Ohio 45414

Existing Zoning: Planned Unit Development (PUD)
Interstate and Limited-Access Highway Sign Overlay District (Area C)

Location: 55 Foley Drive

Parcel(s): B02 00119 0003

Acreage: 1.682 Acres +/-

Related Case(s): PC 12-03 – PUD Amendment / Final Plan¹
PC 16-22 – PUD Amendment²

Requested Action: Approval

Exhibits: 1 – Application Materials
2 – Revised PUD Final Plan
3 – Additional Building Details

¹ The Final Plan was amended in February 2012 to permit an expansion to the collision center. See Ordinance 12-03.

² A 3,000 Square-Foot steel storage building was proposed for the site, requiring a major amendment. The amendment was approved in September 2016, but the construction was later cancelled. See Ordinance 16-27.

Application Background

Sean Olson, of Vancon General Contractors, and on behalf of Beau Townsend Lincoln, requests a Major Amendment to an existing Planned Unit Development and approval of a revised PUD Final Plan. The request involves one parcel totaling 1.682 acres +/-, located at 55 Foley Drive in the City of Vandalia. If approved, the proposed amendment would allow for the alteration of existing structures and other site upgrades relating to a change of use.

Beau Townsend Auto Group currently operates a body shop and collision repair center at 55 Foley Drive. The property is part of the Foley and National Road Planned Unit Development district. This particular PUD featuring the uses and standards of the HB – Highway Business district.

The applicant wishes to convert the facility into a Lincoln dealership. The change of use, significant structural alterations to the existing structure, and other changes to the site require a Major Amendment to the existing Planned Unit Development.

The applicant seeks to amend the standards of the existing PUD to add “Auto Sales and Leasing” to the list of permitted uses for the site. A revised PUD Final Plan encompassing the site is submitted for approval as well.

Surrounding Zoning / Uses

Several business uses are located in the vicinity of the site, including retail uses (Autozone and B Jays Drive Thru), a restaurant (Fricker’s), various offices, and GE Aviation. The property is bordered to the north by a Single-Family Residential neighborhood.

Surrounding zoning districts are as follows:

Direction	District
North	RSF-3 – Residential Single-Family
South	PUD – Commercial Planned Unit Development HB – Highway Business I - Industrial
East	HB – Highway Business
West	Interstate 75

Structural Alterations

The applicant provides detailed schematics of the proposed structural alterations. In general terms, the west end of the facility would be converted to a showroom for the Lincoln brand of vehicle, as shown. Additional signage would be added to the façade as part of the renovation.

No additional structures are proposed as part of this application.

Roadway Access

The site would maintain its existing curb cut along Foley Drive. No additional curb cuts or roadway improvements are proposed as part of this application.

Signage Plan

As proposed, the existing freestanding sign along Interstate 75 would remain (with a face change), while the existing monument sign along Foley would be replaced with a new sign of the same type. Additional wall signage and directional signs would also be installed.

The applicant has submitted examples of the typical Lincoln branding used for wall and freestanding signage. All new signage would need to meet the height and dimensional requirements of the HB – Highway Business district and the Interstate Highway Sign Overlay district.

Landscaping Plan

The applicant would be required to maintain the existing landscape buffer along the north side of the property, between this site and the adjacent residential area, and along the east end of the property (between this site and the public right-of-way).

Additional landscaping would be required around the new monument sign.

Comprehensive Plan

The 2020 Comprehensive Plan designates this site as part of a Community Commercial area.³ The proposed use would be consistent with that designation.

³ City of Vandalia Comprehensive Plan, Page 55.

Phasing Plan

The applicant intends to complete the proposed renovation in a single phase, with completion anticipated in the 4th quarter of 2026.

Revised Development Standards

As proposed, the development standards of the Planned Unit Development would be amended as follows:

1. “Auto Sales and Leasing” is inserted as a permitted use.

Review and Recommendation

Planned Unit Development Major Amendment – Review Criteria

In the case of Major Amendments to a Planned Unit Development, the proposed amendments must meet either the preliminary or final plan criteria, as appropriate. In this case, the final plan criteria will apply to both the proposed amendment and the revised final plan.

Prior to Planning Commission recommending in favor of or City Council approving a final development plan for a planned unit development each body shall find that:⁴

- A. The final development plan conforms to and is consistent with the approved preliminary plan;

Staff Comment: Staff feels that the proposed amendments to the Planned Unit Development District and Final Plan are consistent with the approved preliminary plan.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The final development plan complies with any and all conditions that may have been imposed in the approval of the preliminary plan;

Staff Comment: Staff feels that all relevant conditions imposed upon this development have been met, or that such conditions have expired.

The Planning Commission agreed with the staff comment by a vote of 3-0.

⁴ Vandalia Zoning Code, Section 1214.08(d) – Planned Unit Development Review Criteria

Review Criteria (cont'd)

- C. The final development plan complies with the requirements of Section 1214.08 and Chapter 1222 – Planned Unit Developments.

Staff Comment: Staff feels that the proposed final development plan, as amended, complies with the relevant provisions of the Zoning Code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Having reviewed the existing Planned Unit Development district, the proposed Major Amendments to that district, the proposed revisions to the Final Development Plan, and the application materials provided, staff finds that the application meets the relevant criteria for approval.

Accordingly, staff recommends that Planning Commission issue a recommendation of **approval** for the proposed Major Amendment to the PUD standards for the Foley and National Road Planned Unit Development as applied to this parcel only.

At its meeting of August 26th, 2025, the Planning Commission recommended **approval** of the proposed Major Amendment by a vote of 3-0.

The recommendation of the Planning Commission is hereby forwarded to the September 2nd, 2025, Study Session for Council review.



Development & Engineering Services

Application for Public Hearing for Zoning Action or Code Amendment

Complete this page and follow the directions on page 2 for each of the following requests:

☐ Rezoning ☐ Cond Use ☒ Planned Unit Dev ☐ Similar Use Det ☐ Site Plan Rev/Mod

Applicant Name: Beau Townsend Lincoln Dealership

Mailing Address: 1020 West National Rd.
Vandalia, OH 45377

Phone Number: 937-898-6200

E-mail Address: jspencer@btford.com

Owner Name**: Jamie Spencer

Mailing Address:

Phone Number:

OFFICE USE ONLY	
Filing Date	_____
Hearing Date	_____
Case No.	_____

** If Applicant is other than owner, written consent of owner is required.

Location of Use.

Street Address: 55 Foley Dr.

(north, south, east, west) side of Foley, 420 feet

(north, south, east, west) from the intersection of National Rd

Subdivision: Lot No.: B02 00119 0003, S15, T3, R6E

Case Description.

Present Zoning District: PUD Total Acres: 1.682

Requested Zoning District (for rezoning requests only): PUD

Description of the existing use of property: Auto Body Repair

Description of proposed use of property: Lincoln Dealership Sales Showroom

Reason for Zoning Request or Code Amendment: Existing PUD

Applicant/Owner  Date 7-28-25

Zoning Administrator _____ Date _____

FILING FEES (office use only):	
Site Plan Review/Modification (\$106.00)	_____
Similar Use Determination (\$106.00)	_____
Conditional Use (\$318.00)	_____
Planned Unit Development (\$531.00)	_____
Planned Unit Dev. Amendment (\$265.00)	_____
Rezoning (\$531.00)	_____
Receipt No.: _____	TOTAL: _____

Follow The Directions Below for Application Submittal.

Code Amendment: Complete page 1 and include 7 copies of any other supplemental materials that may assist the board in making a decision.

Rezoning: Complete page 1 and include 7 copies of a plan that outlines the subject parcels and illustrates the surrounding zoning districts.

Conditional Use: Complete page 1 and 2 and include 7 copies of a site plan drawn to scale, which includes the following; shape and dimensions of the lot(s), buildings and accessory structures, parking and loading areas, traffic circulation, open spaces, landscaping, signage, utilities, refuse and service areas and a rendering of the proposed building(s).

Planned Unit Development: Complete pages 1, 3 and, 4. Include 7 copies of the supporting documents listed on pages 3 and/or 4.

*Any zoning approval granted by the City is given solely with respect to compliance with the City of Vandalia Zoning Code. The property may be subject to private restrictions including but not limited to recorded Covenants, Restrictions or Declarations that may be applicable notwithstanding any City zoning approval and may require separate approval not involving the City. Applicant is solely responsible for compliance with any such private restrictions

COMPLETE THIS SECTION FOR CONDITIONAL USE REQUESTS.

Please provide a narrative statement evaluating the effects on adjoining property; the effect of such elements as traffic, noise, glare, odor, fumes and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the district.

We are wanting to replace our existing body shop with a small Lincoln dealership that will be a sales only facility.

It will be a low to moderate traffic facility that will conduct new & certified used Lincoln sales.

We will design lighting & communications to prevent issues with our neighbors to the north with private residences.

Is the proposed use in harmony with the general purposes and intent of the Zoning Code and does the proposed use comply with the general guidelines and regulations for the district in which it is located?

What will be the hours of operation for the proposed use? 8AM-8PM MON-FRIAY
Saturday 9am-6pm closed Sundays

COMPLETE THIS SECTION FOR A PLANNED UNIT DEVELOPMENT (PUD).

Underlying Zoning: 1.682 Acres of Highway Business; _____ Acres of _____;
_____ Acres of _____ = Total Acreage: 1.682 _____.

Is an amendment of the underlying zoning part of this application? _____ YES ☒ NO

If yes, please explain. _____

Phasing:

Number 1 Start Date 9/1/2025 ; Finish Date 10/1/2026 ; Total Acres 1.682

Uses New and used car sales in remodeled existing building

Amenities Showroom, car service bays, outdoor car sales lot on existing parking lot

Number _____ Start Date _____ ; Finish Date _____ ; Total Acres _____

Uses _____

Amenities _____

Number _____ Start Date _____ ; Finish Date _____ ; Total Acres _____

Uses _____

Amenities _____

Number _____ Start Date _____ ; Finish Date _____ ; Total Acres _____

Uses _____

Amenities _____

Density:

Residential: Maximum number of dwelling units proposed NA / _____ acres.

Non-Residential: Maximum number of dwelling units proposed NA / _____ acres.

Streets:

Public streets proposed: NA linear feet. Minimum lighting _____ f.c.

Private streets proposed: NA linear feet. Minimum lighting _____ f.c.

Open Space (for residential developments only):

Acreage to be dedicated as City parkland: NA Acres.

Common open space held by Homeowner's Association: NA Acres.

Impervious surface coverage: .17 Acres / 1.682 Total Acres = 10 %

Please include the following supporting documents with requests for PUD approval:

1. **Vicinity Map** (1" = 1000' minimum scale)
2. **Existing Characteristics Map** (proposed plan boundary line, existing property lines, underlying zoning, right of way, easements, public properties, elevation contours, national flood insurance floodways and flood fringe and federal jurisdictional wetlands)
3. **Proposed Plan/Plat** (proposed plan boundary line, phasing boundaries and designations, streets (public or private), bikeways, sidewalks, zoning, water, sanitary sewer, and storm drainage improvements, residential buildings, non-residential buildings, setbacks, parking, loading, dumpster locations, signs and recreational or other amenities)
4. **Preliminary Grading Plan** (any area cleared, structure demolished and erosion/sedimentation control structures installed)
5. **Preliminary Landscaping Plan** (mounding, screening and generic plant materials)
6. **Development Statement** (discussion of the following: compatibility with surroundings, access, public utilities provided, ownership, access and provision of maintenance for common areas such as open spaces parking & other amenities)
7. **Conceptual Elevations** (building materials and design principals to be applied to the development)
8. **Proposed covenants, deed restrictions and association bylaws**

COMPLETE THIS SECTION FOR A PUD MAJOR OR MINOR AMENDMENT

Turn in the following items for a complete application.

A. SITE PLAN— Must submit five copies

The applicant/owner shall provide a site plan drawn to scale which shows the following, *if applicable*:

1. Property/Boundary lines
2. Exterior lot dimensions
3. Size and location of all existing structures
4. Location and size of proposed new construction
5. Setbacks of all structures from property boundary lines.
6. Distance between structures.
7. Show location of any and all streets, alleys, right-of-ways and easements that are contiguous to the property requesting the Variance.
8. Open space, landscaping, signage
9. Photos or graphics that illustrate proposed project

B. LIST OF PROPERTY OWNERS

Provide a list of all property owners (as recorded in the Montgomery County Auditor's office) within 200 ft. of the boundaries of the property being considered.

Example:

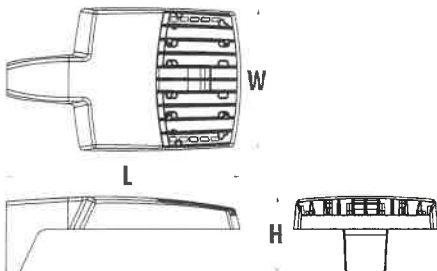
<u>Property Address</u>	<u>Parcel I.D. #</u>	<u>Owner Name</u>	<u>Owner Mailing</u>
123 Clubhouse Way	B02 00000 0000	Carol Smith	124 Green Way
			Vandalia, OH 45377
345 Brown School Rd.	B02 11111 1111	Fred Jones	345 Brown School Rd.

C. LETTER OF JUSTIFICATION

The applicant shall submit a letter of justification that describes the request for the Major Amendment. The letter shall describe why the amendment is necessary and how it relates to the approved plan and/or Comprehensive Plan.



EPA (ft²@0°):	0.57 ft ² (0.05 m ²)
Length:	21.8" (55.4 cm) (SPA mount)
Width:	13.3" (33.8 cm)
Height:	3.0" (7.6 cm) Main Body 7.2" (18.4 cm) Arm
Weight: (SPA mount):	22.0 lbs (10.0 kg)

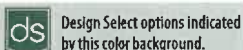


The new RSX LED Area family delivers maximum value by providing significant energy savings, long life and outstanding photometric performance at an affordable price. The RSX1 delivers 7,000 to 17,000 lumens allowing it to replace 70W to 400W HID luminaires.

The RSX features an integral universal mounting mechanism that allows the luminaire to be mounted on most existing drill hole patterns. This "no-drill" solution provides significant labor savings. An easy-access door on the bottom of mounting arm allows for wiring without opening the electrical compartment. A mast arm adaptor, adjustable integral slipfitter and other mounting configurations are available.



Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect.
*See ordering tree for details



EXAMPLE: RSX1 LED P4 40K R3 MVOLT SPA DDBXD

Options		Finish	
Shipped Installed		Shipped Installed	
HS	House-side shield ⁷	*Standalone and Networked Sensors/Controls (factory default settings, see table page 9)	
PE	Photocontrol, button style ^{8,9}	NLTAIR2 PIRHN nLight AIR generation 2, with Networked, Bi-Level motion/ambient sensor ^{9,12,13,14}	
PER7	Seven-wire twist-lock receptacle only (no controls) ^{9,10,11}	BAA	Buy America(n) Act and/or Build America Buy America Qualified
SF	Single fuse (120, 277, 347) ⁵	CCE	Coastal Construction ¹⁵
DF	Double fuse (208, 240, 480) ⁵	*Note: NLTAIR2 PIRHN with nLight Air can be used as a standalone or networked solution. Sensor coverage pattern is affected when luminaire is tilted.	
SPD20KV	20KV Surge pack (10KV standard)	Shipped Separately (requires some field assembly)	
FA0	Field adjustable output ⁹	EG5	External glare shield ⁷
DMG	0-10V dimming extend out back of housing for external control (control ordered separate) ⁹	EGFV	External glare full visor (360° around light aperture) ⁷
		BS	Bird spikes ¹⁵
		DDBXD	Dark Bronze
		DBLXD	Black
		DNAXD	Natural Aluminum
		DWHXD	White
		DBBTXD	Textured Dark Bronze
		DBLBXD	Textured Black
		DNATXD	Textured Natural Aluminum
		DWHGXD	Textured White



Ordering Information

Accessories

Ordered and shipped separately.

RSX1HS	RSX1 House side shield (includes 1 shield)
RSX1HSAPRR U	RSX1 House side shield for AFR rotated optics (includes 1 shield)
RSX1EGS (FINISH) U	External glare shield (specify finish)
RSX1EGFV (FINISH) U	External glare full visor (specify finish)
RSXRPA (FINISH) U	RSX Universal round pole adaptor plate (specify finish)
RSXWBA (FINISH) U	RSX WBA wall bracket (specify finish) ¹
RSXSDB (FINISH) U	RSX Surface conduit box (specify finish, for use with WBA, WBA not included)
DLL127F 1.5 JU	Photocell -SSL twist-lock (120-277V) ¹⁷
DLL347F 1.5 CUL JU	Photocell -SSL twist-lock (347V) ¹⁷
DLL480F 1.5 CUL JU	Photocell -SSL twist-lock (480V) ¹⁷
DSHORT SBK U	Shorting cap ¹⁷

NOTES

- Any Type 5 distribution, is not available with WBA.
- MVOLT driver operates on any line voltage from 120-277V (50/60 Hz).
- HVOLT driver operates on any line voltage from 347-480V (50/60 Hz).
- XVOLT driver not available with P1 or P2. XVOLT driver operates on any line voltage from 277V-480V (50/60 Hz). XVOLT not available with fusing (SF or DF) and not available with PE.
- Single fuse (SF) requires 120V, 277V or 347V. Double fuse (DF) requires 208V, 240V or 480V.
- Maximum tilt is 90° above horizontal.
- It may be ordered as an accessory.
- Requires MVOLT or 347V.
- Two or more of the following options cannot be combined including PE, DMG, PER7, FAO and NLTAIR2 PIRHN. (Exception: PE and FAO can be combined; also PE and DMG can be combined.)
- Compatible with standard twist-lock photocells for dusk to dawn operation or advanced control nodes that provide 0-10V dimming

- signals. Wire 4/Wire 5 wired to dimming leads on driver. Wire 6/Wire 7 capped inside luminaire. Twistlock photocell ordered and shipped as a separate line item from Acuity Brands Controls. See accessories. Shorting Cap included.
- For units with option PER7, the mounting must be restricted to +/- 45° from horizontal aim per ANSI C136.10-2010.
- Must be ordered with PIRHN.
- Requires MVOLT or HVOLT.
- Must be ordered with NLTAIR2. For additional information on PIRHN visit [here](#).
- CCE option not available with WBA, WBASC, AASP, AARP, AAWB, AAWBSC, EGS, EGFV and BS.
- Must be ordered with fixture for factory pre-drilling.
- Requires luminaire to be specified with PER7 option. Ordered and shipped as a separate line item from Acuity Brands Controls.

External Shields



House Side Shield



External Glare Shield

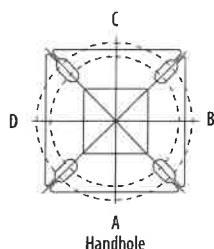


External 360 Full Visor

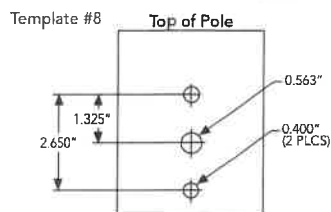
Pole/Mounting Information

Accessories including bullhorns, cross arms and other adapters are available under the accessories tab at Lithonia's Outdoor Poles and Arms product page. Click here to visit [Accessories](#).

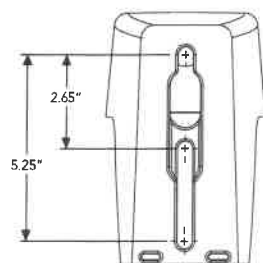
HANDHOLE ORIENTATION



RSX POLE DRILLING



RSX STANDARD ARM & ADJUSTABLE ARM



Round Tenon Mount - Pole Top Slipfitters

Tenon O.D.	RSX Mounting	Single	2 @ 180°	2 @ 90°	3 @ 120°	3 @ 90°	4 @ 90°
2 - 3/8"	RPA, AARP	AS3-5 190	AS3-5 280	AS3-5 290	AS3-5 320	AS3-5 390	AS3-5 490
2 - 7/8"	RPA, AARP	AST25-190	AST25-280	AST25-290	AST25-320	AST25-390	AST25-490
4"	RPA, AARP	AST35-190	AST35-280	AST35-290	AST35-320	AST35-390	AST35-490

Drill/Side Location by Configuration Type

Drilling Template	Mounting Option	Single	2 @ 180°	2 @ 90°	3 @ 120°	3 @ 90°	4 @ 90°
#8	Head Location	Side B	Side B & D	Side B & C	Round Pole Only	Side B, C & D	Side A, B, C & D
	Drill Nomenclature	DM19AS	DM28AS	DM29AS	DM32AS	DM39AS	DM49AS

RSX1 - Luminaire EPA

*Includes luminaire and integral mounting arm. Other tenons, arms, brackets or other accessories are not included in this EPA data.

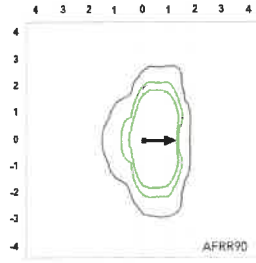
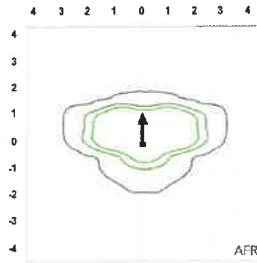
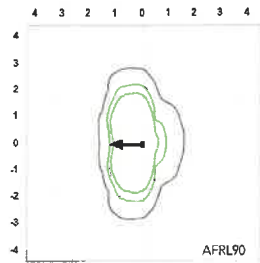
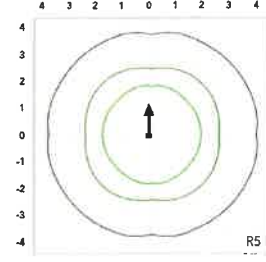
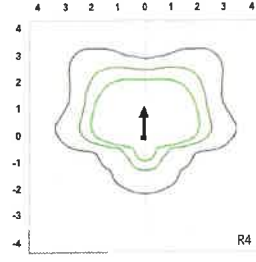
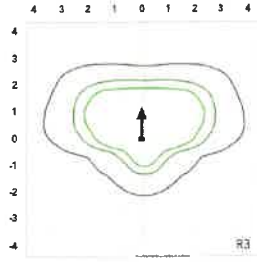
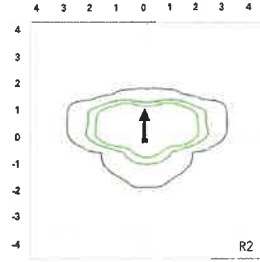
Fixture Quantity & Mounting Configuration		Single	2 @ 90	2 @ 180	3 @ 90	3 @ 120	4 @ 90	2 Side by Side	3 Side by Side	4 Side by Side
Mounting Type	Tilt									
SPA - Square Pole Adaptor	0 °	0.57	1.03	1.05	1.52	1.36	2.03	1.31	1.7	2.26
RPA - Round Pole Adaptor		0.62	1.08	1.15	1.62	1.46	2.13	1.36	1.8	2.36
MA - Mast Arm Adaptor		0.49	0.95	0.89	1.36	1.2	1.87	1.23	1.54	2.1
IS - Integral Slipfitter AASP/AARP - Adjustable Arm Square/Round Pole	0 °	0.57	1.03	1.05	1.52	1.36	2.03	1.31	1.7	2.26
	10°	0.68	1.34	1.33	2	1.74	2.64	1.35	2.03	2.71
	20°	0.87	1.71	1.73	2.56	2.26	3.42	1.75	2.62	3.49
	30°	1.24	2.19	2.3	3.21	2.87	4.36	2.49	3.73	4.97
	40°	1.81	2.68	2.98	3.85	3.68	5.30	3.62	5.43	7.24
	45°	2.11	2.92	3.44	4.2	4.08	5.77	4.22	6.33	8.44
	50°	2.31	3.17	3.72	4.52	4.44	6.26	4.62	6.94	9.25
	60°	2.71	3.66	4.38	5.21	5.15	7.24	5.43	8.14	10.86
	70°	2.78	3.98	4.54	5.67	5.47	7.91	5.52	8.27	11.03
	80°	2.76	4.18	4.62	5.97	5.76	8.31	5.51	8.27	11.03
	90°	2.73	4.25	4.64	6.11	5.91	8.47	5.45	8.18	10.97

Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit Lithonia Lighting's [RSX Area homepage](#).

Isofootcandle plots for the RSX1 LED P4 40K. Distances are in units of mounting height (20').

LEGEND



Performance Data

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-50°C (32-122°F).

Ambient	Ambient	Lumen Multiplier
0°C	32°F	1.05
5°C	41°F	1.04
10°C	50°F	1.03
15°C	59°F	1.02
20°C	68°F	1.01
25°C	77°F	1.00
30°C	86°F	0.99
35°C	95°F	0.98
40°C	104°F	0.97
45°C	113°F	0.96
50°C	122°F	0.95

Electrical Load

Performance Package	System Watts (W)	Current (A)					
		120V	208V	240V	277V	347V	480V
P1	51W	0.42	0.25	0.21	0.19	0.14	0.11
P2	72W	0.60	0.35	0.30	0.26	0.21	0.15
P3	109W	0.91	0.52	0.45	0.39	0.31	0.23
P4	133W	1.11	0.64	0.55	0.48	0.38	0.27

Projected LED Lumen Maintenance

Operating Hours	50,000	75,000	100,000
Lumen Maintenance Factor	>0.97	>0.95	>0.92

Values calculated according to IESNA TM-21-11 methodology and valid up to 40°C.

Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for performance data on any configurations not shown here.

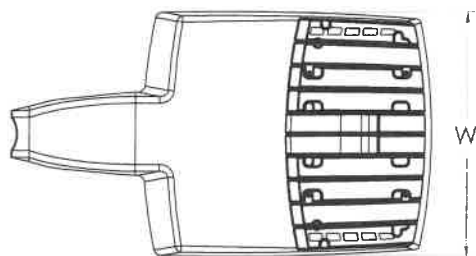
Performance Package	System Watts	Distribution Type	30K (3000K, 70 CRI)					40K (4000K, 70 CRI)					50K (5000K, 70 CRI)				
			Lumens	B	U	G	LPW	Lumens	B	U	G	LPW	Lumens	B	U	G	LPW
P1	51W	R2	6,482	1	0	1	126	7,121	1	0	1	139	7,121	1	0	1	139
		R3	6,459	1	0	2	127	7,096	1	0	2	139	7,096	1	0	2	139
		R3S	6,631	1	0	1	129	7,286	1	0	2	142	7,286	1	0	2	142
		R4	6,543	1	0	2	128	7,189	1	0	2	141	7,189	1	0	2	141
		R4S	6,313	1	0	1	124	6,936	1	0	1	136	6,936	1	0	1	136
		R5	6,631	3	0	2	130	7,286	3	0	2	143	7,286	3	0	2	143
		R5S	6,807	3	0	1	133	7,479	3	0	1	147	7,479	3	0	1	147
		AFR	6,473	1	0	1	127	7,112	1	0	1	139	7,112	1	0	1	139
		AFRR90	6,535	2	0	2	127	7,179	2	0	2	140	7,179	2	0	2	140
		AFRL90	6,562	2	0	1	128	7,210	2	0	2	140	7,210	2	0	2	140
P2	72W	R2	8,991	2	0	1	123	9,878	2	0	1	135	9,878	2	0	1	135
		R3	8,959	2	0	2	124	9,843	2	0	2	137	9,843	2	0	2	137
		R3S	9,198	2	0	2	126	10,106	2	0	2	139	10,106	2	0	2	139
		R4	9,077	2	0	2	126	9,972	2	0	2	139	9,972	2	0	2	139
		R4S	8,757	1	0	2	122	9,622	2	0	2	134	9,622	2	0	2	134
		R5	9,198	4	0	2	128	10,106	4	0	2	140	10,106	4	0	2	140
		R5S	9,443	3	0	1	131	10,374	3	0	1	144	10,374	3	0	1	144
		AFR	8,979	2	0	1	125	9,865	2	0	1	137	9,865	2	0	1	137
		AFRR90	9,064	3	0	2	124	9,959	3	0	2	137	9,959	3	0	2	137
		AFRL90	9,102	3	0	2	125	10,001	3	0	2	137	10,001	3	0	2	137
P3	109W	R2	12,808	2	0	1	117	14,072	2	0	2	129	14,072	2	0	2	129
		R3	12,763	2	0	2	117	14,023	2	0	2	129	14,023	2	0	2	129
		R3S	13,104	2	0	2	120	14,397	2	0	2	132	14,397	2	0	2	132
		R4	12,930	2	0	2	119	14,206	2	0	2	130	14,206	2	0	2	130
		R4S	12,475	2	0	2	114	13,707	2	0	2	126	13,707	2	0	2	126
		R5	13,104	4	0	2	120	14,397	4	0	2	132	14,397	4	0	2	132
		R5S	13,452	3	0	2	123	14,779	3	0	2	136	14,779	3	0	2	136
		AFR	12,791	2	0	1	117	14,053	2	0	2	129	14,053	2	0	2	129
		AFRR90	12,913	3	0	3	118	14,187	3	0	3	130	14,187	3	0	3	130
		AFRL90	12,967	3	0	2	118	14,247	3	0	3	130	14,247	3	0	3	130
P4	133W	R2	14,943	2	0	2	112	16,417	2	0	2	123	16,417	2	0	2	123
		R3	14,890	2	0	3	112	16,360	2	0	3	123	16,360	2	0	3	123
		R3S	15,287	2	0	2	115	16,796	2	0	2	126	16,796	2	0	2	126
		R4	15,085	2	0	3	113	16,574	2	0	3	125	16,574	2	0	3	125
		R4S	14,554	2	0	2	109	15,991	2	0	2	120	15,991	2	0	2	120
		R5	15,287	4	0	2	115	16,796	4	0	2	126	16,796	4	0	2	126
		R5S	15,693	4	0	2	118	17,242	4	0	2	130	17,242	4	0	2	130
		AFR	14,923	2	0	2	112	16,395	2	0	2	123	16,395	2	0	2	123
		AFRR90	15,065	3	0	3	113	16,551	3	0	3	124	16,551	3	0	3	124
		AFRL90	15,128	3	0	3	114	16,621	3	0	3	125	16,621	3	0	3	125

Dimensions & Weights

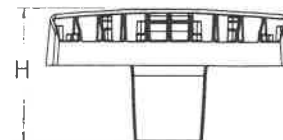
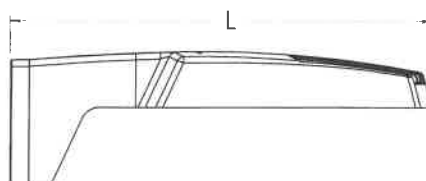
Luminaire Weight by Mounting Type

Mounting Configuration	Total Luminaire Weight
SPA	22 lbs
RPA	24 lbs
MA	22 lbs
WBA	25 lbs
WBASC	28 lbs
IS	25 lbs
AASP	25 lbs
AARP	27 lbs
AAWB	28 lbs
AAWSC	31 lbs

RSX1 with Round Pole Adapter (RPA)



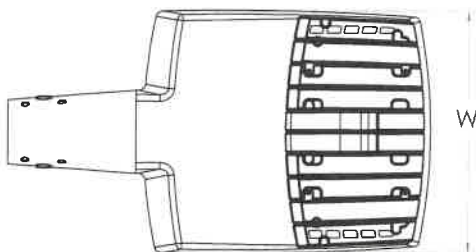
Length: 22.8" (57.9 cm)
 Width: 13.3" (33.8 cm)
 Height: 3.0" (7.6 cm) Main Body
 7.2" (18.4 cm) Arm



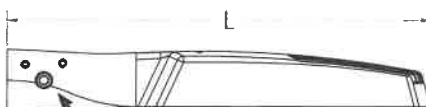
Note: RPA — Round Pole mount can also be used to mount on square poles by omitting the round pole adapter plate shown here.



RSX1 with Mast Arm Adapter (MA)



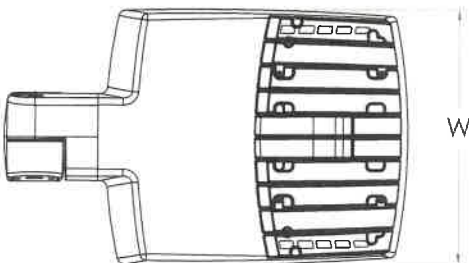
Length: 23.2" (59.1 cm)
 Width: 13.3" (33.8 cm)
 Height: 3.0" (7.6 cm) Main Body
 3.5" (8.9 cm) Arm



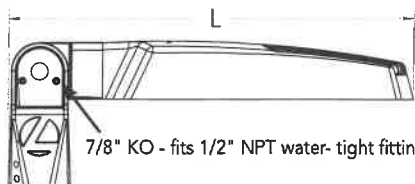
7/16" locking thru bolt/nut provided



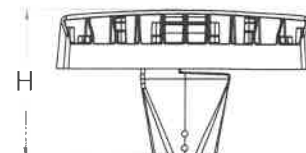
RSX1 with Adjustable Slipfitter (IS)



Length: 20.7" (52.7 cm)
 Width: 13.3" (33.8 cm)
 Height: 3.0" (7.6 cm) Main Body
 7.6" (19.3 cm) Arm

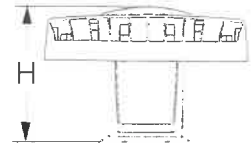
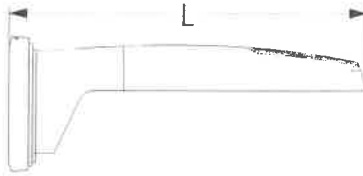
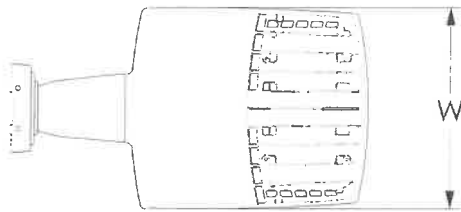


7/8" KO - fits 1/2" NPT water-tight fitting



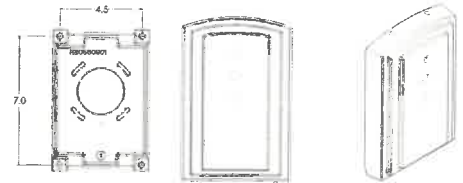
Dimensions

RSX1 with Wall Bracket (WBA)

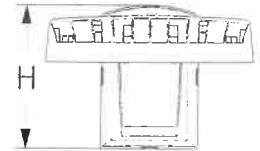
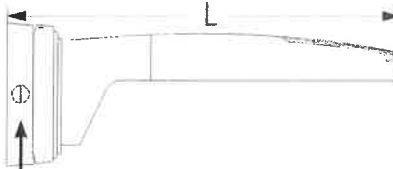
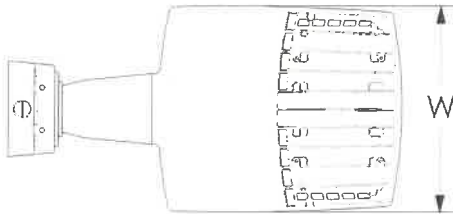


Length: 23.6" (59.9 cm)
 Width: 13.3" (33.8 cm)
 Height: 3.0" (7.6 cm) Main Body
 8.9" (22.6 cm) Arm

Wall Bracket (WBA) Mounting Detail



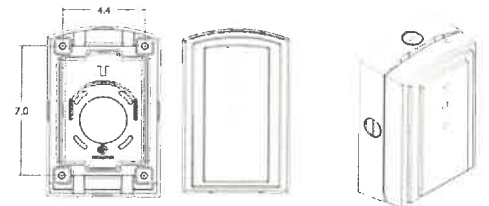
RSX1 with Wall Bracket with Surface Conduit Box (WBASC)



3/4" NPT taps with plugs - Qty (4) provided

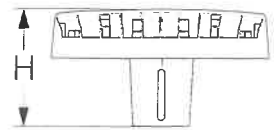
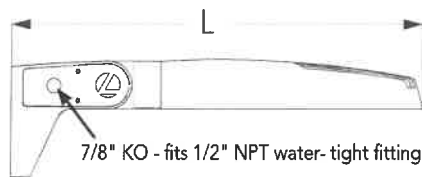
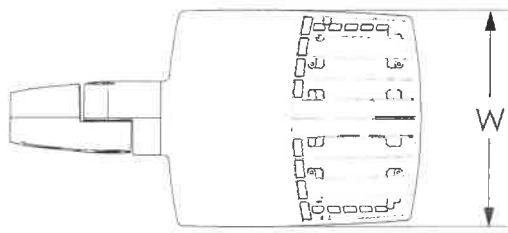
Length: 25.3" (64.3 cm)
 Width: 13.3" (33.8 cm)
 Height: 3.0" (7.6 cm) Main Body
 9.2" (23.4 cm) Arm

Surface Conduit Box (SCB) Mounting Detail

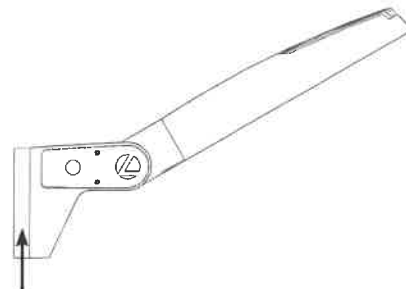


Dimensions

RSX1 with Adjustable Tilt Arm - Square or Round Pole (AASP or AARP)



Length: 25.3" (65.3 cm) AASP
 26.3" (66.8 cm) AARP
 Width: 13.3" (33.8 cm)
 Height: 3.0" (7.6 cm) Main Body
 7.2" (18.2 cm) Arm



NOTE:
 RPA - Round Pole mount can also be used to mount on square poles by omitting the round pole adapter plate shown here.

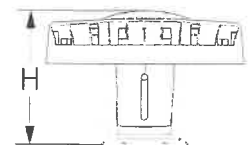
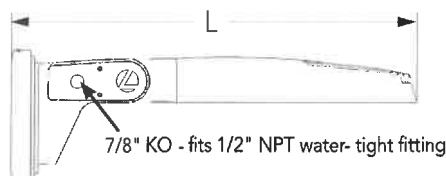
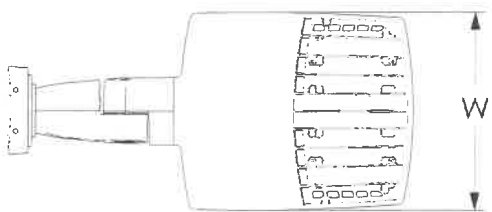


Notes

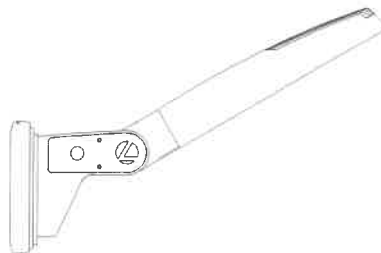
AASP: Requires 3.0" min. square pole for 1 at 90°. Requires 3.5" min. square pole for mounting 2, 3, 4 at 90°.

AARP: Requires 3.2" min. dia. round pole for 2, 3, 4 at 90°. Requires 3.0" min. dia. round pole for mounting 1 at 90°, 2 at 180°, 3 at 120°.

RSX1 with Adjustable Tilt Arm with Wall Bracket (AAWB)



Length: 27.1" (68.8 cm)
 Width: 13.3" (33.8 cm)
 Height: 3.0" (7.6 cm) Main Body
 8.9" (22.6 cm) Arm

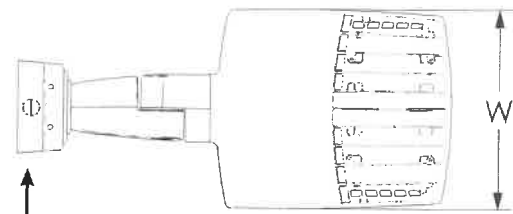


Wall Bracket (WBA) Mounting Detail

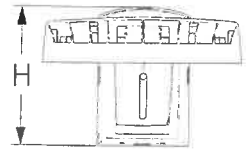
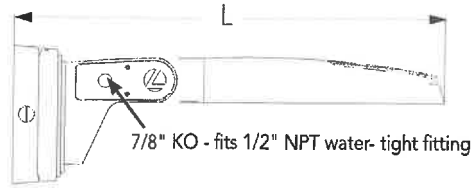


Dimensions

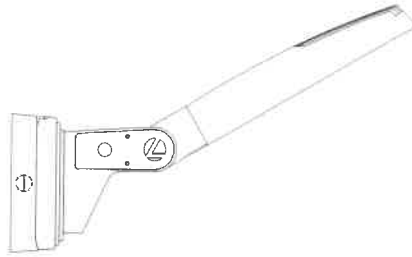
RSX1 with Adjustable Tilt Arm with Wall Bracket and Surface Conduit Box (AAWSC)



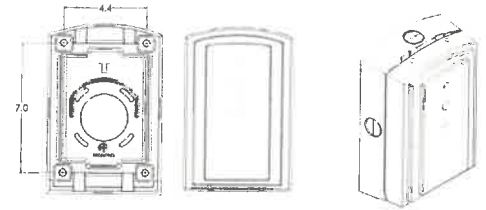
3/4" NPT taps
with plugs - Qty (4)
provided



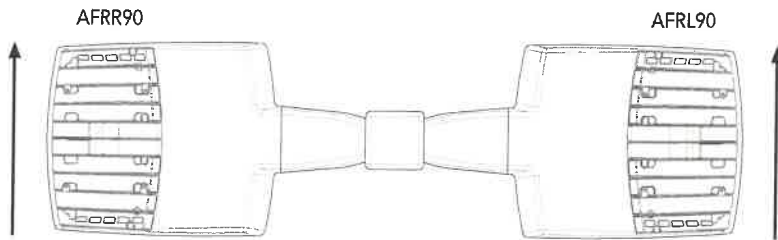
Length: 28.8" (73.2 cm)
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
9.2" (23.4 cm) Arm



Surface Conduit Box (SCB) Mounting Detail



Automotive Front Row - Rotated Optics (AFRL90/R90)

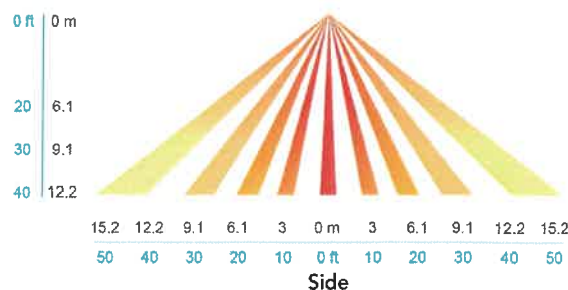
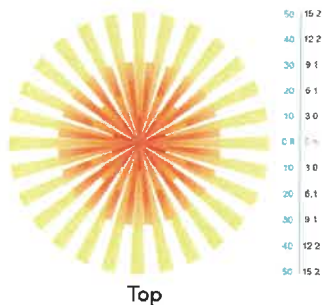
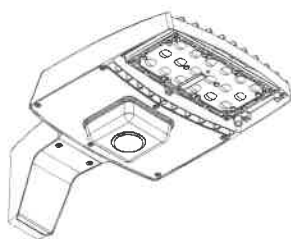


(Example: 2@180 - arrows indicate direction of light exiting the luminaire)

nLight Control - Sensor Coverage and Settings

nLight Sensor Coverage Pattern

NLTAIR2 PIRHN



Motion Sensor Default Settings - Option PIRHN						
Option	Dimmed State (unoccupied)	High Level (when occupied)	Photocell Operation	Dwell Time (occupancy time delay)	Ramp-up Time (from unoccupied to occupied)	Ramp-down Time (from occupied to unoccupied)
NLTAIR2 PIRHN	Approx. 30% Output	100% Output	Enabled @ 1.5FC	7.5 minutes	3 seconds	5 minutes

*Note: NLTAIR2 PIRHN default settings including photocell set-point, high/low dim rates, and occupancy sensor time delay are all configurable using the Clarity Pro App. Sensor coverage pattern shown with luminaire at 0°. Sensor coverage pattern is affected when luminaire is tilted.

FEATURES & SPECIFICATIONS

INTENDED USE

The RSX LED area family is designed to provide a long-lasting, energy-efficient solution for the one-for-one replacement of existing metal halide or high pressure sodium lighting. The RSX1 delivers 7,000 to 17,000 lumens and is ideal for replacing 70W to 400W HID pole-mounted luminaires in parking lots and other area lighting applications.

CONSTRUCTION

The RSX LED area luminaire features a rugged die-cast aluminum main body that uses heat-dissipating fins and flow-through venting to provide optimal thermal management that both enhances LED performance and extends component life. Integral "no drill" mounting arm allows the luminaire to be mounted on existing pole drillings, greatly reducing installation labor. The light engines and housing are sealed against moisture and environmental contaminants to IP66. The low-profile design results in a low EPA, allowing pole optimization. All mountings are rated for minimum 1.5 G vibration load per ANSI C136.31. 3G Mountings: Include SPA, RPA, MA, IS, AASP, and AARP rated for 3G vibration. 1.5G Mountings: Include WBA, WBASC, AAWB and AAWSC rated for 1.5G vibration.

FINISH

Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures superior adhesion as well as a minimum finish thickness of 3 mils. The result is a high-quality finish that is warranted not to crack or peel.

COASTAL CONSTRUCTION (CCE)

Optional corrosion-resistant construction is engineered with added corrosion protection in materials and/or pre-treatment of base material under super durable paint. Provides additional corrosion protection for applications near coastal areas. Finish is salt spray tested to over 5,000 hours per ASTM B117 with scribe rating of 10. Additional lead times apply.

OPTICS

Precision acrylic refractive lenses are engineered for superior application efficiency, distributing the light to where it is needed most. Available in short and wide pattern distributions including Type 2, Type 3, Type 3S, Type 4, Type 4S, Type 5, Type 5S, AFR (Automotive Front Row), and AFR rotated AFR90 and ARFL90.

ELECTRICAL

Light engine(s) configurations consist of high-efficacy LEDs mounted on metal-core circuit boards and aluminum heat sinks to maximize heat dissipation. Light engines are IP66 rated. LED lumen maintenance is >L92/100,000 hours. CCT's of 3000K, 4000K and 5000K (minimum 70 CRI) are available. Fixtures ship standard with 0-10v dimming driver. Class 1 electronic drivers ensure system power factor >90% and THD <20%. Easily serviceable 10kV surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2).

STANDARD CONTROLS

The RSX LED area luminaire has a wide assortment of control options. Dusk to dawn controls include MVOLT and 347V button-type photocells and NEMA twist-lock photocell receptacles.

nLIGHT AIR CONTROLS

The RSX LED area luminaire is also available with nLight® AIR for the ultimate in wireless control. This powerful controls platform provides out-of-the-box basic motion sensing with photocontrol functionality and is suitable for mounting heights up to 40 feet. No commissioning is required when using factory default settings that provide basic stand-alone motion occupancy dimming that is switched on and off with a built-in photocell. See chart above for motion sensor default out-of-box settings. For more advanced wireless functionality, such as group dimming, nLight AIR can be commissioned using a smartphone and the easy-to-use CLAIRITY app. nLight AIR equipped luminaires can be grouped, resulting in motion sensor and photocell group response without the need for additional equipment. Scheduled dimming with motion sensor over-ride can be achieved when used with the nLight Eclipse. Additional information about nLight Air can be found [here](#).

INSTALLATION

Integral "no-drill" mounting arm allows for fast, easy mounting using existing pole drillings. Select the "SPA" option for square poles and the "RPA" option to mount to round poles. Note, the RPA mount can also be used for mounting to square poles by omitting the RPA adapter plate. Select the "MA" option to attach the luminaire to a 2 3/8" horizontal mast arm or the "IS" option for an adjustable slipfitter that mounts on a 2 3/8" OD tenon. The adjustable slipfitter has an integral junction box and offers easy installation. Can be tilted up to 90° above horizontal. Additional mountings are available including a wall bracket, adjustable tilt arm for direct-to-pole and wall and a surface conduit box for wall mount applications.

LISTINGS

CSA Certified to meet U.S. and Canadian standards. Suitable for wet locations. Rated for -40°C minimum ambient. DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

International Dark-Sky Association (IDA) Fixture Seal of Approval (FSA) is available for all products on this page utilizing 3000K color temperature only. U.S. Patent No. D882, 146S

GOVERNMENT PROCUREMENT

BAA – Buy America(n) Act: Product with the BAA option qualifies as a domestic end product under the Buy American Act as implemented in the FAR and DFARS. Product with the BAA option also qualifies as manufactured in the United States under DOT Buy America regulations. BABA – Build America Buy America: Product with the BAA option also qualifies as produced in the United States under the definitions of the Build America, Buy America Act. Please refer to www.acuitybrands.com/buy-american for additional information.

WARRANTY

5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at:

www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.



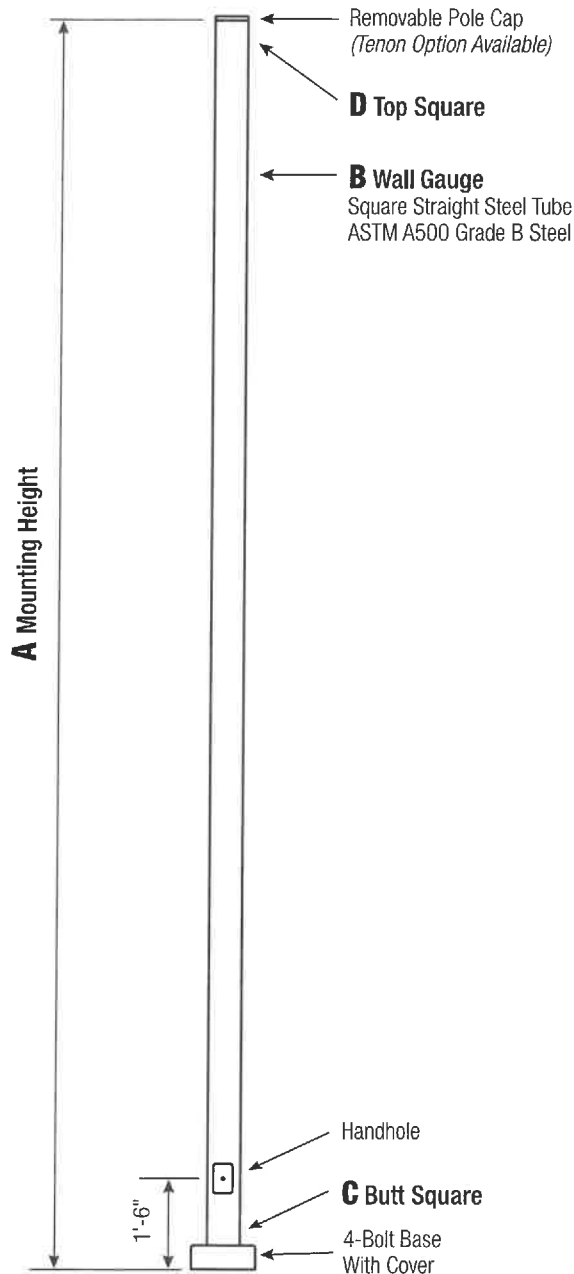
COMMERCIAL OUTDOOR

One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • www.acuitybrands.com
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Lithonia RSX1 Area LED
Rev. 04/02/25
Page 9 of 9

SSS

Square Straight Steel Pole No Arm — 4-Bolt Base



Powder Coated, Galvanized or Powder Coated over Galvanized Finish Per Customer Specification.

C BUTT SQ.	D TOP SQ.	F BOLT CIR. DIA.	G BASE SQ.	H BOLT PROJ.	I BOLT SIZE
4 (11 Gauge)	4	8 - 9	8	3.75	.75 x 17 x 3
4 (7 Gauge)	4	8 - 9	8	3.75	.75 x 30 x 3
5 (11 Gauge)*	5	10 - 12	11	3.75	.75 x 30 x 3
5 (7 Gauge)	5	10 - 12	11	4.875	1 x 36 x 4
6	6	11 - 13	12.5	4.875	1 x 36 x 4

*Requires the use of oversized washers (provided).

Dimensions in Inches

Pole

Pole shaft shall be weldable-grade, cold-rolled, commercial quality carbon steel tubing conforming to ASTM A500 Grade B. Options include 11 gauge and 7 gauge. All welds shall conform to AWS D1.1 using ER70S-6 electrodes.

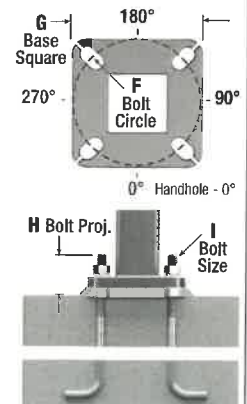
Base Style

4-Bolt Steel Plate Base Flange of fabricated hot rolled carbon steel conforming to ASTM A36 or equivalent (36 ksi minimum yield) with 2-piece Base Cover and attaching hardware.



Anchorage

Anchorage Kit will include four (4) L-shaped Steel Anchor Bolts conforming to AASHTO M314-90 Grade 55. Ten inches (10") of threaded end will be galvanized per ASTM A153. Kits will contain eight (8) Hex Nuts, four (4) Lock Washers, and eight (8) Flat Washers (all components Galvanized Steel). A paper bolt circle template will be provided.



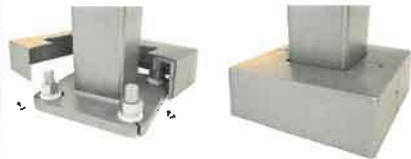
Handhole

Reinforced, 3" x 5" Handhole with cover, stainless steel screw and backbar. A grounding provision incorporating a tapped 1/2"-13NC hole will be provided.



Base Cover

Square ABS plastic Base Covers are standard on all SSS poles specified in BA-Black, BM-Dark Bronze and BH-White. SSS poles specified in all other colors will be manufactured of metal materials. Custom specification of SSS square metal style Base Covers in BA, BM and BH powder coated finishes is available.



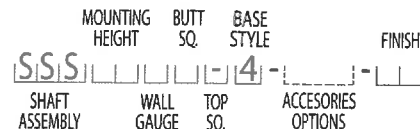
Vibration Damper

If determined necessary by Hapco, or if specified by the customer, a first and/or second mode vibration damper will be provided.

A Mtg. Hgt.	B Wall Gauge	C Butt Sq.	TOTAL LUM. WEIGHT	MAXIMUM EPA						CATALOG NUMBER
				90	100	110	120	130	140	
10	11	4	320	25.2	20.0	18.6	15.3	12.7	10.6	SSS10B4-4-BA
12	11	4	285	20.6	16.2	14.9	12.1	9.9	8.2	SSS12B4-4-BA
14	11	4	255	17.0	13.2	12.1	9.7	7.8	6.3	SSS14B4-4-BA
15	11	4	245	15.5	11.9	10.9	8.6	6.8	5.4	SSS15B4-4-BA
15	7	4	305	23.4	18.4	17.0	13.8	11.4	9.4	SSS15D4-4-BA
16	11	4	235	14.0	10.7	9.7	7.6	5.9	4.6	SSS16B4-4-BA
16	7	4	290	21.5	16.8	15.5	12.5	10.2	8.4	SSS16D4-4-BA
18	11	4	215	11.3	8.4	7.6	5.7	4.3	3.2	SSS18B4-4-BA
18	7	4	265	18.0	13.9	12.8	10.2	8.2	6.6	SSS18D4-4-BA
20	11	4	200	9.1	6.5	5.8	4.2	2.9	1.9	SSS20B4-4-BA
20	11	5	235	14.1	10.3	9.2	6.8	4.9	3.4	SSS20B5-4-BA
20	7	4	240	15.1	11.5	10.5	8.2	6.5	5.0	SSS20D4-4-BA
20	7	5	330	26.3	20.3	18.6	14.8	11.9	9.6	SSS20D5-4-BA
22	11	4	200	7.2	4.9	4.2	2.8	1.7	0.8	SSS22B4-4-BA
22	11	5	215	11.4	8.0	7.1	4.9	3.2	1.9	SSS22B5-4-BA
22	7	4	225	12.7	9.5	8.6	6.6	5.0	3.7	SSS22D4-4-BA
22	7	5	300	22.4	17.1	15.6	12.2	9.6	7.5	SSS22D5-4-BA
25	11	4	200	4.7	2.8	2.2	1.0	-	-	SSS25B4-4-BA
25	11	5	200	8.0	5.1	4.3	2.4	1.0	-	SSS25B5-4-BA
25	7	4	205	9.7	6.9	6.2	4.4	3.1	2.0	SSS25D4-4-BA
25	7	5	260	17.7	13.2	11.9	9.0	6.7	4.9	SSS25D5-4-BA
28	11	4	200	2.6	1.0	-	-	-	-	SSS28B4-4-BA
28	11	5	200	5.1	2.6	1.9	-	-	-	SSS28B5-4-BA
28	7	4	200	7.1	4.8	4.1	2.6	1.5	-	SSS28D4-4-BA
28	7	5	235	13.9	9.9	8.8	6.3	4.3	2.7	SSS28D5-4-BA
30	11	5	200	3.4	1.1	-	-	-	-	SSS30B5-4-BA
30	7	4	200	5.6	3.5	2.9	1.6	-	-	SSS30D4-4-BA
30	7	5	215	11.7	8.0	7.0	4.7	2.9	1.5	SSS30D5-4-BA
30	7	6	275	19.2	13.7	12.2	8.7	5.9	3.8	SSS30D6-4-BA
35	7	5	200	6.9	4.0	3.1	1.2	-	-	SSS35D5-4-BA
35	7	6	220	12.6	8.0	6.8	3.9	1.6	-	SSS35D6-4-BA
39	7	6	200	8.2	4.2	3.1	0.6	-	-	SSS39D6-4-BA

Catalog Number System

The catalog number for Hapco poles utilizes the following identification system.



Catalog Number Example -

SSS 20 D 5 - 4 - BA

Square Straight Steel, 20' Mounting Height, 7 Gauge, 5" Butt Square, No Taper, 4-Bolt Base, Black Powder Coat Finish.

EPA Notes:

Effective Projected Area (EPA) in square feet. EPA's calculated using wind velocity (mph) indicated in accordance with 2009 AASHTO LTS-5 using a 25-year design life. Maximum EPA is based on the luminaire weight shown. Increased luminaire weight may reduce the maximum EPA. If weight is exceeded, or if other design life or code is required, please consult the factory.

Mounting Options

Side Drill Mount

Includes removable pole cap.

NOTE: A luminaire drilling template must be supplied at time of order.

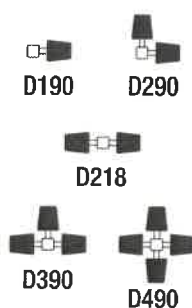


Tenon Mount

For Tenon Mount applications specify both Tenon diameter and length.



Drill Mount Options

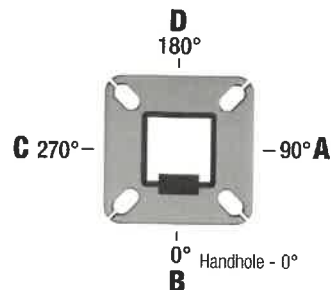


Electrical Box



Note: GFI Options must be specified in Accessories.

Pole Orientation



SSS	HEIGHT	GAUGE	BUTT SQ.	TOP SQ.	BASE STYLE	MOUNTING OPTIONS	ELECTRICAL BOX*	ACCESSORIES/OPTIONS*	FINISH
	10 = 10'	B = 11 Gauge	4 = 4"	" = No Taper	4 = 4-Bolt Base	DRILL MOUNT D000 - No Drilling D190 - Std. "A" D290 - Std. "A" & "D" D218 - Std. "A" & "C" D390 - Std. "A", "D", & "C" D490 - Std. "A", "B", "C", & "D" DCUS - Custom*	FA - 30" Up, "D" FB - 30" Up, "B" FC - 30" Up, "A" FD - 30" Up, "C" FE - 36" Up, "D" FF - 36" Up, "B" FG - 36" Up, "A" FH - 36" Up, "C" FI - 24" Up, "D" FK - 24" Up, "A" FL - 24" Up, "C" FZ - Custom**	C12 - Threaded 1/2" Coupling** C34 - Threaded 3/4" Coupling** C10 - Threaded 1" Coupling** EHH - Extra Handhole** GF1 - Duplex GFI Receptacle (WR) with Cover GF2 - Duplex GFI (WR) with In-Use Cover LAB - Less Anchor Bolts LPC - Less Pole Cap PAB - Pre-shipped Anchor Bolts VD1 - Vib. Damper - 1st Mode VD2 - Vib. Damper - 2nd Mode	POWDER COAT COLORS BA - Black Powder Coat BH - White Powder Coat BM - Dark Bronze Powder Coat BV - Dark Green Powder Coat GC - Gray Powder Coat XX - Special Colors* GALVANIZED 1Q - Galvanized Only 1C - Black PC Over Galv. 1D - White PC Over Galv. 1B - D. Bronze PC Over Galv. 1Y - D. Green PC Over Galv. 1J - Gray PC Over Galv. XX - Special PC Over Galv.*
	12 = 12'	D = 7 Gauge	5 = 5"			TENON T204 - 2-3/8" O.D. x 4" T304 - 2-7/8" O.D. x 4" T356 - 3-1/2" O.D. x 6" T406 - 4" O.D. x 6" TCUS - Custom Tenon**	* GFI Receptacle Options Available (Specify in Accessories)	* Add all that apply (Example: CFI-LAB-VD1)	* Provide RAL # or Sample Color Chip
	14 = 14'		6 = 6"				** Specify Height and Orientation	** Specify Location	
	16 = 16'								
	18 = 18'								
	20 = 20'								
	22 = 22'								
	25 = 25'								
	28 = 28'								
	30 = 30'								
	35 = 35'								
	39 = 39'								

Google Street View

Aug 2024



(b) *Post-World War II*—The number of persons in the armed forces of the United States has declined from 12 million in 1945 to 2.5 million in 1990. The number of persons in the armed forces of the United States has declined from 12 million in 1945 to 2.5 million in 1990. The number of persons in the armed forces of the United States has declined from 12 million in 1945 to 2.5 million in 1990.



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04/27/03

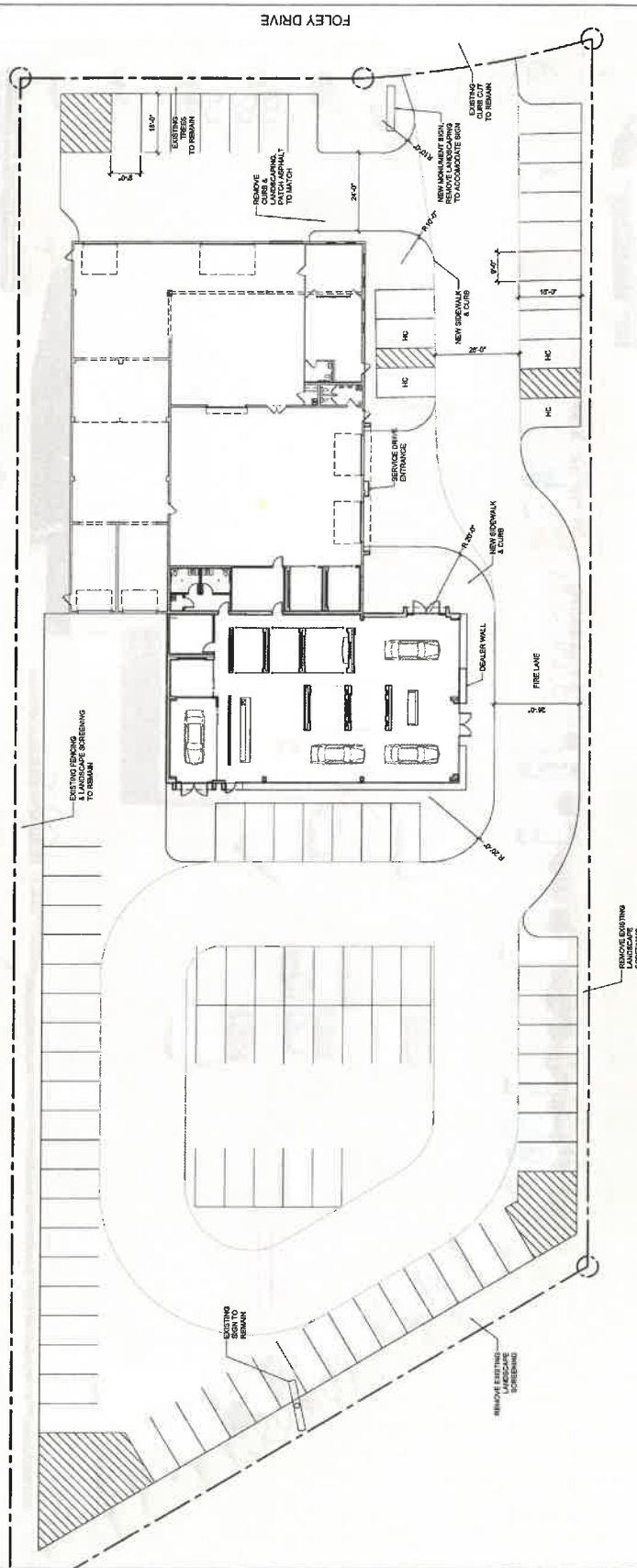
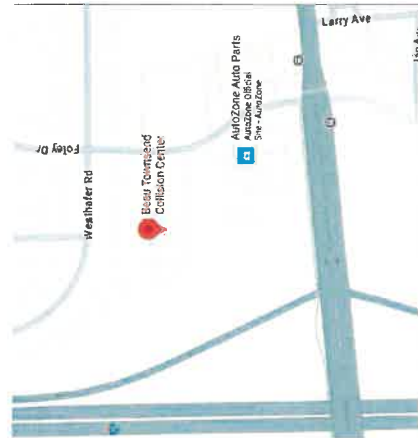
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Beverly, Ohio 45434
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info@earthchickadee.com

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BEAU
TOWNSEND
LINCOLN
55 FOLEY DR
VANDALLIA, OH
45377

[illegible]ARCHITECTURAL
SITE PLAN

AS1.0



CONCEPT SITE PLAN

SCALE	1"=100'-0"	1
CONCEPT SITE PLAN		

25036

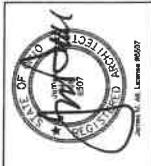


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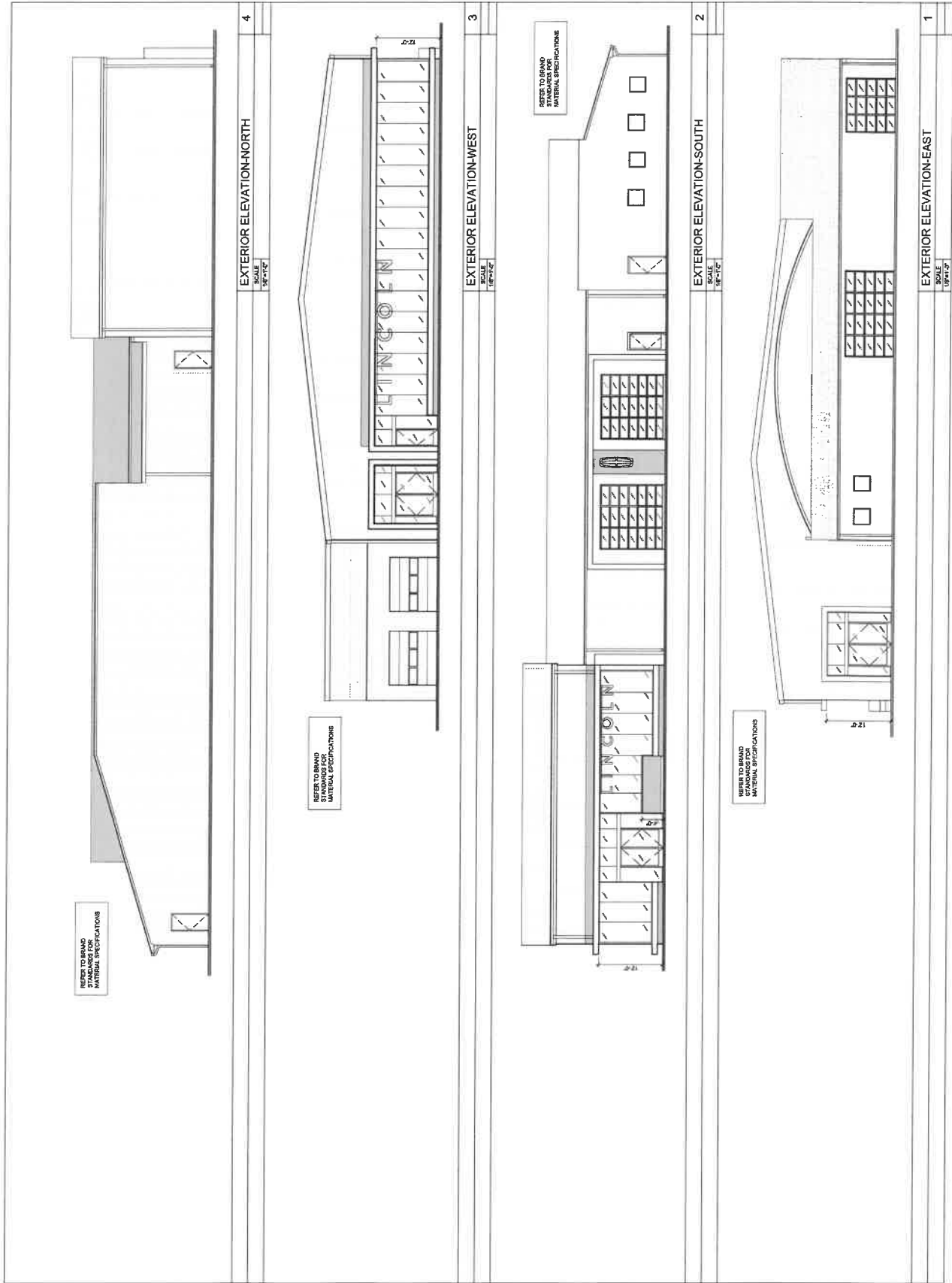
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EXTERIOR
ELEVATIONS

A2.0





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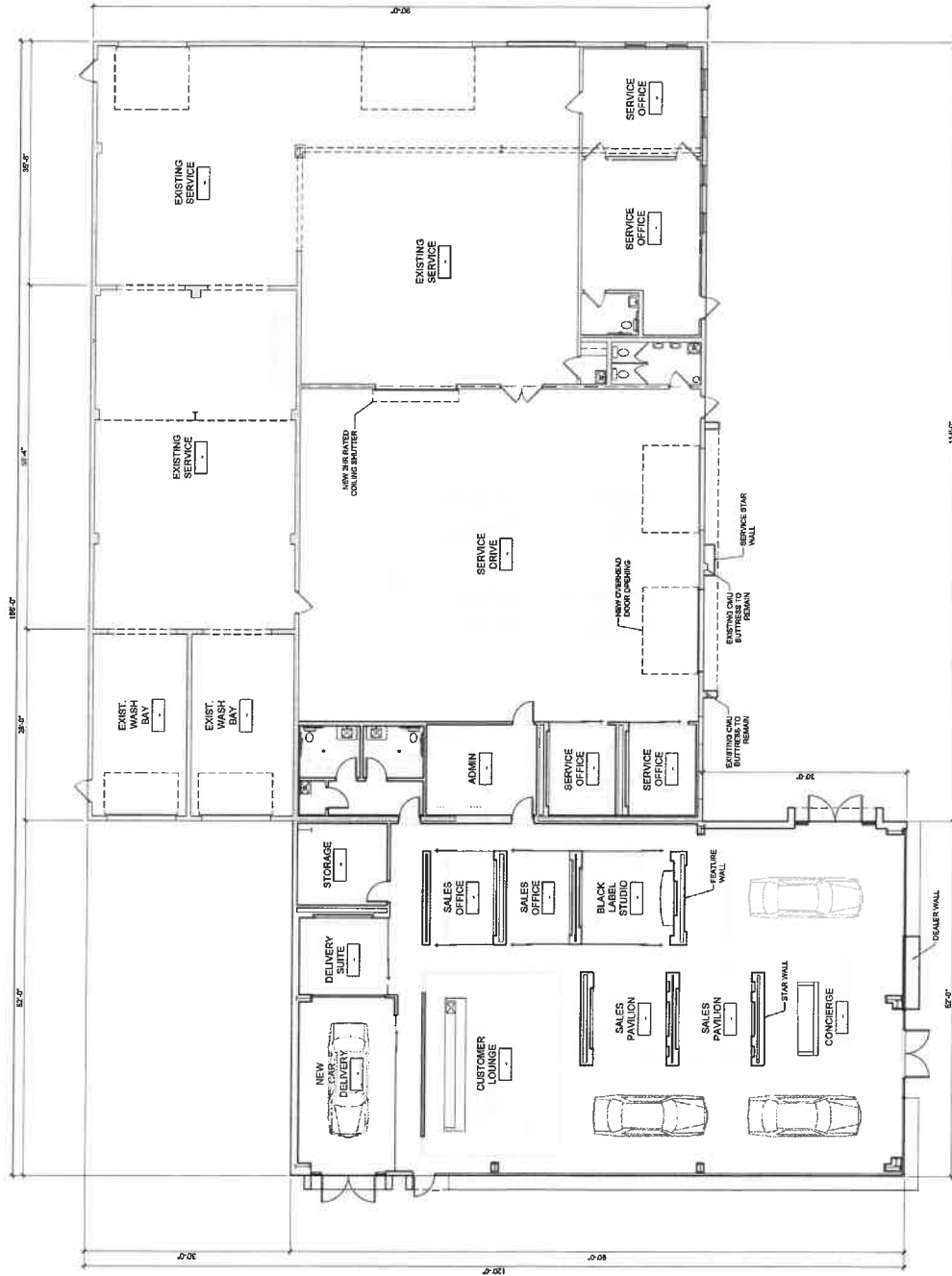
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FLOOR
PLAN

A1.0



CONCEPT FLOOR PLAN

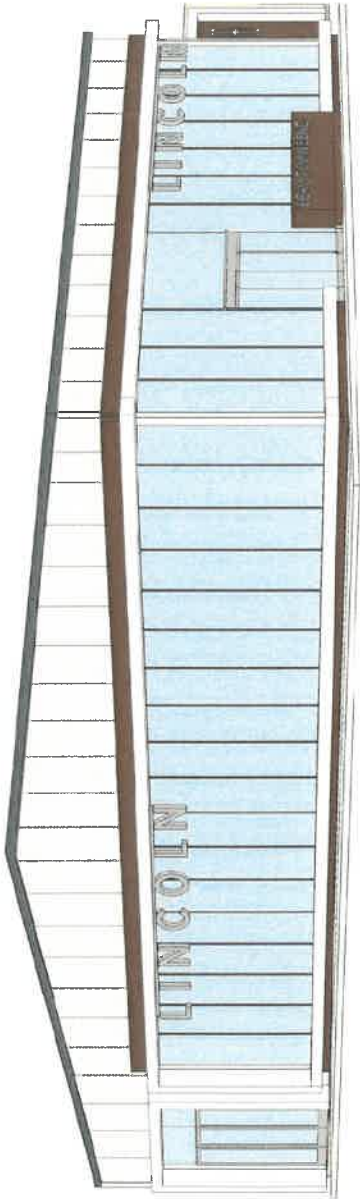
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CONCEPT FLOOR PLAN	
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**Beau
Townsend
Lincoln**

Date
4/11/2025

Issue
Preliminary Design
Project Address
Vandalia, OH



Scale

*These drawings are for
communication of design intent
only. These drawings are not
suited or intended for
construction or fabrication.*

Proposed Exterior
Rendering

R 101



Lincoln Vitrine
Prototype

Issue
Prototype
Issue Date
December 23, 2016
Revision Date
January 7, 2024

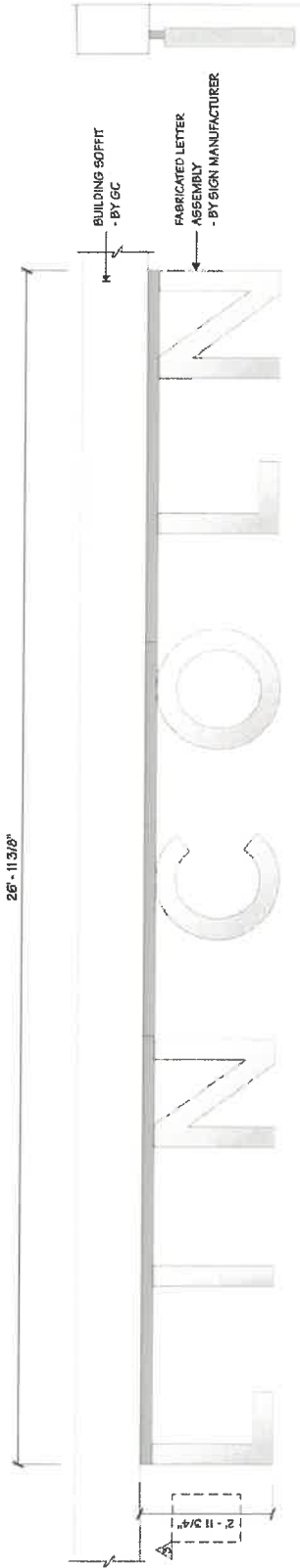
Scale

These drawings are for communication of design intent only. These drawings are not suited or intended for construction or fabrication.

Additional prototypical drawings and details for the Lincoln Vitrine facility design can be found at www.lincolnvitrinedesign.com

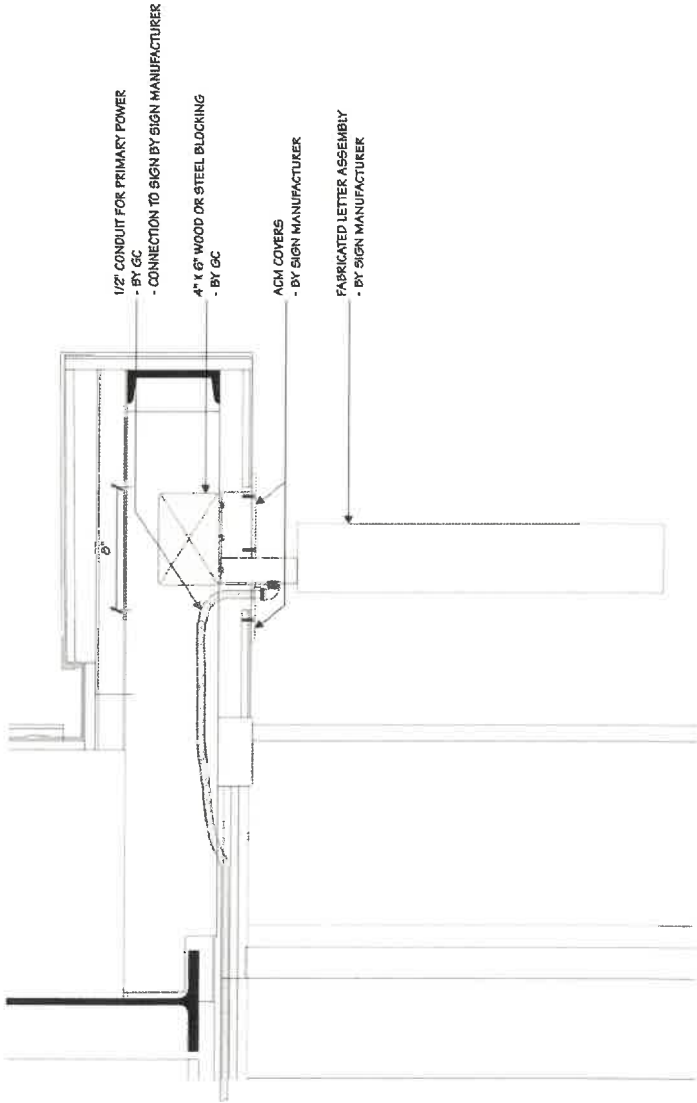
Lincoln' Letters Details

G101



1 | 'Lincoln' Letters Elevation
3/8" = 1'-0"

2 | Side Elevation
3/8" = 1'-0"



3 | 'Lincoln' Letters Section
1/8" = 1'-0"



Lincoln Vitrine Prototype

Issue
Prototype
Issue Date
December 23, 2016
Revision Date
January 7, 2024

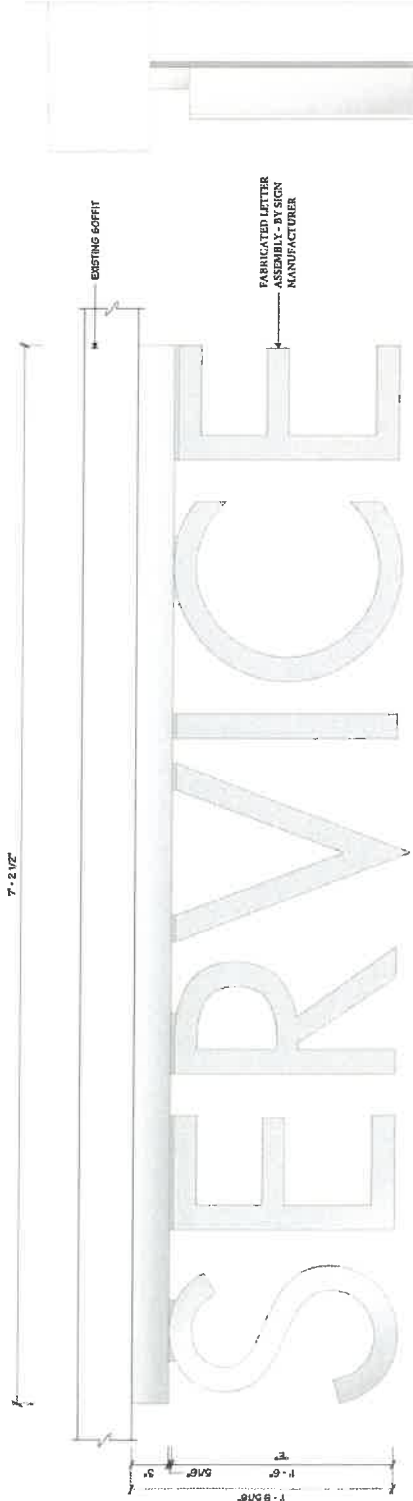
Scale

These drawings are for
communication of design intent
only. These drawings are not
suited or intended for
construction or fabrication.

Additional prototypical
drawings and details for the
Lincoln Vitrine facility design
can be found at
www.lincolnvitrinedesign.com

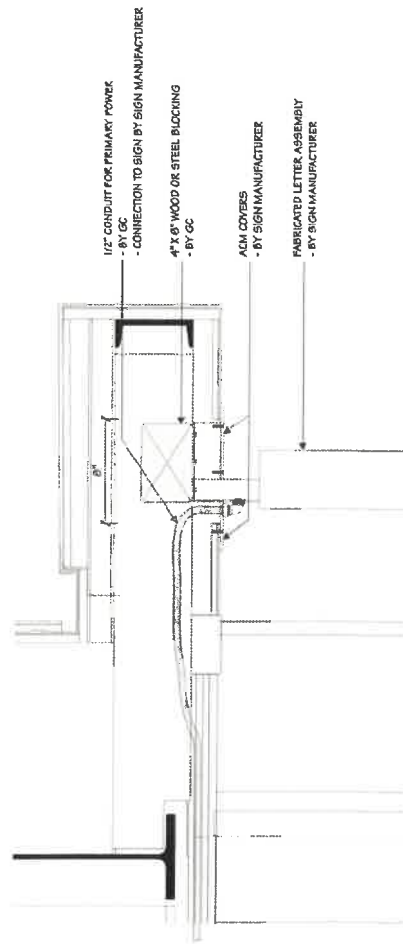
'Service' Letters Details -
Hanging

G102a

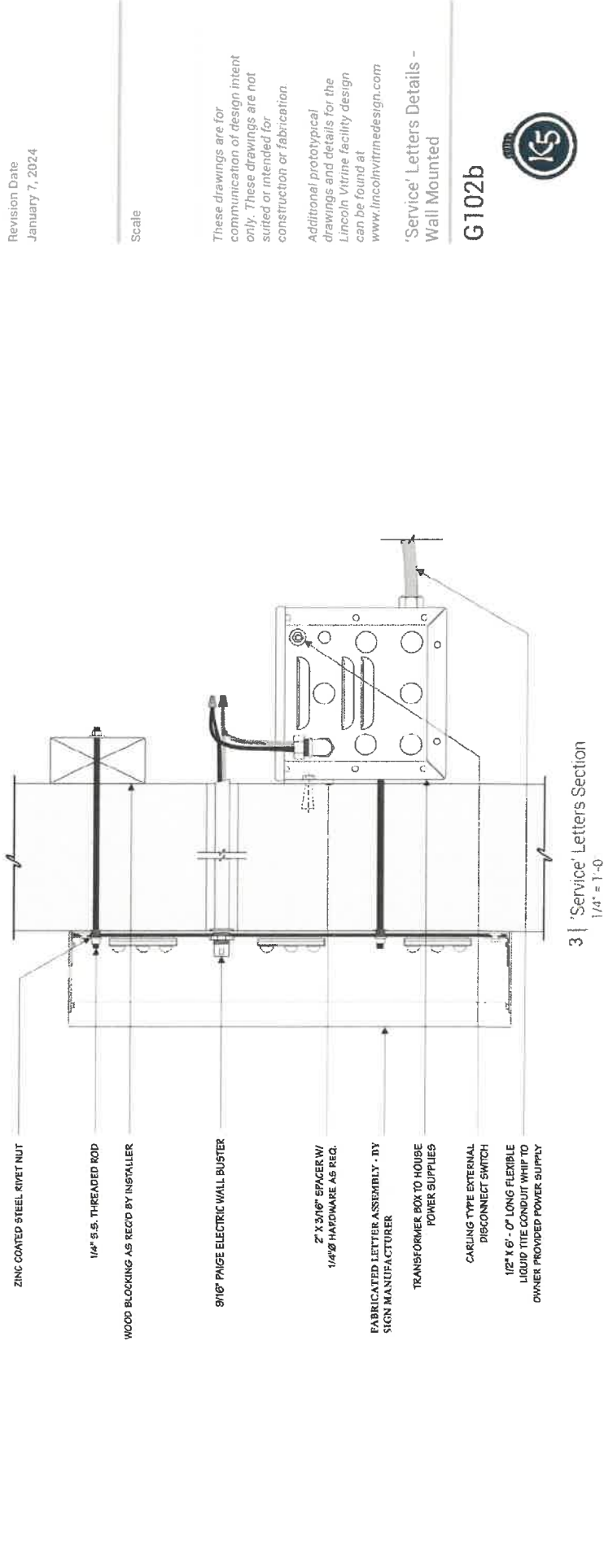
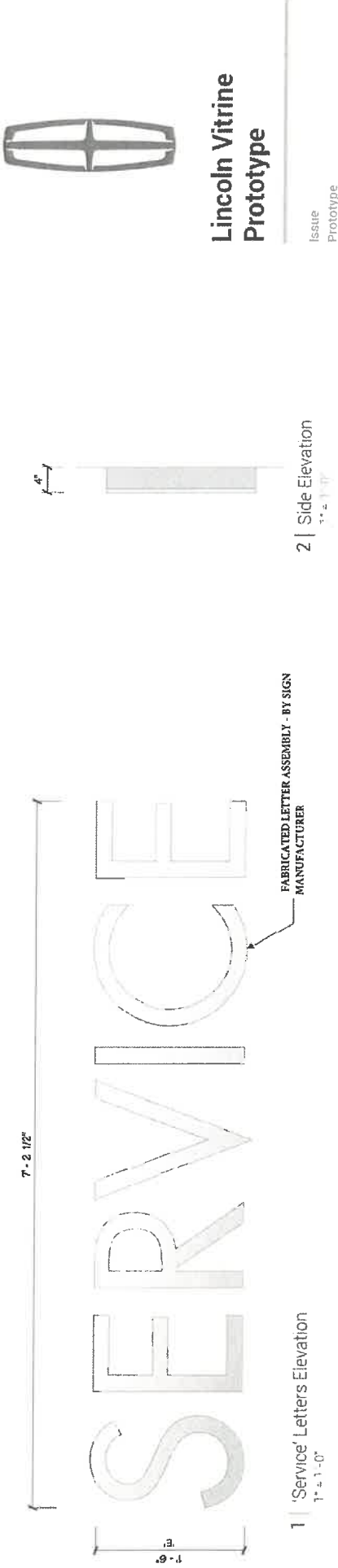


1 | 'Service' Letters Elevation
1/8" = 1'-0"

2 | Side Elevation
1/8" = 1'-0"



3 | 'Service' Letters Section
1/8" = 1'-0"





Lincoln Vitrine Prototype

Issue
Prototype

Issue Date
December 23, 2016

Revision Date
January 7, 2024

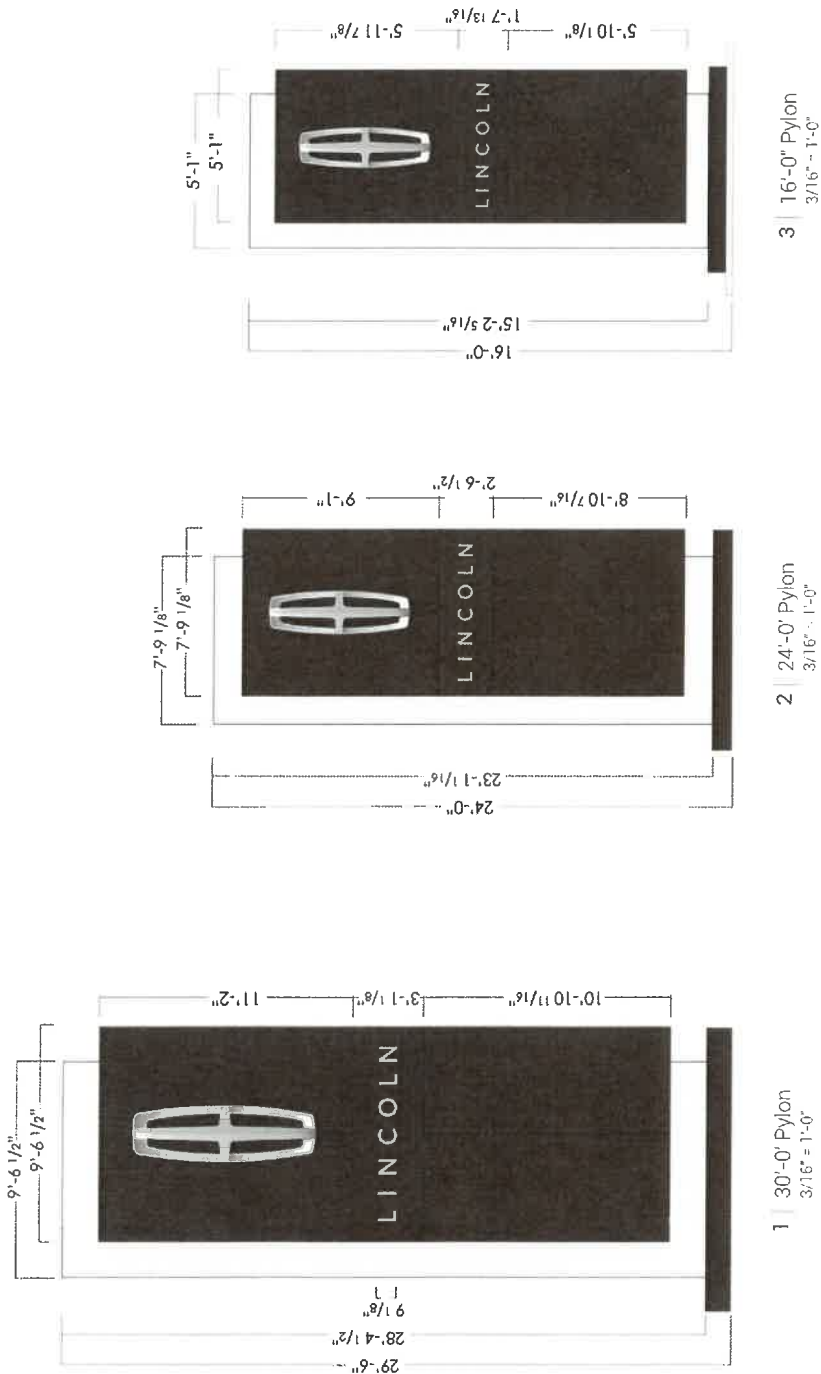
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Lincoln Brand Signs

G105





Lincoln Vitrine
Prototype

Issue
Prototype

Issue Date
December 23, 2016
Revision Date
January 7, 2024

Scale

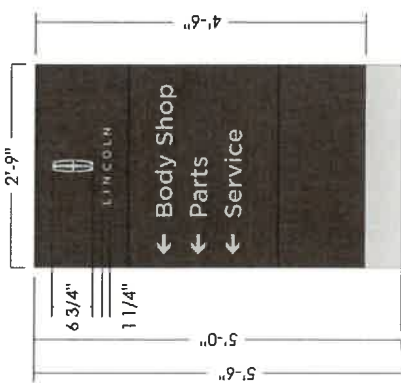
These drawings are for communication of design intent only. These drawings are not suited for intended for construction or fabrication
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Lincoln Support Signs

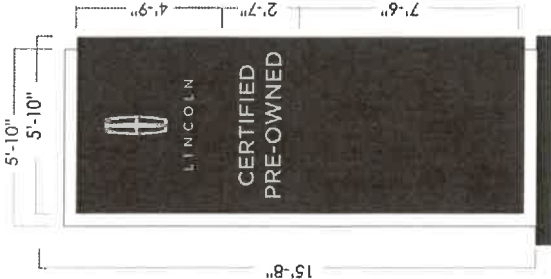
G106



1 | Horizontal Monument
1/4" = 1'-0"



2 | CPO Monument
1/4" = 1'-0"



3 | Directional
1/2" = 1'-0"



4 | CPO Pylon
1/4" = 1'-0"



Lincoln Vitrine
Prototype

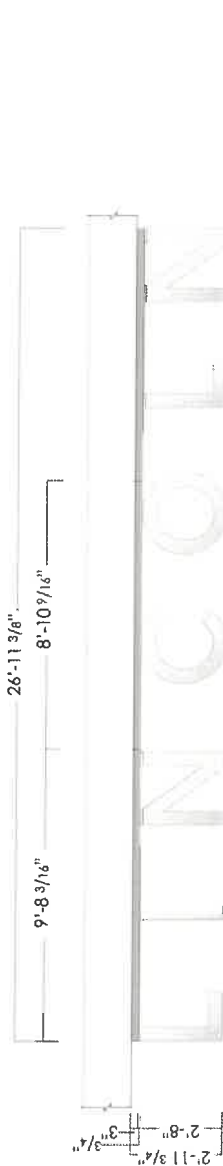
Issue
Prototype
Issue Date
December 23, 2016
Revision Date
January 7, 2024

Scale

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'Lincoln' and 'Service' Letters

G107



5 | 32" Lincoln Letters
1/4" = 1'-0"



4 | 12" Dealer Name Letters
1/2" = 1'-0"



3 | 19" Lincoln Letters
1/2" = 1'-0"



1 | 10" Dealer Name Letters
1/2" = 1'-0"



2 | 12" Dealer Name Letters
1/2" = 1'-0"

Minutes of the City of Vandalia Planning Commission
August 26, 2025

Members Present:	Ms. Kristin Cox, Mr. Lucious Plant, Mr. Bob Hussong
Members Absent:	Mr. Dave Arnold
Staff Present:	Michael Hammes, City Planner Ben Graham, Zoning & Planning Coordinator Ben Borton, Director of Public Service Rob Cron, Assistant City Manager
Others Present:	James Test, Sean McKinnies, Jon Bixs, Robert Bellinger, Larry Taylor, Jamie Spencer, Alexis Morgan, Matt Morgan, Sean Olson, Al Machuca, Amy Machuca, Deryl Taylor

Call to Order

Ms. Cox called the meeting to order at 6:01 p.m.

Attendance

Ms. Cox noted that three members were present. Mr. Plant made a motion to excuse Mr. Arnold. Mr. Hussong seconded. The motion carried 3-0.

Reorganization Meeting

Mr. Hammes explained that the terms for members of the Planning Commission expire at the end of June each year. The Commission elects a new Chair and Vice Chair at the first meeting following the start of the new term. He added that Ms. Cox had served as the Acting Chair for the previous meeting, due to the size of the agenda.

Mr. Hammes noted that a member could be selected as Vice Chair even if they were absent from the meeting. In that scenario, he recommended selecting a Second Vice Chair as well. In the event that both the Chair and Vice Chair would be absent, the Second Vice Chair would preside over the meeting.

Mr. Plant nominated Ms. Cox as Chair. Mr. Hussong seconded the motion. Ms. Cox agreed to serve. Roll was called. The motion carried 3-0. Ms. Cox was elected as Chair of the Planning Commission.

Ms. Cox nominated Mr. Arnold as Vice Chair and Mr. Plant as Second Vice Chair. Mr. Hussong seconded the motion. Mr. Plant agreed to serve. Roll was called. The motion carried 3-0. Mr. Arnold was elected as Vice Chair of the Planning Commission, with Mr. Plant elected as Second Vice Chair.

Approval of Minutes of the Planning Commission

Mr. Hussong made a motion to approve the July 8th, 2025 minutes. Mr. Plant seconded the motion. The motion carried 3-0.

Ms. Cox read from a prepared statement, transcribed verbatim below.

Just for everybody in the room, I just wanted to put together a couple of comments about what we do and who we are.

We are Vandalia citizens just like you that volunteer to sit on this board as a way to be more involved in our community. We are appointed by the City and are unpaid for our services. The Commission holds a public hearing, listens to input, and gives City Council a recommendation to approve or deny the request.

There are specific requirements in our code about notifications to the public and public notices about meetings that are strictly followed by our staff.

The goal is to help Vandalia grow in an orderly, safe, and smart way that adheres to our planning and zoning code, the City Charter, our zoning map, and our comprehensive plan. It can be challenging to balance the needs of businesses, builders, and neighborhoods all at once. We are subject to sunshine laws and Roberts rules, and must conduct ourselves in the meetings as such.

While we may have personal convictions about a topic, our main duty is to review the application fairly and review how the code applies to the request. Our recommendation then is forwarded to the City Council for further review and additional community input.

Swearing in of Attendees Wishing to Speak at Meeting

The attendees were sworn in.

Old Business

Mr. Hammes confirmed that there was no Old Business on the agenda.

New Business – PC 25-0011 – PUD and Preliminary Plan – Copperfield Towns

Mr. Hammes introduced Case PC 25-0007. Todd Foley, of DDC Management, requests the creation of a new Planned Unit Development and associated Preliminary Plan for the Copperfield Towns Development at 3330 Mulberry Road in the City of Vandalia. If approved, the 11.36 acre site would be divided into 34 building lots which would accommodate 87 townhomes in 2 and 3-unit structures. The property is currently zoned A – Agriculture.

Mr. Hammes explained that the applicant had submitted a similar application in July of 2022, but that Council had ultimately denied the request.

Mr. Hammes described the surrounding zoning and land use profile, noting that the site is bordered by highway to the south and west, agricultural property to the east, and the Copperfield residential development to the north.

Mr. Hammes discussed the housing proposed for the site. The developer proposed a blend of 2-unit and 3-unit structures, each with townhomes featuring a garage and other amenities. Common spaces, including a large open space area to the west, would be maintained by a homeowners'

association.

Mr. Hammes referred to the proposed preliminary plan. He pointed out that the development would have a single entrance from Mulberry and internal streets forming a loop. Two of those streets would terminate at the east end of the site, but could connect to future development to the east in the future.

Mr. Hammes reported that one monument sign was proposed for the entrance to the development.

Mr. Hammes discussed the open space proposed for the site, noting that a 50-foot buffer would be required along Mulberry and to the east.

Mr. Hammes noted that the land-use density for the site would be 7.65 dwelling units per acre. This would be lower than the 12 units per acre maximum for multi-family residential planned unit developments.

Mr. Hammes discussed the Comprehensive Plan. This property, as well as the other agricultural properties south of Mulberry, are designated as "Medium Density Residential" properties in the Future Land Use Map. The medium density designation specifically identifies townhomes as a viable type of housing for that area. He added that the proposed development appeared to be consistent with the Comprehensive Plan.

Mr. Hammes reviewed the proposed development standards for the site. For building lots, the only permitted use would be Multi-Family Residential. Open space and passive recreational uses would be permitted on the open space lot to the west. Mr. Hammes also noted that the exteriors of dwelling units would be required to have variety, with no two adjacent units having the same design or façade.

Mr. Hammes noted that required improvements to Mulberry Road would be completed to City Standards and under the supervision of the Director of Public Service.

Mr. Hammes discussed the proposed schedule for the development. Primary construction will begin in spring of 2026 with a nine month approximately 9-month construction period planned. Once horizontal construction is complete, dwellings would be constructed as sales allowed.

Mr. Hussong asked if it would be relevant to know why the previous request was denied. Mr. Hammes replied that the current application should be judged on its own merits, but that the history of the site was relevant. He reported that residents in 2022 expressed concern about the quality and design of the proposed homes, the builder involved in the project, and with traffic along Mulberry.

Hearing no further questions, Ms. Cox invited the applicant to address the Commission.

Mr. Jon Bills, of DDC Management, addressed the Commission. He noted that the property owner was present as well. He thanked the Commission for the opportunity.

Mr. Bills agreed that the current proposal was substantially similar to the previous application, but that the current proposal meets the requirements of the City's goals and plans. He pointed out that the development is designed to meet the requirements of the Medium Density Residential designation in the Comprehensive Plan.

Mr. Bills noted that the size and location of this property makes it ideal for a transition between the single-family homes to the north and the highway to the south. He reiterated the need for new housing in Vandalia, and pointed out that this style of housing would be ideal for employees at growing businesses located nearby.

Mr. Bills added that the previous concerns about traffic on Mulberry were not specific to this development.

Mr. Bills stated that his company was a horizontal developer, and that they would partner with a homebuilder with some experience in the Dayton market to build the structures. At this time, no builder had been selected.

In response to an inquiry from the audience regarding pricing, Mr. Bills confirmed that he anticipated price points in the high \$200,000's to low \$300,000's, but that more specific pricing would not be available until a builder was selected.

Mr. Hammes noted that any builder involved in the project would need to build homes that meet all of the requirements of the PUD and the Ohio Building Code.

Mr. Plant inquired about the ownership of the homes. Mr. Bills confirmed that all units would be owner occupied. The proposed homeowners' association would maintain landscaping and common areas, including ponds, and any non-exclusive use areas such as those behind the structures.

Ms. Cox asked about the project timeline, questioning whether the development could be left without a builder. Mr. Bills replied that there would be a lot purchase agreement obligating the homebuilder to complete a model home followed by a certain number of homes per quarter. The buildout for this development is anticipated to take approximately 2 years, with 12 homes expected per quarter.

Hearing no further questions for the applicant, Ms. Cox opened the public portion of the meeting.

Public Comments

Mr. Jim Test, of 1228 Greystone Circle, stated that he had been a resident of the Copperfield development for 20 years and Vandalia for 50 years. He expressed opposition to the proposed development, suggesting that the homes in Copperfield had higher quality and value than the proposed townhomes.

Mr. Test argued that this development would harm the property values of the Copperfield development to the north. He recommended that this property would be better suited to a continuation of the Copperfield development.

Mr. Test pointed out that the City of Vandalia had done a good job of listening to concerns from residents. He added that these homes could work elsewhere in the city.

Ms. Amy Machuca, of 1166 Landsdale Court, asked about the sizes of homes in the proposed development. She also expressed concern about the traffic along Mulberry, noting that the road cannot handle an additional 140 vehicles. With the curves on this road and concerns about width,

additional school bus traffic, and cars that may cut through Copperfield, there are questions about safety that must be addressed.

Ms. Machuca also asked about the potential impact on the school district.

Mr. Bills returned to the podium to answer some of the questions raised by the speakers. He discussed the size of homes, noting that the specific sizes would depend on the homebuilder.

Mr. Hammes added that the size of a dwelling unit would be calculated using the living area, not the bulk footprint on the site. He pointed out that the developer had proposed a 1,300 square foot minimum dwelling size in their submittal.

Ms. Cox asked about the traffic concerns raised by the previous speaker. Mr. Bills confirmed that the entrance to the development would be directly across from the south entrance to Copperfield.

Mr. Hammes added that entrances would generally be placed across from one another. This is a standard element of traffic design intended to allow opposing traffic to pass without the risk of collision.

Mr. Rob Cron, Assistant City Manager, reported that the developer would be required to widen Mulberry Road and provide curb and gutter and sidewalk along their property.

Mr. Cron also indicated a stretch of Mulberry to the northwest that falls into the jurisdiction of Butler Township. He reported that there had been preliminary discussions about taking over that section of road from the township.

Ms. Cox commented that recent data suggested that the number of school-age children in the school district was declining, based on the aging in place of the population. Mr. Hussong added that the rise in online schooling may impact the district's enrollment as well.

In response to a question from Mr. Plant, Mr. Bills confirmed that all homes would face toward the internal streets within the development. He anticipated that the target market would likely be first-time homebuyers.

Mr. Hammes added that none of the homes that back up to Mulberry would have driveways onto Mulberry.

Mr. Plant asked about screening around the site. Mr. Hammes referred to the landscape plan include in the submittal, pointing out landscape buffers along the highway and Mulberry Road. The internal streets would also have street trees.

Mr. Hussong asked about data relating to speeding, and whether sidewalks have an impact on speeding. A discussion ensued regarding the impact of the development on speeds through the area.

Mr. Al Machuca, of 1166 Landsdale Court, addressed the Commission. He noted that he had opposed the previous application. He expressed concerns that the development would not provide anywhere for kids to play, resulting in them going out onto Mulberry or into the Copperfield development.

Mr. Machuca also expressed concern about the traffic. He pointed out that there is a small bridge on Mulberry that would not permit two large trucks to pass safely. He suggested that adding 87 homes and at least two drivers per car would be a problem.

Mr. Jim Test returned to the podium. He pointed out that any kids in this development who play soccer would go straight through the Copperfield development to get to the soccer fields.

Mr. Darrell Taylor, of the Copperfield Homeowners' Association, addressed the Commission in opposition to the proposed development. He explained that he deals with concerns from his residents every day. The development of this site would increase concerns from his residents, including increased police involvement and possible trespassing.

Hearing no further comments, Ms. Cox closed the public portion of the meeting.

Review Criteria

Ms. Cox explained that the Commission would discuss the District and Preliminary Plan review criteria.

Recommendations and decisions on Planned Unit Development applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.

1. The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed Planned Unit Development furthers the purposes of the code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

2. The proposed amendment and proposed uses are consistent with the City's adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies.

The Planning Commission agreed with the staff comment by a vote of 3-0.

3. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Staff feels that the proposed Planned Unit Development is necessary to accommodate the style of home intended for this site. The townhome-style structures proposed would not be feasible in a standard zoning district.

The Planning Commission agreed with the staff comment by a vote of 3-0.

4. The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the site has adequate access to transportation, utilities, and other required public services.

Ms. Cox and Mr. Plant agreed with the staff comment. Mr. Hussong disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

5. The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Given the location and nature of the proposed development, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

6. The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Given the proposed preservation of green space as part of this development, Staff feels that the proposed Planned Unit Development complies with this review criteria.

The Planning Commission agreed with the staff comment by a vote of 3-0.

7. The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

The Planning Commission agreed with the staff comment by a vote of 3-0.

8. The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

The Planning Commission shall not recommend in favor of, and City Council shall not approve, a preliminary plan for a planned unit development unless each body finds that the preliminary plan does the following:

- A. The proposed development is consistent with the Official Thoroughfare Plan, the Comprehensive Plan and other applicable plans and policies of the City of Vandalia;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The proposed development could be substantially completed within the period of time specified in the schedule of development submitted by the applicant;

Staff Comment: Staff feels that the proposed schedule of development is reasonable and achievable.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- C. The proposed development provides accessibility to public roads that are adequate to carry the traffic that shall be imposed upon them by the proposed development; that the number of vehicular access points to public roads from high traffic generating uses are minimized to limit the number traffic conflict points; and that the streets and driveways on the site of the proposed development shall be adequate to serve the users of the proposed development;

Staff Comment: Staff feels that the design of the proposed development meets this criterion.

Ms. Cox agreed. Mr. Plant and Mr. Hussong disagreed. The Planning Commission **Disagreed** with the staff comment by a vote of 1-2.

- D. The proposed development shall not impose an undue burden on public services such as utilities, fire, school and police protection;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- E. The proposed development contains such proposed covenants, easements and other provisions relating to the proposed development standards as reasonably may be required for the public health, safety and welfare;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- F. The proposed development shall include adequate open space, landscaping, screening and other improvements;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- G. The location and arrangement of signs, structures, parking and loading areas, material/waste storage, walks, lighting and related facilities shall be compatible with existing and future uses both within and adjoining the proposed development;

Staff Comment: Staff feels that the proposed development complies with this review criterion. A minimum 30-inch landscaped buffer, using mulch or live plantings, shall be maintained around the base of the sign on all sides.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- H. The proposed development shall preserve natural features such as watercourses, trees and rock outcrops, to the degree possible, so that they can enhance the overall design of the PUD;

Staff Comment: Noting the areas designated as open space and the addition of the wildflower prairie area, particularly to the west, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- I. The proposed development is designed to take advantage of the existing land contours in order to provide satisfactory road gradients and suitable building lots and to facilitate the provision of proposed services;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- J. The proposed development shall not create excessive additional requirements for public facilities and services at public cost;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

Mr. Hussong asked for clarification about how this criterion is defined. Mr. Hammes replied that this criterion was intended to refer to public infrastructure that might be required to make the development viable. He gave an example where a proposed development might be designed to require a lift station and other sanitary sewer upgrades, at significant public cost, when there are alternative designs or options that would not incur that cost.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- K. The proposed development shall not involve uses, activities, layout and building designs that are detrimental to the use of both the proposed facilities and/or nearby properties by reason of excessive traffic, noise or vibration, storm water flooding, air or water emissions, objectionable glare or lack of proper regard for privacy;

Staff Comment: Noting that the only proposed uses are residential in character or passive open space uses, Staff feels that the proposed development complies with this review criterion.

Ms. Cox and Mr. Plant agreed with the staff comment. Mr. Hussong disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

Mr. Hussong noted for the record that his objection was purely due to traffic concerns.

- L. The proposed development has buildings designed with sufficient architectural variety and exterior surface complexity but including elements which serve to visually unify the development;

Staff Comment: Given the variety of home designs and their thematic similarities, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

M. The proposed development has minimized the size of paved areas or provided adequate visual relief through the use of landscaped islands while providing adequate parking.

Staff Comment: As no standalone parking lots or vehicular use areas are proposed, Staff feels that this review criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox noted that Staff recommended approval of the proposed PUD and Preliminary Plan. She commented that there had been disagreement on the criterion relating to traffic concerns, and wanted to ensure that those concerns made it into the record.

Mr. Plant made a motion to recommend approval of the proposed Planned Unit Development and Preliminary Plan. Mr. Hussong seconded the motion.

Mr. Hussong commented that his daughter lives in Huber Heights, where she sometimes has difficulty moving about within the city. He added that he currently lives on Inverness, and used to be able to easily get where he wanted to go. Being part of a growing city means that it becomes harder to get around. He understands that, and hopes that the City Council does as well as they look for ways to minimize traffic issues.

Hearing no further comments, Ms. Cox called for the vote. The motion carried by a vote of 3-0, and the Planning Commission recommended **approval** of the proposed Planned Unit Development district and Preliminary Plan for the Copperfield Towns project.

Ms. Cox noted that the recommendations of the Commission would next be reviewed at the Council Study Session on Tuesday, September 2, 2025.

**New Business – PC 25-0012 – Planned Unit Development Major Amendment
55 Foley Drive – Beau Townsend Lincoln**

Mr. Hammes introduced Case PC 25-0012. Sean Olson, of Vancon General Contractors, and on behalf of Beau Townsend Lincoln, requests a Major Amendment to an existing Planned Unit Development and approval of a revised PUD Final Plan. The request involves one parcel totaling 1.682 acres +/-, located at 55 Foley Drive in the City of Vandalia.

Mr. Hammes explained that the Beau Townsend group operates a collision repair center at 55 Foley Drive in a PUD. They wish to convert the building to a Lincoln dealership, which would require structural alterations and a change of use for the site. These changes are considered Major Amendments to the existing PUD, requiring Council approval.

Mr. Hammes noted that the current Final Plan had been approved in 2012, and would also be amended by this application.

Mr. Hammes explained that the current PUD was created as an overlay. For the most part, the standards of the HB – Highway Business govern the site and its use. The application requests that “Auto Sales and Leasing” be added to the PUD as a permitted use.

Mr. Hammes reviewed the proposed structural alterations to the building. A showroom would be installed at the west end of the building, facing Interstate 75.

Mr. Hammes referenced the photometric plan in the application, which shows that the lighting for the parking area would be designed to prevent light bleeding onto adjacent properties. The applicant also provided schematics of the specific light fixtures proposed.

Mr. Hammes pointed out that no new structures were proposed as part of this application. The existing building would be renovated, but no expansion or demolition is proposed.

Mr. Hammes referenced the proposed signage for the site. A tall freestanding sign along the highway would remain. That sign is permitted as part of the Interstate and Highway Sign Overlay. The existing monument sign along Foley would be replaced. A selection of sign designs was provided by the applicant, and all signs would need to meet the standards of the code before a permit could be issued.

Mr. Hammes reported that the proposed project would be completed in the fourth quarter of 2026.

Mr. Hammes pointed out that the landscape buffer to the north, between this site and the adjacent residential area, would need to be maintained.

In summary, Mr. Hammes noted that the changes do qualify as Major Amendments, but that the overall impact to the surrounding properties would be minimal.

Hearing no questions, Ms. Cox invited the applicant to address the Commission.

Mr. Sean Olson, of Vancon General Contractors, addressed the Commission. He emphasized that the owners were intent on keeping the Lincoln dealership in Vandalia, and that the building would be greatly improved by the proposed upgrades. He added that Lincoln required the building to be complete by October 2026.

In response to a question from Ms. Cox, Mr. Olson confirmed that there would be no expansion or demolition to the building.

Mr. Hussong asked if additional parking across Foley would be used for overflow parking of cars or customers.

Mr. Jamie Spencer, of Beau Townsend Ford, replied that there would be no need for overflow parking. He expected that the Lincoln dealership would sell 50-75 units. The business would have a smaller footprint than the existing dealerships on National Road.

Mr. Spencer discussed complaints about his existing dealerships. Those complaints typically focus on paging and lighting. Existing landscaping would be removed and replaced. The exterior of the building would be replaced and greatly improved.

Mr. Hussong asked about delivery of new vehicles. Mr. Spencer replied that new vehicles would continue to be delivered on National Road at other facilities.

Mr. Hussong asked if there would be related changes to operations along National Road. Mr. Spencer replied that they would still operate three service operations along National Road.

Mr. Spencer discussed upgrades to the screening along the north side of the road.

Referring to overhead paging, Mr. Spencer noted that the more limited hours of this sales facility, combined with a smaller building, means that there would be no need for overhead paging.

Mr. Larry Taylor, of Beau Townsend Ford, added that the plan was to spend in excess of \$3,000,000 renovating this building for Lincoln. He noted that Lincoln is a luxury brand and that the building would be state-of-the-art.

Mr. Taylor emphasized that his company had been a good business partner with the City over the past 50 years, and working with (and staying in) Vandalia had been a priority.

Mr. Hussong asked about the fencing along the north side of the property. Mr. Spencer confirmed that the fence would also be replaced. He added that there may be a future expansion of the parking lot to the south, which would help with the arrangement of fire lanes and traffic on the property. The goal would be to shift the footprint of the parking lot away from the residential area.

Hearing no further questions, Ms. Cox opened the public portion of the meeting.

Public Comments

Mr. Matthew Morgan, of 101 Westhafer Road, addressed the Commission. He asked about the details of the fence removal along the back of his property. He also asked about the transition and whether there would be an impact to the neighboring properties. He noted that there are utility

lines along the property line that could be impacted.

Mr. Spencer replied that the screening and fencing would be replaced, and that they would work with residents to ensure that what goes in would be much nicer than what is removed.

With regard to the impact on utilities, Mr. Olson added that the project would rely on “surgical precision” to limit any potential impact on neighboring properties.

Hearing no further comments, Ms. Cox closed the public portion of the meeting.

PUD Major Amendment Review Criteria

In the case of Major Amendments to a Planned Unit Development, the proposed amendments must meet either the preliminary or final plan criteria, as appropriate. In this case, the final plan criteria will apply to both the proposed amendment and the revised final plan.

Prior to Planning Commission recommending in favor of or City Council approving a final development plan for a planned unit development each body shall find that:

- A. The final development plan conforms to and is consistent with the approved preliminary plan;

Staff Comment: Staff feels that the proposed amendments to the Planned Unit Development District and Final Plan are consistent with the approved preliminary plan.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The final development plan complies with any and all conditions that may have been imposed in the approval of the preliminary plan;

Staff Comment: Staff feels that all relevant conditions imposed upon this development have been met, or that such conditions have expired.

Mr. Hammes noted that an amendment to the PUD had been approved in 2017 to allow for an additional structure, but the structure was never built and the approval lapsed. Any conditions related to that structure would also have lapsed.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Review Criteria (cont'd)

- C. The final development plan complies with the requirements of Section 1214.08 and Chapter 1222 – Planned Unit Developments.

Staff Comment: Staff feels that the proposed final development plan, as amended, complies with the relevant provisions of the Zoning Code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox noted that Staff recommended approval of the proposed Major Amendment to the Foley and National Road Planned Unit Development as applied to this parcel only.

Mr. Hussong made a motion to recommend approval. Mr. Plant seconded the motion. By a vote of 3-0, the Planning Commission recommended **approval** of the proposed Major Amendment to the Foley and National Road Planned Unit Development.

Ms. Cox noted that the recommendation would be sent to the September 2nd Study Session for Council review.

Communications

Mr. Hammes noted that the September 2nd Study Session would be on a Tuesday due to the Labor Day holiday.

Mr. Hammes reported that staff was working to fill the current vacancy.

Adjournment

Ms. Cox asked for a motion to adjourn. Mr. Hussong made the motion. Mr. Plant seconded the motion. The vote passed 3-0.

Ms. Cox adjourned the meeting at 7:35 p.m.

Chairperson



INTEROFFICE MEMORANDUM

TO: KURT ALTHOUSE, CITY MANAGER
FROM: CHAD FOLICK, FIRE CHIEF
CC: BRANDON SUCHER, POLICE CHIEF
SUBJECT: PUBLIC SAFETY TRAINING SITE MASTER PLANNING
DATE: JULY 22, 2025

As I indicated in the Council retreat, we have engaged App Architecture (Tim Bement) to perform the Public Safety Center Master Plan and design.

After discussing this with Chief Sucher, we would like to engage Tim to begin the process of master planning the Stonequarry Road site.

The "Programming and Concept Phase" of this project is outlined on the attached quote, it is **\$27,150.00**, as we mentioned during the City Council Retreat, we have approximately \$525,000, in the capital budget from the sale of the Dixie Drive Fire Station. We would ask that this amount be taken from that line.

I would ask that this request be placed on the September 2nd, Council Study Session, simply as information. I will be at that meeting to answer any questions that City Council may have.

Thank you for your time and consideration. Please let me know should you have any questions.

July 3, 2025



Chief Chad Follick
Division of Fire
City of Vandalia
8705 Peters Pike
Vandalia, OH 45377

615 Woodside Drive, Englewood, Ohio 45322

937.836.8898 937.832.3696

www.apparchitecture.com

Subject: Training Site Design Concepts
Professional Conceptual Design Services

Dear Chief Follick:

We sincerely appreciate the opportunity to present this proposal. Our scope of services will include preliminary architectural design and civil engineering for the conceptual planning and budgeting for one of two possible training sites. The first potential location is the existing Vandalia Public Works Facility on Clubhouse Way (Site A), and the second is an undeveloped property north of Stonequarry Road and west of the Dayton International Airport Access Road (Site B). Both sites are within the City of Vandalia, Ohio. This proposal is based upon conceptual planning of the overall site including access drives, and specific items including a 500' x 500' Driving Pad (Site B only), a new Pre-Engineered Classroom Storage/Restroom Building (Site B only), and Class A Drill Tower as illustrated on the attached concept provided by the fire department. Since Site A involves the reuse of existing buildings, we will perform a high-level evaluation of the existing structures and determine the best location & site configuration for the new Class A Drill Tower.

Our services will further be defined to include the following:

Programming and Concept Phase:

- Perform a site visit to understand existing conditions, topography and natural features.
- Choice One Engineering will provide a topographic/boundary survey of the selected site: please refer to the attached boundary plans. The cost for each survey has been identified below.
- Conduct an in-person meeting with Fire Department representatives to establish goals and objectives and create a Building Program for the Classroom/Storage Building and list all training props and their proposed approximate sizes.
- Prepare a very preliminary concept sketch of a proposed plan and site layout to study the locations of the various training elements and props and to study site circulation and drainage.
- Prepare a schematic floor plan for the Classroom/Storage Building.
- Coordinate the requirements of the Class A Drill Tower with the tower provider (Forge Fire).
- Choice One will develop a conceptual site plan showing roadways, driving pad, training prop locations, site utilities and stormwater management elements.
- Conduct an in-person meeting to present the conceptual layouts.
- Revise the layout per meeting comments and submit any changes for approval by

- Vandalia FD.
- Conduct an in-person meeting to present the final schematic design concept to the City of Vandalia.
- Prepare a Conceptual Project Budget Opinion of Probable Cost based on a cost per SF estimating method and quantity take-offs for site related elements.

Proposed fees:

Site A – Existing Public Works Facility

Conceptual Site & Training Building Design:	\$14,500
Topographic Survey:	\$ 9,625
Total:	\$24,125

or

Site B – New Stonequarry/Airport Access Parcel

Conceptual Site & Training Building Design:	\$14,500
Topographic Survey:	\$12,650
Total:	\$27,150

Reimbursable expenses and approved additional services will be invoiced as follows:

Principals, Professional and Technical	Standard Hourly Rates
Outside Consultants	As Invoiced to this firm x 1.1
Reimbursables (such as printing and plan review fees)	As Invoiced to this firm x 1.05

Proposed project team:

City of Vandalia	
Division of Fire	Owner and User Group
App Architecture	Architectural Design
Choice One Engineering	Civil Engineering & Surveying

We maintain professional liability insurance and hereby add the following: "To the maximum extent permitted by law, the Client agrees to limit the Design Professional's liability for Client damages to the Design Professional's total fee for services. This limitation shall apply regardless of the cause of action or legal theory asserted."

At some point before the conceptual design is completed and before construction drawings are prepared, a series of geotechnical soil investigation borings will be required below the

classroom building and the drill tower as well as under the driving pad. We will coordinate with you the recommended locations for these borings.

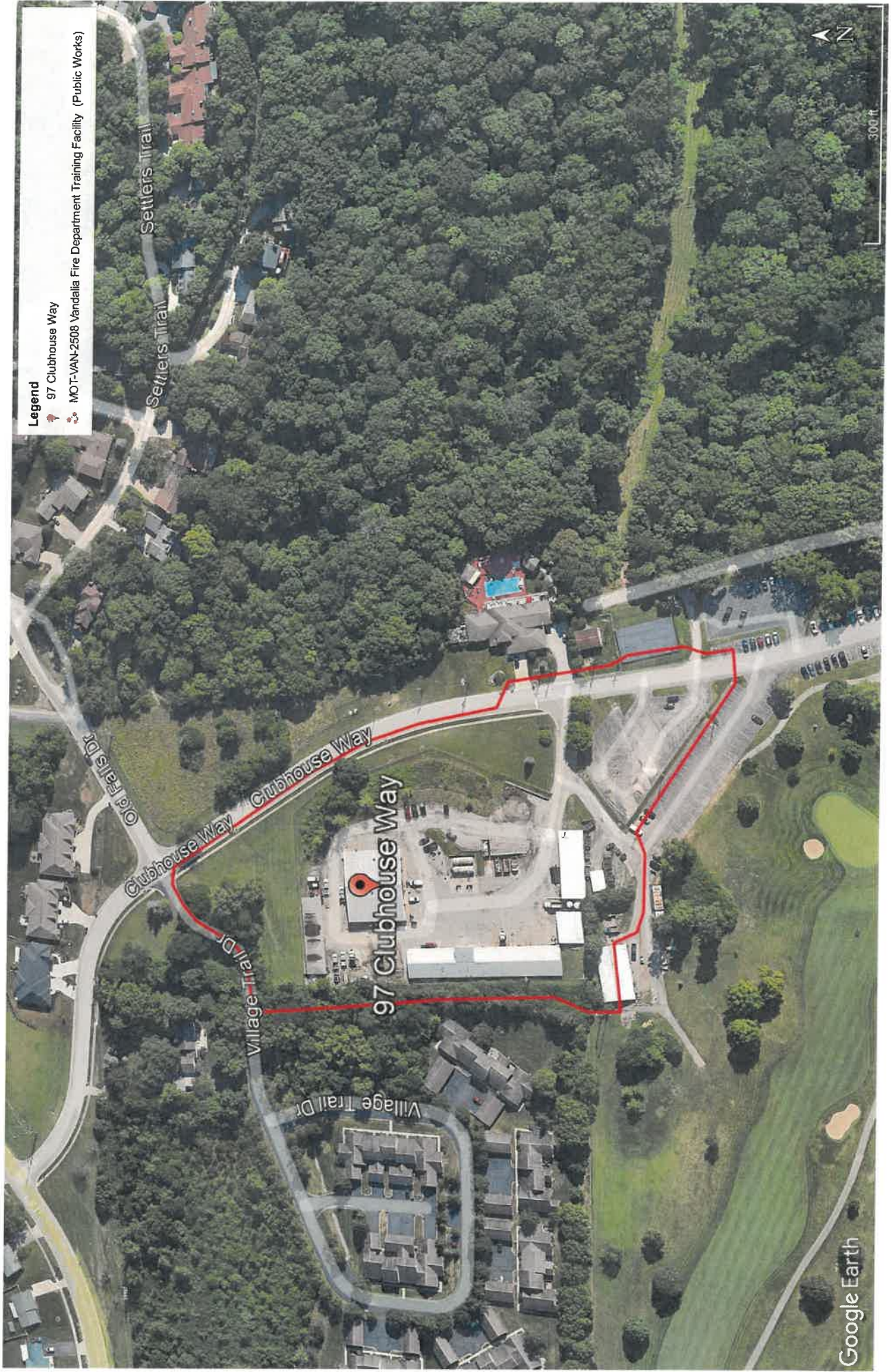
Thank you again for the opportunity to serve the City of Vandalia Division of Fire. Please contact us if you have any questions or need additional information.

Very truly yours,

A handwritten signature in black ink, appearing to read "Timothy J. Bement". The signature is stylized with large, overlapping loops and a long horizontal stroke at the end.

Timothy J. Bement AIA, LEED AP BD&C
Principal





Legend

97 Clubhouse Way

MOT-VAN-2508 Vandalla Fire Department Training Facility (Public Works)



Legend

3015 Stonequarry Rd

MOT-VAN-2508 Vandalia Fire Department Training Facility (Stonequarry Rd.)

DEPARTMENTAL CORRESPONDENCE

TO: Mayor Herbst & Council members
FROM: Kurt E. Althouse, City Manager
DATE: August 18, 2025
SUBJECT: Dayton Area Chamber of Commerce Request

In partnership with the City of Dayton, Montgomery County, and the Dayton International Airport (DAY), the Dayton Area Chamber of Commerce has been focused on strengthening one of our region's most vital assets – our airport. Like many across the country, DAY was significantly impacted by the COVID-19 pandemic and has recovered to approximately 80% of its pre-pandemic passenger levels. These organizations are now focused on restoring and expanding air service to key markets currently underserved by non-stop flights. Area airports, such as Cincinnati (CVG) and Columbus (CMH) are facing significant projects over the next four years that will impact traveler access to their facilities. The Chamber, along with the other entities, see this as a prime opportunity to market DAY and recapture regional air traffic leakage at the Dayton International Airport.

Together with the Dayton Area Chamber of Commerce and JobsOhio, DAY leadership has identified a unique opportunity to position the DAY airport – and our region – for accelerated growth. DAY is among a select group of airports being evaluated by multiple airlines for potential route expansion in the first half of 2026. Securing these routes would bring not only enhanced connectivity but also increased competition and more affordable travel options for businesses and residents alike.

To support this opportunity, JobsOhio has committed to a \$4-to-\$1 match for every dollar raised locally for air service incentive funding. The JobsOhio match helped successfully launch United Airlines' non-stop service to Denver in 2023. We now have the opportunity to go further by attracting additional carriers to serve new markets.

The goal is to secure commitments for \$600,000 locally by September 15, 2025. This local investment will unlock \$2.4 million in matching funds from JobsOhio, creating a powerful \$3

million air service incentive fund for the Dayton International Airport. The City of Dayton, Montgomery County, and CareSource have already committed to providing half of the funding toward the \$600,000 goal.

These entities are seeking additional commitments from regional business community and local government partners for the remaining \$300,000 local match. While funds do not need to be disbursed until after December 31, 2025, they are working to secure all funding commitments by September 15, 2025 to meet airline planning timelines. The Dayton Area Chamber of Commerce EPI Foundation (501c3) will be receiving all funds.

The City of Vandalia will need to consider whether they wish to partner with the Dayton Chamber, City of Dayton, and Montgomery County in supporting the regional efforts to enhance and increase flights through DAY that could potentially benefit the City and surrounding communities.



August 15, 2025

Dear Community Leader,

We hope you shared in the excitement and pride as Dayton gained international attention during the recent NATO summit. That moment, along with recent economic development investments, has underscored the momentum building in our region. As we look to the future, we write today to ask for your support in advancing a **critical economic development initiative that requires immediate action.**

In partnership with the City of Dayton, Montgomery County, and the Dayton International Airport (DAY), we have been focused on strengthening one of our region's most vital assets—our airport. Like many across the country, DAY was significantly impacted by the COVID-19 pandemic and has recovered to approximately 80% of its pre-pandemic passenger levels. We are now focused on restoring and expanding air service to key markets currently unserved by non-stop flights.

Competitor airports CMH and CVG are facing significant projects over the next four years that will impact traveler access to their facilities. CMH is undergoing a facility renovation from 2025-2029 that will impact the traveler experience and access, and the I-75/I-71 Brent Spence Bridge over the Ohio River will be under construction from 2025-2029 impacting access to CVG from the north. Right now – today – is Dayton's opportunity to take advantage of these disruptions and recapture regional air traffic leakage at the Dayton International Airport.

Together with the Dayton Area Chamber of Commerce and JobsOhio, DAY leadership has identified a unique opportunity to position our airport—and our region—for accelerated growth. DAY is among a select group of airports being evaluated by multiple airlines for potential route expansion in the first half of 2026. Securing these new routes would bring not only enhanced connectivity, but also increased competition and more affordable travel options for businesses and residents alike.

To support this opportunity, JobsOhio has committed a \$4-to-\$1 match for every dollar raised locally for air service incentive funding. This JobsOhio match helped us successfully launch United Airlines' non-stop service to Denver in 2023. We now have the opportunity to go further by attracting additional carriers to serve new markets from Dayton.

Our target is to secure commitments for **\$600,000 locally by September 15, 2025**. This local investment will unlock **\$2.4 million** in matching funds from JobsOhio, creating a powerful \$3 million air service incentive fund for the Dayton International Airport. The City of Dayton, Montgomery County and CareSource have already committed to providing half of the funding toward the \$600,000 goal.

We are seeking additional commitments from our regional business community and local government partners for the remaining \$300,000 in local match. We invite you to consider pledging your support to the air service incentive fund. Every \$1 contributed will be matched by \$4 from JobsOhio. While funds do not need to be disbursed until after **December 31, 2025**, we are working to secure all funding commitments by **September 15, 2025** to meet airline planning timelines. The Dayton Area Chamber of Commerce EPI Foundation (501c(3)) will be receiving all funds.



Air service is a catalyst for economic vitality. The expansion of non-stop destinations and increased flight competition directly benefit our businesses and enhance Dayton's competitiveness as a place to live, work, and invest. These are the moments where decisive action can create long-lasting impact.

We would be honored to have your partnership in this important endeavor. Please let us know if we can provide additional information or meet to discuss how your organization can be part of this regional effort.

Thank you for your thoughtful consideration and continued support of Dayton's economic future.

Sincerely,

A handwritten signature in blue ink, reading "Shelley Dickstein".

Shelley Dickstein
City Manager
City of Dayton

A handwritten signature in blue ink, reading "Tawana S. Jones".

Tawana Jones
Director, Community &
Economic Development
Montgomery County

A handwritten signature in blue ink, reading "Chris Kershner".

Chris Kershner
President & CEO
Dayton Area Chamber of
Commerce

A handwritten signature in blue ink, reading "Gil Turner".

Gil Turner
Director
Dayton International
Airport



WANT MORE FLIGHTS FROM DAY?

CHALLENGE

The current level of air service at Dayton International Airport (DAY) does not adequately serve the region's business, education communities, convention, or tourism needs.

SOLUTION

Improve air service at DAY by adding service to its top five unserved markets.

THE PLAN TO GET MORE AIR SERVICE

The plan to get more flights from DAY is to use the Minimum Revenue Guarantee (MRG) to attract more airlines and flights from DAY.

Improved air service, with nonstop service to top markets, is vital to the region's economic success. Individuals, businesses, government, and other organizations can support increasing air service growth at DAY by making a tax-deductible pledge to fund a Minimum Revenue Guarantee (MRG) bank.

TIMELINE

The initial deadline for raising \$600,000 is September 15, 2025.

MORE AIR SERVICE MEANS MORE OPPORTUNITY

- **Economic Development:** Air service to target markets will create new jobs, attract more visitors to the region, and improve the quality of life for residents.
- **Quality of Life:** Improved nonstop air service will make it easier to attract and retain employees who travel for business and leisure.
- **Better Compete with Peer Cities:** With improved air service to key destinations, more travel-related funds stay in the region instead of flowing to other markets.
- **Easier Access to Dayton:** Visitors, employees, clients, and tourists would have improved access to the region and its businesses.
- **MRGs Improve Air Service:** Hometown airports around the country have used MRGs to improve air service for their communities. Some examples include:
 - United Airlines (UA) from Dayton, OH (DAY) to Denver, CO (DEN)
 - American Airlines (AA) from Waterloo, Iowa (ALO) to Chicago, IL (ORD)
 - Aer Lingus (EL) from Indianapolis, IN (IND) to Dublin, Ireland (DUB)
 - Breeze Airlines (MX) from Akron-Canton (CAK) to numerous markets

WHAT YOU CAN DO

Individuals, business leaders, government officials, and other organizations can improve nonstop air service at DAY by committing to:

1. Participate in an MRG bank to share the upfront risk of improving air service with airlines.
2. Fly from DAY for all your air service needs.
3. Maximize airport-based incentives and marketing support for each route.



WANT MORE FLIGHTS FROM DAY?

WHAT ARE MRGs?

Minimum Revenue Guarantees (MRGs) are funds offered by communities to guarantee a set revenue for an airline to begin operations from a local airport, sharing the risk of entering a new market. MRGs are confidential contracts between a community and an airline that last for up to two years. Funds from the MRG are used to offset any revenue shortfalls during the contract period.

HOW IT WORKS

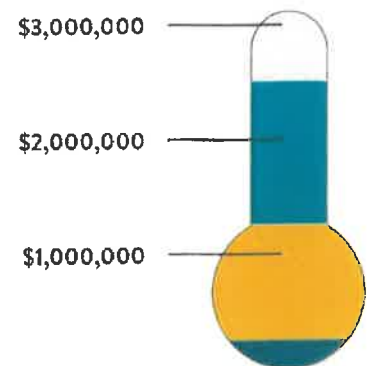
- Funds used for MRGs are typically raised from private and public sources and placed into a dedicated account to support the new service.
- If the airline falls short of its agreed-upon revenue target, the community uses MRG funds to make up the difference.
- Any funds remaining in the MRG account at the end of the contract period are rolled over to support additional new service.

MRG BANK TARGET

The MRG bank target is **\$3,000,000**.

Through the Air Service Restoration Program, JobsOhio will match every \$200,000 raised with \$800,000, for a total of \$1,000,000. City of Dayton, Montgomery County, and CareSource have collectively committed to \$300,000. To reach our target, we need to raise \$600,000.

The funds will offset revenue shortfalls that new service may incur and provide marketing dollars that the region will use to promote/market the air service.



WHAT IS DAY'S ROLE?

Per FAA regulations (No. FAA-2022-1204; and, Revenue Use Policy, Feb. 1999, 64 Fed. Reg. at 7699.29 49 U.S.C. § 47133(b)), airports cannot offer airlines MRGs.

Airport staff may not handle non-airport funds, which must be kept separate from airport revenues. On the airport's behalf, the Dayton Area Chamber of Commerce has a foundation and manages the funds for the local MRGs.

Airport staff are permitted to provide technical assistance to non-airport entities regarding incentives that do not use airport revenue, but airport staff cannot be involved in the decision-making process.

The regulations define technical guidance as consultation on the economic viability of prospective markets, airline business models, aircraft specifications, the airport's air service incentive plan to support new service, and other information consistent with an advisory role.



September 15, 2025

Study Session

- Presentation: Department Update – IT
- Resolution: Contract with AG's Office for collection of delinquent income tax balances
- Resolution: Recreation Center & Senior Center Fees
- August 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

- PUD Mulberry Road – Copperfield Section 5
- PUD Major Amendment – 55 Foley Drive

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Bill Listing August

Executive Session

October 6, 2025

Study Session

- Resolution: 2026 Summer Schedule
- Resolution: Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor
- Resolution: 2026 EMS Billing Rates
- Resolution: Poe Ave., Wyse Rd. & Miller Lane Resurfacing Design
- Ordinance: Rezoning Foxfire Section 8

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

- Contract with AG's Office for collection of delinquent income tax balances
- Recreation Center & Senior Center Fees

Ordinance – First

Ordinance – Second Reading

- PUD Mulberry Road – Copperfield Section 5
- PUD Major Amendment – 55 Foley Drive

Ordinance – Emergency

Variance/Conditional Use

Executive Session

October 20, 2025

Study Session

- September 2025 Financial Reports
- Ordinance: Assessments July, August and September

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

- 2026 Council Summer Schedule
- Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor
- 2026 EMS Billing Rates
- Poe Ave., Wyse Rd. & Miller Lane Resurfacing Design

Ordinance – First

- Rezoning Foxfire Section 8

Ordinance – Second Reading

Ordinance – Emergency

- Assessments July, August and September

Variance/Conditional Use

Bill Listing September

Executive Session

November 3, 2025

Study Session

- Resolution: GSP & PT Pay Plan for 2026
- Ordinance: 2026 Budget

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

- 2026 Budget

Ordinance – Second Reading

- Rezoning Foxfire Section 8

Ordinance – Emergency

Variance/Conditional Use

Executive Session

November 17, 2025

Study Session

- October 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

- GSP & PT Pay Plan for 2026

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

- 2026 Budget

Variance/Conditional Use

Bill Listing October

Executive Session

December 1, 2025

Study Session

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Executive Session

December 15, 2025

Study Session

- November 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

September 2, 2025

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Bill Listing November

Executive Session