



PIQUA CITY COMMISSION REGULAR MEETING

TUESDAY, AUGUST 19, 2025

6:00 PM

COMMISSION CHAMBER - 2ND FLOOR

201 WEST WATER STREET

PIQUA, OHIO 45356

CALL TO ORDER

THE PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION

- 1) Fire Training Committee

MOTION TO APPROVE BUSINESS AGENDA

- 1) Rules of Conduct

CONSENT AGENDA

- 1) **Approval of Minutes**
Approval of the Minutes from the July 15, 2025, Regular City Commission Meeting
- 2) **Approval of Minutes**
Approval of the Minutes from the August 4, 2025 Executive Session
- 3) **Resolution No. R-98-25**
A resolution of appreciation for the public service of Joy D. Davis as a city employee

OLD BUSINESS

- 1) **Ordinance No. O-9-25 (1st Reading)**
An Emergency Ordinance Enacting And Adopting A Supplement To The Code Of Ordinances For The City Of Piqua.
- 2) **Ordinance No. O-10-25 (3rd Reading)**
An Ordinance to amend Title XV: Land Usage, Piqua Development Code

NEW BUSINESS

- 1) **Ordinance No. O-11-25 (First Reading)**
An ordinance to amend Chapter 32: Boards and Commissions
- 2) **Ordinance No. O-12-25 (First Reading)**
An amended Ordinance to make appropriations for the City of Piqua, Ohio for the year

3) Ordinance No. O-13-25 (First Reading)

An ordinance authorizing the issuance of not to exceed two million eight hundred thirty thousand dollars (\$2,830,000) of notes in anticipation of bonds for the purpose of paying the costs of construction, acquisition and equipping of, park improvements, facilities and all appurtenances relating thereto, refunding outstanding notes previously issued in anticipation of such bonds and paying the related costs of issuance thereof, and declaring an emergency.

4) Ordinance No. O-14-25 (First Reading)

An ordinance authorizing the establishment of the 2025 Bonds Capital Projects Fund.

5) Resolution No. R-89-25

A Resolution authorizing the City Manager to enter into an agreement for engineering services with Fishbeck for Smoke Testing Services Phase 4

6) Resolution No. R-90-25

A resolution for paving rehabilitation and restoration work with Ticon Paving, Inc.

7) Resolution No. R-91-25

A resolution authorizing the City Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts as required for the High Street and Sunset Drive Utility Project.

8) Resolution No. R-92-25

A resolution authorizing the City Manager to enter into an agreement with Choice One Engineering Corporation for the engineering design of the Marymont Drive Utility Project.

9) Resolution No. R-93-25

A resolution authorizing the City Manager to enter into an agreement with Activu Corporation to update Piqua Power System's SCADA display wall

10) Resolution No. R-94-25

A resolution to transfer ownership of an issued liquor permit from Cordova Ventures Inc located at 311 N Main St., Piqua, OH 45356 to DM Piqua LLC, 311 N Main St., Piqua, OH 45356.

11) Resolution No. R-95-25

A resolution to approve the issuance of a liquor permit for Chipotle Mexican Grill of Colorado, LLC, Chipotle 5409 located at 902 Scott St., Piqua, OH 45356.

12) Resolution No. R-96-25

A resolution to approve the issuance of a liquor permit to Hampton Golf, Inc 308 N Main St, 4th Floor Only, Piqua, OH 45356.

13) Resolution No. R-97-25

A resolution to approve the issuance of a liquor permit to Gill Holding, LLC located at 633 W High St., Piqua, OH 45356.

14) Resolution No. R-99-25

A resolution to increase the allocated contractual budget for legal services provided by McCulloch, Felger, Fite and Gutmann Co., L.P.A.

CITY MANAGER'S REPORT

COMMISSIONERS COMMENTS

ADJOURNMENT

NON-AGENDA PUBLIC COMMENT

(This is an opportunity for citizens to address the City Commission on Non-agenda items after the adjournment of the Business Agenda. Comments will be limited to seven (7) minutes.)

PROCEDURAL RULES AND RULES OF CONDUCT FOR CITY COMMISSION MEETINGS

BUSINESS AGENDA

1. Commission meetings shall be called to order by the mayor or presiding officer of the meeting. The clerk shall call the roll of the Commissioners.
2. The mayor or presiding officer shall thereafter lead the Commission in the Pledge of Allegiance.
3. Upon roll call being completed, the Business Meeting of the Commission shall commence.
4. The Commission shall, if necessary, add or remove items to the Business Agenda and approve the agenda once it is established.
5. After approval of the agenda, the Commission shall vote on approval of the minutes of prior meetings.
6. After the establishment of the agenda, the Commission shall permit public comment by the citizens of Piqua as required by Section 4 of the Piqua Charter on any approved agenda item. Any person providing public comment shall provide his or her name and street address prior to making any comments.
7. Any non-citizen may also participate in public comment if an ordinance or resolution made part of the agenda affects his or her business located within the city of Piqua or utility service they receive within the city of Piqua. Any non-citizen shall state his or her name and either what business he or she operates that is being affected by an ordinance or resolution, or what property address inside the city limits that he or she is receiving utility service.
8. Any person providing public comment may speak once for up to a total of five minutes on each resolution and ordinance made part of the agenda. No person shall be permitted to comment twice on an agenda item.
9. Once public comment is completed, the Commission shall immediately begin debate and deliberate on each agenda item. No public comments from the public shall be permitted during the debate and/or deliberation of ordinances and resolutions by the commission.

10. After deliberation on ordinances and resolutions, votes on ordinances shall be recorded by roll call and votes on resolutions may be recorded by voice vote; if a commissioner wishes to have a roll call vote on a resolution, any commissioner may request the clerk to call the roll to record the vote. The Clerk of Commission shall record the vote tally for each ordinance and resolution.
11. During the Business Agenda, only city employees including department heads and guests of department heads to discuss matters affecting the city, the Piqua Chamber Director, the Main Street Piqua Director, may make presentations during the Business Agenda part of the meeting.
12. At the completion of the Business Agenda, the mayor may or may not permit commissioners to address the community for the good of the city. Afterwards, the commissioners shall call the business meeting of the commission to a close and city staff may be excused.

NON-AGENDA PUBLIC COMMENT

13. Non-agenda public comment sessions may, upon the discretion of the Commission, commence after the regular business meeting of the commission adjourns.
14. Any non-agenda public comment shall not begin after 9 p.m. and shall not continue after 9 p.m.
15. Comments by the public shall be addressed to the Commission and mayor and shall be limited to a seven-minute period per person. Under no circumstances should the Commission or mayor interrupt any person's seven-minute time period unless the individual violates the Rules of Conduct or the individual commenting requests interactive dialogue. If a Commission member or the mayor comment during an individual's allotted time, the time taken for any comment by Commission members or the mayor shall not be deducted from the individual's allotted seven minutes so that they receive their full allotted time to speak. No person may speak more than one time during any non-agenda public comment session.
16. All comments shall be related to city business or activities.
17. The Clerk of Commission shall not be under any obligation to keep minutes of the non-agenda public comment session.

18. Public comment time shall be only afforded to persons who live within the City of Piqua city limits, Springcreek Township, Washington Township and/or Miami County or own property within the city or own a business within the city limits.
19. Any person providing public comment shall provide his or her name and street address prior to making any comments.
20. Any individual attending the Non-Agenda Public Comment period of the City Commission meeting may have signs that do not exceed 8 ½ x 11 in size. Such signs shall not be displayed in a way that obstructs the view of any other individual attending the meeting or any camera recording the meeting.

RULES OF CONDUCT

Recognizing that the city has a compelling and significant interest in conducting its meetings in an efficient manner, the following Rules of Conduct shall be enforced during the Commission Business Meeting and the Non-Agenda Public Comment session:

1. Obscene comments, physically threatening remarks, and disruptive conduct are prohibited;
2. Profanity that is disruptive is prohibited;
3. Racist and hate-filled epithets are prohibited;
4. Loud and boisterous conduct or comments are prohibited;
5. Cheering, jeering or clapping, unless for ceremonial purposes as determined by the mayor, are prohibited;
6. Noisemakers are prohibited;
7. All persons shall remain seated during commission meetings unless they are leaving the Commission Chambers or are addressing the Commission from the podium;
8. Any person desiring to make a public comment shall complete a public comment request card provided by the Clerk of Commission and shall deposit the card in the public comment request box. The box will be monitored throughout public comment

sessions and cards will be given to the mayor or presiding officer by the commission's designee during public comment sessions;

9. The mayor shall call the persons requesting to make public comment during the appropriate public comment periods;
10. When called by the mayor to address the Commission, the individual called shall address the Commission from the commission podium unless the person so called has a medical condition that prevents the individual from doing so; in such case, the mayor will make every attempt to accommodate the individual so his or her comments are heard by the public;
11. If during the non-agenda public comment session, the public comment cards have not all been called prior to the end of the meeting, the individuals not called will be placed at the top of the list for presenting comments at the next scheduled meeting;
12. If during the non-agenda public comment session, the public comment cards have been exhausted and the meeting has not been concluded, individuals who have not spoken may request to do so until the conclusion of the meeting.

Any individual violating a commission rule shall be warned by the mayor or presiding officer of the violation, and if such individual does not cease the activity so warned, he or she shall be asked to leave city hall. If an individual refuses to comply with the mayor or presiding officer's directive to leave city hall, the individual may be charged criminally for his or her conduct.

PIQUA CITY COMMISSION REGULAR MEETING MINUTES
TUESDAY, JULY 15, 2025

CALL TO ORDER

July 15, 2025 Commission Meeting called to order at 6:02.

THE PLEDGE OF ALLEGIANCE

ROLL CALL

Roll was called. Commissioners Simmons and DeBrosse were not present. Commissioner Hohman made a motion to excuse Commissioner Simmons due to the illness of a family member and Commissioner DeBrosse was excused due to a planned vacation. Commissioner Vetter seconded the motion.

MOTION TO APPROVE BUSINESS AGENDA

Commissioner Hohman asked to amend Old Business to table Ordinance No O-9-25. It was tabled at the June 17 Commission meeting and we are still waiting on a response from American Legal Publishing.

1) Rules of Conduct

A motion was made by Commissioner Vetter to approve the Rules of Conduct. Seconded by Commissioner Hohman. Motion passed.

PRESENTATION

1) The Fire Committee will be providing an update.

The Fire Committee has met twice since their last presentation. Once on June 26 and again on July 9. Mainly working on since last commission meeting is lining up interviews. There has been one conducted that was informative. There is a second scheduled. In the interest of transparency a conversation was had with Commissioner DeBrosse about sending out a letter to individuals they would still like to speak with. They are requesting assistance from the Commission with getting cooperation from current City employees and possibly sending out the letter to former employees they are still hoping to interview. Commissioner Vetter asked how long before they may reach any conclusion. The answer is they do not wish to rush anything.

2) Quarterly Financial Update

Jerry O'Brien gave a quarterly financial update as promised comparing the budget to actual expenditures as of May 31, 2025. The overview is available on the website.

CONSENT AGENDA

1) **Approval of Minutes**

Approval of the Minutes from the June 17, 2025, Regular City Commission Meeting

Commissioner Vetter made a motion to approve the Consent Agenda to include the Minutes from June 17, 2025 Commission Meeting and Resolution No R-81-25 which recognizes the volunteers for the first half of the year 2025. Commissioner Hohman seconded the motion. Motion passed.

2) **Resolution No. R-81-25**

A resolution of appreciation for the first half of 2025 City of Piqua Volunteers

Commissioner Vetter moved and Commissioner Hohman seconded.

OLD BUSINESS

Motion was made to table Ordinance No. O-9-25 for a second time by Commissioner Hohman. Seconded by Commissioner Vetter. Motion passed.

1) **Ordinance No. O-10-25 (2nd Reading)**

An Ordinance to amend Title XV: Land Usage, Piqua Development Code

This is a second reading. No vote this evening. The changes requested at June 17th meeting were made regarding acceptable fence materials.

Kim Heisler spoke on this asking if this is the same as the Home Depot Ordinance and asked for clarification about chain link fence. Chad North clarified that it is a land use ordinance. What are Cross-Guarantees? Chad explained that while that one guarantee may be in place if the usage changes it may still need further approval. Who is Community Services Staff? Chad explained himself and Kyle Hinkleman.

NEW BUSINESS

1) **Resolution No. R-82-25**

A resolution to authorize the City Manager to enter into an agreement with Miami Valley Equity Partners, LLP to lease the properties at 128 E. Water Street, Suite 201 and 202, Piqua, OH 45356.

Presented by City Manager to explain the need for a "green room" for sponsorship and hospitality accommodations for entertainment at Lock 9 and Fort Piqua Plaza.

Valerie Mulliken asked if Hampton will be responsible for cleaning up after these events? Her organization is also looking for space to rent for events. Ms. Mulliken wanted to point out that there had been an event the past weekend where patio furniture and barricades had been left out. City Manager Paul Oberdorfer said he would address that with Hampton who is managing Fort Piqua Plaza.

Kim Heisler does not think it is right to have two commissioner out and still pass resolutions. Commissioner Hohman pointed out that it can be changed by the Charter Review Committee. Next, how will leasing this space generate any revenue? Paul explained that the acts that perform require space to prepare and some are from out of town. Last year an RV was rented and for 8 acts the cost was \$17,400. Commissioner Hohman explained that while the investment is greater there are more benefits.

Commissioner Hohman made a motion to approve. Commissioner Vetter seconded. Motion passed.

2) Resolution No. R-83-25

A Resolution accepting for statutory purposes a budget for the calendar year 2026

Jerry O'Brien presented that this is only a statutory resolution to be presented to the county that there will be a need for 2026. There was an extension granted but the budget is ready. There is no effect to city taxes.

Kim Heisler has four questions: more explanation about sanitation or refuse fund, mausoleum fund, golf fund and Hampton Group Hotel funds? Where will that money be going. Jerry explained that any money over and above that is not spent goes into fund balance to be reallocated. Budget was estimated a little higher to account for inflation as well.

A motion to approve was made by Commissioner Vetter. Seconded by Commissioner Hohman. Motion approved.

3) Resolution No. R-84-25

A resolution authorizing the City Manager to enter into an agreement with Wessler Engineering Inc., for continued stormwater manhole inspections for the City of Piqua.

Kevin Krejny this is the final round of inspections from the contract of 2021.

A motion was made by Commissioner Vetter. Seconded by Commissioner Hohman. Motion carries.

4) Resolution No. R-85-25

A resolution authorizing an expenditure of matching grant funds for asbestos abatement at decommissioned Piqua Power Plant

RJ Monnier presented there is an opportunity to develop the property but asbestos has been identified. In March of 2024 the Commission approved PIC to apply for a grant. This resolution is to authorize the use of those grant funds and to match the funds by 25%.

No public comment.

Commissioner Hohman moved to approved the motion. Commissioner Vetter seconded. Motion carries.

5) Resolution No. R-87-25 A Resolution establishing Trick or Treat/Beggar's Night in the City of Piqua as Thursday, October 30, 2025 from 6 pm - 8 pm.

Amend to alternate night to be selected by Miami County Council recommended by Commissioner

Hohman. Mayor Lee agrees. Amendment to read "As an alternative will be recommended by Miami County Council".

Motion made by Mayor Lee to amend. Seconded by Commissioner Hohman. Motion carries.

A motion was made by Commissioner Hohman to approve. Seconded by Commissioner Vetter. Motion carries.

6) Resolution No. R-88-25

A Resolution for the City Manager to enter into an agreement with Wessler Engineering, Inc. to design a Stormwater Manhole Rehabilitation and Replacement Project for the City of Piqua.

Kevin Krejny this is the next phase after the inspections are complete. The plan is to replace 20-25 stormwater/manholes. The worst are to be done first. There are approx. 1600 stormwater drains and they hope to start in 2026. Currently 60% of the city will have been smoke tested by the end of this next phase. Some of the system is 100 years old.

Kim Heisler asked about using Wessler in 2022. There were three bids in 2021 and because they were selected then they were selected to use use to completion. The reason being is it would be counter productive to send out for bid each year due to our pricing is locked in and Wessler has secured a system that works for the City's purposes. No other questions.

Commissioner Hohman made a motion to approve. Commissioner Vetter seconded. Motion carries.

CITY MANAGER'S REPORT

City Manager Paul Oberdorfer spoke on replacing old medic unit 21. The old unit will be sold.

COMMISSIONERS COMMENTS

Commissioner Vetter has final report on CDBG allocation process. That is available for review. Still looking for assistance with the spay/neuter program. If interested see Commissioner Vetter of the City Manager's Office. Phasing out the Diversity Committee. Air condition and lighting project are underway at the Plaza and the City Building. Would like to know how many openings there are on the various boards.

Commissioner Hohman had no comments.

Mayor Lee thanked the City for the fireworks display. Announced the passing of Paul Holfinger.

Expressed condolences from the city. Met Rodney Creech who will be running for Senator.

Currently, a Representative of House District 40. There will not be a Commission Meeting on August 5 due to National Night Out. The Commissioners will be out in the neighborhoods.

ADJOURNMENT

A motion was made by Commissioner Hohman to adjourn. Seconded by Commissioner Vetter.

NON-AGENDA PUBLIC COMMENT

(This is an opportunity for citizens to address the City Commission on Non-agenda items after the adjournment of the Business Agenda. Comments will be limited to seven (7) minutes.)

KRIS LEE, MAYOR

PASSED:

ATTEST:

COMMISSION CLERK

PIQUA CITY COMMISSION REGULAR MEETING MINUTES
MONDAY, AUGUST 4, 2025

CALL TO ORDER

Meeting called to order at 5:00

ROLL CALL

Roll was called Commissioner Simmons was not present, this was not excused. This is an Executive Session so no voting will take place.

ADJOURNMENT TO EXECUTIVE SESSION

At 5:01 a Motion was made by Commissioner Hohman to adjourn to Executive Session. Motion was seconded by Commissioner Vetter.

EXECUTIVE SESSION

The Executive Session is to

- 1) Consider pending or imminent litigation.

ADJOURNMENT FROM EXECUTIVE SESSION

Commission adjourned from Executive Session at 5:53.

ADJOURNMENT

KRIS LEE, MAYOR

PASSED:

ATTEST:

COMMISSION CLERK

Resolution No. R-98-25

A resolution of appreciation for the public service of Joy D. Davis as a city employee

WHEREAS, Joy D. Davis has retired as an Administrative Specialist with the City of Piqua Police Department; and

WHEREAS, her retirement follows over 21 years of faithful and dedicated service to the City and its citizens.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: In recognition and appreciation of the public service of Joy D. Davis with the City of Piqua, this Commission tenders its unanimous and respectful tribute by this resolution, which shall be a matter of public and permanent record;
- SEC. 2: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____

City of
PIQUA

COMMISSION AGENDA
STAFF REPORT

F.3.

MEETING DATE	August 19, 2025	
REPORT TITLE	<u>Resolution No. R-98-25</u> A resolution of appreciation for the public service of Joy D. Davis as a city employee	
SUBMITTED BY	Diana Tamplin, Commission Clerk Commission Administration	
AGENDA CLASSIFICATION	Resolution	
BACKGROUND	J. Dani Davis retired on June 30, 2025.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	
	Expenditure \$:	
	Source of Funds:	
	Narrative:	
ATTACHMENTS	None	

City of
PIQUA

COMMISSION AGENDA
STAFF REPORT

G.1.

MEETING DATE	August 19, 2025	
REPORT TITLE	Ordinance No. O-9-25 (1st Reading) An Emergency Ordinance Enacting And Adopting A Supplement To The Code Of Ordinances For The City Of Piqua.	
SUBMITTED BY	Kimberly Hughes, Admin. Assistant City Commission	
AGENDA CLASSIFICATION	Ordinance	
BACKGROUND		
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	NA
	Expenditure \$:	NA
	Source of Funds:	
	Narrative:	
ATTACHMENTS	1. Ordinance No O-9-25	

Ordinance No. O-9-25 (1st Reading)

**An Emergency Ordinance Enacting And Adopting A Supplement To The Code Of Ordinances
For The City Of Piqua.**

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 2025 supplement to the Code of Ordinances of the City of Piqua, which contains all ordinances of a general and permanent nature enacted since the prior supplement. The updated supplement contains State legislation current through June 26, 2024 and Local legislation current through March 18, 2025 referred to as 2025 S-73 Supplement; and

WHEREAS, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to the Ohio Code; and

WHEREAS, it is the intent of the City of Piqua Commission to accept these updated sections in accordance with the changes of the law of the State of Ohio and;

WHEREAS, it is necessary to provide for the usual daily operation of the City of Piqua and for the immediate preservation of the public peace, health, safety and general welfare of the City of Piqua that this ordinance take effect immediately as the City Commission has already enacted all current ordinance changes contained in the supplement.

NOW, THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

SEC. 1: That the current 2025 supplement to the Code of Ordinances of the City of Piqua as submitted by American Legal Publishing Corporation of Cincinnati, Ohio is hereby adopted by reference 2025 S-73 Supplement as is set out in its entirety.

SEC. 2: Such supplement shall be deemed published as of the day of its adoption and approval by the Piqua City Commission and the Clerk of Commission is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the Clerk of Commission.

SEC: 3 The Ordinance is declared an emergency for the immediate preservation of the public peace, health or safety in the City of Piqua and so that the ordinance already adopted by the City Commission can be codified.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____

CITY OF PIQUA, OHIO

CODE OF ORDINANCES

VOLUME I

2024 S-72 Supplement contains:
Local legislation passed through 2-20-24
State legislation current through 6-30-23

AMERICAN LEGAL PUBLISHING
525 Vine Street ✧ Suite 310 ✧ Cincinnati, Ohio 45202
1-800-445-5588 ✧ www.amlegal.com

CITY OF PIQUA, OHIO

CODE OF ORDINANCES

VOLUME II

2024 S-72 Supplement contains:
Local legislation passed through 2-20-24
State legislation current through 6-30-23

AMERICAN LEGAL PUBLISHING
525 Vine Street ✧ Suite 310 ✧ Cincinnati, Ohio 45202
1-800-445-5588 ✧ www.amlegal.com

PIQUA, OHIO
Instruction Sheet
2024 S-72 Supplement

REMO  **OLD PAGES**

INSERT NEW PAGES

VOLUME I

Title Page

Title Page

TABLE OF CONTENTS

1 through 4

1 through 4

CHARTER

3, 4
7, 8
15 through 18
21, 22
25 through 28
41 through 44

3, 4
7, 8
15 through 18
21, 22
25 through 28
41 through 44

TITLE III: ADMINISTRATION

13 through 22B
31, 32

13 through 22
31, 32

TITLE VII: TRAFFIC CODE

3, 4
10A, 10B
26A through 28
38O, 38P
45 through 48D
79, 80
86A through 88
105, 106
130A through 132
145, 146
156A, 156B
173, 174

3, 4
10A, 10B
26A through 28
38O through 38R
45 through 48F
79, 80
86A through 88
105, 106
130A through 132
145, 146
156A, 156B
173, 174

TITLE IX: GENERAL REGULATIONS

49 through 52
59, 60

49 through 52
59, 60

REMOVE OLD PAGES**INSERT NEW PAGES****TITLE XI: BUSINESS REGULATIONS**

1, 2

1 through 2F

VOLUME II

Title Page

Title Page

TITLE XIII: GENERAL OFFENSES

9, 10
 32E through 32H
 64A, 64B
 79, 80
 84A, 84B
 95, 96
 119, 120
 127 through 130B
 146A through 146F
 149, 150
 174A, 174B
 188G, 188H
 188M, 188N
 197 through 198B
 199, 200
 215, 216

9, 10
 32E through 32H
 64A, 64B
 79, 80
 84A, 84B
 95, 96
 119, 120
 127 through 130B
 146A through 146F
 149 through 150B
 174A, 174B
 188G, 188H
 188M, 188N
 197 through 198B
 199, 200
 215, 216

TITLE XV: DEVELOPMENT CODE

Tab (Land Usage)
 1 through 4

Tab (Development Code)
 1, 2

PARALLEL REFERENCES

3, 4
 7, 8
 9 through 12
 17, 18
 49 through 52
 65, 66

3, 4
 7, 8
 9 through 12
 17, 18
 49 through 52
 65 through 68

REMOVE OLD PAGES

INSERT NEW PAGES

INDEX

3, 4
7, 8
13, 14
17, 18
21, 22
25, 26
33, 34
37, 38
43 through 46
51, 52
57, 58
64A through 66
75, 76
95, 96

3, 4
7, 8
13, 14
17, 18
21, 22
25, 26
33, 34
37, 38
43 through 46
51, 52
57, 58
65, 66
75, 76
95, 96

CITY OF PIQUA, OHIO
CODE OF ORDINANCES
VOLUME I

2025 S-73 Supplement contains:
Local legislation passed through 3-18-25
State legislation current through 6-26-24

AMERICAN LEGAL PUBLISHING
525 Vine Street ✧ Suite 310 ✧ Cincinnati, Ohio 45202
1-800-445-5588 ✧ www.amlegal.com

CITY OF PIQUA, OHIO

CODE OF ORDINANCES

VOLUME II

2025 S-73 Supplement contains:
Local legislation passed through 3-18-25
State legislation current through 6-26-24

AMERICAN LEGAL PUBLISHING
525 Vine Street ✧ Suite 310 ✧ Cincinnati, Ohio 45202
1-800-445-5588 ✧ www.amlegal.com

PIQUA, OHIO
Instruction Sheet
2025 S-73 Supplement

REMOVE OLD PAGES

INSERT NEW PAGES

VOLUME I

Title Page

Title Page



TABLE OF CONTENTS

1, 2

1, 2

TITLE III: ADMINISTRATION

3 through 6B
13 through 16
21, 22
31, 32

3 through 6D
13 through 16
21 through 22D
31, 32

TITLE V: PUBLIC WORKS

3 through 12B

3 through 12B

TITLE VII: TRAFFIC CODE

7, 8
11, 12
15 through 18B
93, 94
111 through 112B

7, 8
11, 12
15 through 18B
93, 94
111 through 112B

TITLE IX: GENERAL REGULATIONS

1 through 8
--

1 through 8
81 through 94

REMOVE OLD PAGES**INSERT NEW PAGES****VOLUME II**

Title Page

Title Page

TITLE XIII: GENERAL OFFENSES

25, 26
 64A through 66
 91, 92
 119 through 122D
 127 through 130B
 188G through 188J
 189, 190
 195, 196
 198A through 198D

25, 26
 64A through 66
 91, 92
 119 through 122D
 127 through 130
 188G through 188J
 189, 190
 195, 196
 198A through 198F

PARALLEL REFERENCES

6A through 8B
 25, 26
 67, 68

6A through 8B
 25, 26
 67, 68

INDEX

3 through 8
 19, 20
 23 through 26
 29, 30
 37, 38
 43 through 46
 49 through 52
 55, 56
 59, 60
 65, 66
 73, 74
 80A through 82
 85, 86
 93 through 96

3 through 8
 19, 20
 23 through 26
 29, 30
 37, 38
 43 through 46
 49 through 52
 55, 56
 59, 60
 65, 66
 73, 74
 80A through 82
 85, 86
 93 through 96

Ordinance #	Title	Date of Meeting Introduced	Date Action Taken
O-1-22	An Emergency ordinance enacting and adopting a supplement to the Code of Ordinances for the City of Piqua	3.1.22	3.1.22
O-2-22	An ordinance amending Trees, Weeds and Vines Sections 91.35 – 91.38 of Chapter 91, Nuisances of the Piqua Code of Ordinances	4.5.22	4.5.22
O-3-22	An ordinance amending Discharge Prohibitions Section 51.17 and Wastewater Service Fees Section 51.81 of Chapter 51 Sewers of the Piqua Code of Ordinances	4.5.22	4.5.22
O-4-22	An ordinance repealing existing Chapter 33 and enacting a new Chapter 33 of the Piqua Code, relating to Employee Policy	4.5.22	4.5.22
O-5-22	An ordinance repealing Sections 39.01 and 39.03 and replacing Sections 39.01 and 39.03 of the Piqua City Code of Ordinances Municipal Tax on Motor Vehicle Licenses	5.3.22	Defeated 6.21.22
O-6-22	An ordinance abolishing the Stormwater Utility Board	5.3.22	5.3.22
O-7-22	An ordinance repealing Schedule A of Chapter 33 of the Piqua Code and adopting a new Schedule A of Chapter 33 of the Piqua Code, relating to wages of certain municipal employees	6.7.22	6.21.22
O-8-22	An ordinance repealing Schedule A-1 of Chapter 33 of the Piqua Code and adopting a new Schedule A-1 of Chapter 33 of the Piqua Code, relating to wages of certain municipal employees	7.19.22	7.19.22
O-9-22	An ordinance amending Chapter 50 of the Piqua Code, relating to Sewers	10.4.22	11.1.22
O-10-22	An ordinance amending Chapter 51 of the Piqua Code, relating to Sewers	10.4.22	11.1.22
O-11-22	An ordinance amending Chapter 53 of the Piqua Code, relating to Water	10.4.22	11.1.22
O-12-22	An ordinance amending Chapter 56 of the Piqua Code, relating to Stormwater Management	10.4.22	11.1.22
O-13-22	An ordinance amending Chapter 94 of the Piqua Code, relating to the Municipal Golf Course and City Parks	10.4.22	11.1.22
O-14-22	An ordinance amending Chapter 150 of the Piqua Code, relating to Building Regulations Appendix Table A: Fee Schedule	10.4.22	11.1.22
O-15-22	An ordinance amending Chapter 151 of the Piqua Code, relating to Subdivision Regulations Appendix Table A: Fee Schedule	10.4.22	11.1.22
O-16-22	An ordinance amending Chapter 154 of the Piqua Code, relating to Zoning Regulations Appendix C: Fee Schedule	10.4.22	11.1.22
O-17-22	An ordinance to vacate a portion of public right-of-way	11.1.22	11.15.22
O-18-22	An ordinance to make Appropriations for the City of Piqua, Ohio, for the year 2023	11.15.22	12.13.22
O-19-22	An ordinance repealing existing Chapter 33 and enacting a new Chapter 33 of the Piqua Code	11.15.22	12.13.22
O-20-22	An ordinance repealing Schedule A of Chapter 33 of the Piqua Code and adopting a new Schedule A-1 of Chapter 33 of the Piqua Code, relating to wages of certain municipal employees	11.15.22	12.13.22
O-21-22	An ordinance repealing Schedule A-1 of Chapter 33 of the Piqua Code and adopting a new Schedule A-1 of Chapter 33 of the Piqua Code, relating to wages of certain municipal employees	12.13.22	12.13.22
O-22-22	An Emergency ordinance to make appropriations for the City of Piqua, Ohio for the year 2022		
End of YR			
O-1-23	An ordinance establishing the manner in which ordinances will be available for public inspection	3.7.23	4.4.23
O-2-23	An ordinance to repeal Title XV: Land Usage of the Code of Ordinances and adopt Title XV: Development Code, in association with the Code Piqua Project	3.21.23	4.18.23
O-3-23	An ordinance to adopt revisions of Chapter 90: Animals to permit backyard chickens	3.21.23	Defeated 4.18.23
O-4-23	An Emergency ordinance to amend Ordinance No. O-18-22 for amendment of appropriations for the City of Piqua, Ohio, for the Year 2023	5.4.23	5.8.23
O-5-23	An ordinance authorizing the submission of Proposed Amendments to Piqua Charter Section 4 Meeting of Commission	6.6.23	6.20.23
O-6-23	An ordinance to adopt Chapter 109: Rental Housing Regulations	6.20.23	9.5.23
O-7-23	An ordinance repealing Sections 39.01 and 39.03 and replacing Sections 39.01 and 39.03 of the Piqua City Code of Ordinances Municipal Tax on Motor Vehicle Licenses	6.20.23	6.20.23
O-8-23	Ordinance levying a \$5.00 Motor Vehicle License Tax as authorized by Section 4504.173 of the Ohio Revised Code	6.27.23	6.27.23
O-9-23	An ordinance providing for the issuance of a note in anticipation of the issuance of bonds for the purpose of financing the construction, acquisition, and equipping of park improvements facilities and ap	9.5.23	9.5.23
O-10-23	An ordinance declaring improvements to certain parcels of real property located within the City of Piqua to be a public purpose and exempt from real property taxation, requiring the owners of those pa	9.5.23	9.5.23
O-11-23	An ordinance authorizing the issuance of not to exceed \$12,500,000 of special obligation nontax revenue bonds, in one or more series, for the purpose of acquiring land and interests in land, and all nec	9.19.23	10.17.23
O-12-23	An ordinance declaring the improvement to certain parcels of real property to be a public purpose and exempt from taxation; establishing a Tax Increment Equivalent Fund and providing for the collecti	10.17.23	REMOVED
O-13-23	An ordinance relating to Rules of Conduct for Piqua City Commission Meetings	11.21.23	11.21.2023
O-14-23	An emergency ordinance to make appropriations for the City of Piqua, Ohio for the year 2023	11.21.23	12.12.2023
O-15-23	An ordinance to make appropriations for the City of Piqua, Ohio for the year 2024	11.21.23	12.12.2023
O-16-23	An ordinance amending Chapter 94 of the Piqua Code relating to Municipal Golf Course	11.21.23	12.12.2023
O-17-23	An ordinance repealing Schedule A of Chapter 33 of the Piqua Code and adopting a new Schedule A of Chapter 33 of the Piqua Code, relating to wages of certain municipal employees	11.21.23	12.12.2023
O-18-23	An ordinance repealing Schedule A-1 of Chapter 33 of the Piqua Code and adopting a new Schedule A-1 of Chapter 33 of the Piqua Code, relating to wages of certain municipal employees	11.21.23	12.12.2023
O-19-23	An ordinance to amend Chapter 32 of the Piqua Code of Ordinances	11.21.23	12.12.2023
O-20-23	An Emergency ordinance to make appropriations for the City of Piqua, Ohio, for the Year 2023	11.21.23	12.12.2023
End of YR			
O-1-24	An ordinance to amend Title XV: Land Usage, Piqua Development Code	1.16.24	2.20.24
O-2-24	An ordinance to make appropriations for the City of Piqua, Ohio, for the Year 2024	3.28.24	4.16.24
O-3-24	An ordinance to adopt Chapter 99: Piqua Historic Preservation Ordinance	4.16.24	5.21.24
O-4-24	An ordinance to amend Chapter 32: Boards and Commissions	4.16.24	5.21.24
O-5-24	An ordinance to amend Title XV (15): Land Usage, Piqua Development Code	5.7.24	5.21.24
O-6-24	An ordinance to regulate burning activities	5.7.24	6.4.24
O-7-24	An ordinance repealing and replacing Piqua Municipal Code Section 30.01	5.21.24	7.30.24
O-8-24	An amended ordinance to make appropriations for the City of Piqua, Ohio, for the year 2024	6.18.24	6.25.24
O-9-24	An ordinance allocating adult use cannabis marijuana excise tax revenue	6.18.24	7.30.24
O-10-24	An ordinance to make appropriations for the City of Piqua, Ohio, for the Year 2024	6.18.24	7.30.24
O-11-24	An ordinance permitting the Commission to remove appointed representatives from Boards created by the Commission	7.16.24	8.14.24
O-12-24	An ordinance to repeal Piqua Code 30.15 in its entirety and to adopt new rules for commission	7.16.24	8.14.24
O-13-24	An ordinance to make appropriations for the City of Piqua, Ohio for the year 2024	7.16.24	8.14.24

O-14-24	An ordinance to amend Title XV: Land Usage, Piqua Development Code	8.14.24	8.20.24
O-15-24	An ordinance to make appropriations for the City of Piqua, Ohio, for the year 2024	9.3.24	9.17.24
O-16-24	An ordinance authorizing the issuance of not to exceed five million eight hundred thousand dollars (\$5,800,000) of notes in anticipation of the issuance of bonds for the purpose of paying the costs of	9.3.24	9.17.24
O-17-24	An ordinance approving and authorizing the execution of a First Amendment to the Development Agreement between the City and Basis Piqua, LLC	10.21.24	10.23.24
O-18-24	An ordinance authorizing the City Manager and Finance Director to enter into a loan agreement on behalf of the City with the Dayton-Montgomery County Port Authority and deliver a related Special Or	10.21.24	10.23.24
O-19-24	An emergency ordinance to amend procedural Rules of Conduct for City Commission	10.29.24	10.29.24
O-20-24	An ordinance authorizing the establishment of the Fire Department Ladder Truck Capital Projects Fund	11.12.24	12.3.24
O-21-24	An ordinance to approve the issuance of bonds for an Energy Improvement Project at the Fort Piqua Plaza and the Piqua Municipal Government Complex	11.19.24	12.10.24
O-22-24	An ordinance repealing Schedule A of Chapter 33 of the Piqua Code and adopting a new Schedule A of Chapter 33 of the Piqua Code, relating to wages of certain municipal employees	11.19.24	12.10.24
O-23-24	An ordinance repealing Schedule A-1 of Chapter 33 of the Piqua Code and adopting a new Schedule A-1 of Chapter 33 of the Piqua Code, relating to wages of certain municipal employees	11.19.24	12.10.24
O-24-24	An ordinance authorizing the redemption of a portion of the City's \$2,365,000 special obligation non-tax revenue bonds, series 2023 (federally taxable) and authorizing related notices and all document	11.19.24	12.10.24
O-25-24	An amended ordinance to make appropriations for the City of Piqua, Ohio, for the year 2024	11.19.24	12.10.24
O-26-24	An ordinance to make appropriations for the City of Piqua, Ohio, for the year 2025	11.19.24	12.10.24
End of YR			
O-1-25	An ordinance to amend Chapter 50 of the Piqua Code to update Sanitation Fees	2.4.25	REMOVED
O-2-25	An ordinance to amend Chapter 50 of the Piqua Code	2.18.25	3.18.25
O-3-25	An ordinance to adopt revisions of Chapter 90: Animals to permit backyard chickens	2.18.25	3.18.25
O-4-25	An ordinance authorizing the establishment of the law enforcement custodial fund	3.4.25	4.01.25
O-5-25	An Ordinance authorizing the establishment of the Federal Law Enforcement Special Revenue Fund	3.4.25	4.01.25
O-6-25	An ordinance to amend Title XV: Land Usage, Piqua Development Code	3.18.25	4.15.25
O-7-25	An amended ordinance to make appropriations for the City of Piqua, Ohio, for the year 2025	3.18.25	4.15.25
O-8-25	An ordinance authorizing the establishment of a Bond Retirement, Debt Service Fund	3.18.25	4.15.25
O-9-25	An emergency ordinance enacting and adopting a supplement to the Code of Ordinances for the City of Piqua	6.17.25	Tabled
O-10-25	An ordinance to amend Title XV: Land Usage, Piqua Development Code	6.17.25	

City of PIQUA

COMMISSION AGENDA STAFF REPORT

G.2.

MEETING DATE	August 19, 2025
REPORT TITLE	Ordinance No. O-10-25 (3rd Reading) An Ordinance to amend Title XV: Land Usage, Piqua Development Code
SUBMITTED BY	Kyle Hinkelman , Director Community Services
AGENDA CLASSIFICATION	Ordinance
BACKGROUND	The Planning Commission discussed the proposed changes at their regularly scheduled meeting on June 10, 2025, and recommended approval in a 4-0 vote. Proposed changes to the Development Code include: Planned Development District Creation <u>2.10 Planned Development Districts</u> This creates a new section that covers two new zoning designations - PD-R, Planned Residential District, and PD-MUD, Planned Mixed-Use District. This section creates the process for application, notification, and hearing of the request to rezoning into these districts. The section also covers the details of the preliminary plan, final development plan, and how modifications to the plans are approved. <u>3.2 Primary Use Table</u> Modified to add PD-R and PD-MUD within the table. <u>3.7 Accessory Use Table</u> Modified to add PD-R and PD-MUD within the table. <u>7.1.1 Summary of Review Authority Table</u> Add Planned Development process to the table. <u>7.1.4 Planning Commission</u> Add Planned Development to their review and recommendation. <u>7.1.5 City Commission</u> Add Planned Development to their decision.

	Other Proposed Modifications <u>4.3 Landscaping, Transitions, Screening</u> Modifications to section 4.3.8 Walls and Fencing were recommended. These changes would include clarifying that chicken wire is not permitted as a fence material. Based on the 1st Reading with the City Commission, the language was modified to remove the changes proposed to chain link fencing.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	N/A
	Expenditure \$:	N/A
	Source of Funds:	N/A
	Narrative:	N/A
ATTACHMENTS	1. PC Packet - PC13-25 - Updated	

Ordinance No. O-10-25 (3rd Reading)
An Ordinance to amend Title XV: Land Usage, Piqua Development Code

WHEREAS, the Piqua Development Code adopted by Piqua Code of Ordinances Title XV establishes districts and standards pertaining to the development and use of land; and

WHEREAS, the Planning Commission has recommended in a 4-0 vote to amend the Sections listed attached as Exhibit A of the Piqua Development Code.

NOW, THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

NOW, THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

SEC. 1: The Piqua Development Code adopted by Piqua Code of Ordinances Title XV is hereby amended as described herein and as reflected in the attached Exhibit A.

SEC. 2: This ordinance shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____

Commissioner Thomas Hohman _____
Commissioner Frank DeBrosse _____

RESOLUTION No. PC 13-25

WHEREAS, the City of Piqua Planning Commission has reviewed an amendment to "Title XV – Development Code" to the Development Code of the City of Piqua as shown in Exhibit A, attached; and

WHEREAS, the Planning Commission has studied the request, conducted a public hearing on the matter, and has established findings that indicate the proposed code amendment:

- ☒ Will not threaten the general health, safety, and welfare of the community; and
- ☒ Conforms to all applicable plans and policies of the city.

NOW THEREFORE BE IT RESOLVED, board member Mr. Eddie Harvey hereby moves to recommend approve of the request made, as described by this resolution, the testimony provided, and the documents attached hereto, the motion is seconded by board member Mr. Adam Seas and the voting record on this motion is hereby recorded as follows.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bradley Bubp	☐	☐	☐	☒
Mr. Eddie Harvey	☒	☐	☐	☐
Mr. Terry Wright	☒	☐	☐	☐
Mr. Adam Seas	☒	☐	☐	☐
Mr. Micah Underwood	☒	☐	☐	☐

Adopted this 10 day of June, 2025.

Vice

Chairman, Planning Commission


Bradley C. Bubp
Eddie Harvey

Clerk, Planning Commission

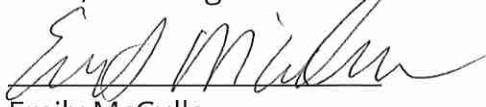

Emily McCulla

EXHIBIT A: Development Code Changes

§2.1. Districts Established

Add to Special Districts – “PD-R” Planned Residential District and “PD-MUD” Planned Mixed-Use District.

§2.10. Planned Development Districts

§2.10.1. Purpose

This Section is intended to describe the procedures for placement of parcels into a Planned Development, simultaneously adopting regulations that will apply only to that Planned Development, and the standards by which these districts must adhere. Such districts are to be permitted as amendments to the Zoning Map, on application and approval of specific and detailed plans where tracts suitable in location and character for the uses and structures proposed are to be planned and developed as units. Regulations set forth herein are adapted to unified planning and development in such districts. Applications for Planned Development rezoning will be granted only when the plan for the project is such that the public health, safety and morals will not be jeopardized by a departure from the restrictions on corresponding uses in the standard zoning district. The Planned Development shall further the purpose of promoting the general public welfare.

§2.10.2. Planned Development General Development Standards

A. Application of Standards

All Planned Developments shall require adherence to quality landscaping, lighting, parking and other general standards of the City of Piqua while providing flexibility to encourage innovation in the planning and building of developments.

In addition to the listed development standards and provisions for the applicable Planned Development District, each Final Development Plan shall adhere to the general standards of §4 Development Standards.

The City Commission may waive specific elements of an individual standard, and such a waiver shall be documented either through the approval of a specific alternative standard or a clearly approved plan noting any such approved deviations from the standards of each Chapter listed above.

It is also recognized that individual Final Development Plans may meet certain criteria through cross guarantees and approval of adjacent Final Development Plans that are part of the same overall Preliminary Development Plan and such approval of an individual plan on this basis shall be documented and noted in the standards and requirements for each respective Final Development Plan.

B. Planned Developments

The City Commission may, upon application of the property owners, establish a new Planned Development and simultaneously adopt regulations that will apply only to the new Planned Development.

1. Planned Developments adopted under these procedures shall be listed below and/or in appendix to this Ordinance by case number along with the respective adopted planned development regulations for that case, until such time as the applicable tract of land is zoned into another zoning designation.
2. In each case, the architectural, landscaping, lighting, and other development standards of this Ordinance shall be utilized as a basis for development of the Planned Development standards but may be modified as approved under the final PD standards for each project.

C. Types of Planned Development

1. "PD-R" Planned Residential District
2. PD-MUD" Planned Mixed-Use District

D. Findings of Fact for Planned Development

In each specific case, the Planning Commission shall not recommend approval of, and the City Commission shall not approve, an application for a Preliminary Development Plan, or a Final Development Plan if no preliminary plan was approved under §2.10.2.F or §2.10.2.H, unless it shall make specific findings of fact directly based upon the particular evidence presented to it, which supports conclusions that:

1. The site will be accessible from public roads that are adequate to carry the traffic that will be imposed upon them by the proposed development standards where only the proposed uses and development standards are to be adopted and provides pedestrian accessibility and connectivity throughout the design.
2. The proposed development and or development standards adequately address issues related to compatibility with adjacent uses, environmental issues, and overall design compatibility, including lighting and landscaping and do so in a manner that improves upon what would be achieved under the non-planned development zoning standards.
3. The proposed development and or development standards are intended to produce a superior design and construction than what would normally

occur under the non-planned development zoning standards and will not cause an undue burden on public services and facilities including, but not limited to, water, sewer, power, and fire and police protection.

4. The proposal is in accordance with the goals and policies of the Comprehensive Plan.
5. If the project is proposed to contain non-residential uses, the conditions imposed mitigate any potential significant impacts associated with the proposal, including maintaining required setbacks for specific uses within the planned development.

E. Submission of Application

The following procedure shall be followed in placing land in one of the planned Development Districts.

1. The owner(s) or lessee(s) of a tract of land may request that the Zoning Map be amended to include such tract in one of the Planned Development Districts. Such amendment shall be processed, noticed and heard in the manner prescribed herein.
2. The applicant is encouraged to engage in informal consultations with the City of Piqua Community Services Staff prior to preparing final plans; however, no statement or representation by members of staff shall be binding upon the Planning Commission.
3. An application for a Planned Development may be processed, noticed, and heard by the Planning Commission concurrently with an application for a proposed subdivision of the same property pursuant to the subdivision regulations of the City of Piqua.
4. The following options are available at the applicant's discretion:
 - a. Submission of a Preliminary Development Plan, processed in the manner described in §7.2.2 for Zoning Map Amendments, and the subsequent submission of a Final Development Plan for any portion of the approved Preliminary Development plan the applicant wishes to develop. Final Development Plans submitted according to this option shall be processed in the manner described in subsection §2.10.2.G.
 - b. Submission of a Final Development Plan without a Preliminary Development Plan, pursuant to §2.10.2.H. A Final Development Plan so submitted shall be processed in the manner described in §7.2.2 for Zoning Map Amendments.
5. No Zoning Permit shall be issued for any property for which Planned Development classification is requested and no construction shall begin until an approved Final Development plan is in effect for that phase or property, whichever of the above options is chosen by the applicant.

F. Submission of a Preliminary Development Plan

Specific application materials or data requirements may be waived by the Community Services Director or his/her designee as not applicable to a specific case, but the Planning Commission or City Commission may require such data upon review of the application. Unless waived, one (1) full-sized copy drawn to a standard scale of the Preliminary development Plan and one (1) digital set of drawings that are to scale, shall be submitted and shall include in text and map form:

1. Requirements

- a. A survey of the tract that is to be developed showing existing features of the property including streets, alleys, easements, utility lines, existing land use, general topography and physical features.
- b. A preliminary site plan showing the approximate areas and arrangement of the proposed uses, proposed development plan phasing, required and proposed yard setbacks and landscape buffers, the relationship of abutting land uses and zoning districts, proposed lots and blocks, if any, and proposed public or common open space, if any, including parks, playgrounds, school sites and recreational facilities. Proposed building layouts, footprints, and general locations may be shown on the preliminary site plan.
- c. Development Standards shall be provided that include, but are not limited to:
 - i. A list of permitted uses and locations of approval of those uses.
 - ii. Proposed setback and buffer requirements. Building envelope requirements in lieu of setback requirements are permitted.
 - iii. General building material standards with a priority given to utilization of durable and long-lasting materials like brick, stone, high-quality metal, and concrete board siding.
 - iv. Separate Open Space Plan. This should show where open spaces, private or public are located, proposed tree locations, and types of species of trees.
 - v. Separate Lighting Plan. This should include the type and location of light poles, bollards, and other lighting. As part of the Final Development Plan process a site-wide lighting plan that details light levels by foot candle is required.
 - vi. A schedule of development related to the entire project and any individual phase
 - vii. Any deviations or exceptions from the standard requirements as written in the City of Piqua Development Code at the time of application.
 - viii. Standards shall be balanced to create a more flexible and unique development. This is intended to mean that if a standard is waived or reduced, another standard should be improved or expanded. An example would be if a setback requirement is reduced that a landscape screening requirement is expanded.

- d. Evidence that the applicant has sufficient control over the tract to effect the proposed plan, including a statement of all ownership and beneficial interests in the tract of land and the proposed development.
- e. The proposed density to which the development shall be limited for residential uses.
- f. For PD-MUD requests, a statement identifying the principal types of office, business, and/or light industrial uses that are to be included in the proposed development.
- g. Any other information required by the Community Services Department to be provided in text or map format to permit verification of compliance with the planned development standards and to document the proposed standards to be utilized for the specific planned development.

2. Actions of the Planning Commission

The City of Piqua Planning Commission shall hold a public hearing on the Preliminary Development Plan as provided by §7.2.2.C of this Ordinance.

Such public hearing shall consider all aspects of the Preliminary Development plan including all proposed stages and/or units of development. Within thirty (30) days after the last public hearing on such plan the Planning Commission shall prepare and transmit to the City Commission and to the applicant specific findings of fact with respect to the extent to which the preliminary Development plan complies with the standards set within this Article and the district in which the property is located, together with its recommendations to the City Commission with respect to the action to be taken on the Preliminary Development Plan. The Commission may recommend disapproval, approval, or approval with amendments, conditions or restrictions. Copies of the findings and recommendations of the Commission shall be made available to any other interested persons.

3. Action of the City Commission

The Piqua City Commission shall hold a public hearing on the Preliminary Development Plan as provided by §7.2.2.C of this Ordinance for Zoning Map Amendments. If the application is granted, the area of land involved shall be re-designated as a “PD-R” or “PD-MUD” District by resolution and such resolution shall incorporate the Planned Development Regulations, Standards, and Preliminary Plan, including any maps, drawings, exhibits, and conditions or restrictions that may be imposed by the City Commission.

G. Submission of a Final Development in Accordance with an Approved Preliminary Plan

- 1. A Final Development Plan may be filed for any portion of an approved Preliminary Development Plan the applicant wishes to develop and it shall

conform substantially to the approved Preliminary Development Plan. The filing fee shall be the same as that required for a change in zoning district. Specific application materials or data requirements may be waived by the Community Services Director or his/her designee as not applicable to a specific case, but the Planning Commission or City Commission may require such data upon review of the application. Unless waived, one (1) full-sized copy drawn to a standard scale of the Final Development Plan, and one digital set of drawings that are to scale, shall be submitted and shall include in text and map form:

- a. Any changes necessary to the survey described in §2.10.2.F.1.i.
- b. A site plan showing the location and arrangement of all existing and proposed structures including retaining walls and fences, a proposed final grading and stormwater plan as appropriate, the proposed traffic circulation pattern within the development, the areas to be developed for parking, the points of ingress and egress including access streets where required, the relationship of abutting land uses and zoning districts, proposed lots and blocks, if any, and proposed public or common open space, if any, including parks, playgrounds, school sites and recreational facilities. Ownership and control of any designated permanent open space shall be clearly documented and shall be subject to recording and other memorialization requirements as required by the City Commission.
- c. A statement of the proposed total gross floor area, and the percentage of the development which is to be occupied by structures.
- d. Elevation drawings of the proposed structures, a landscaping and lighting plan, including notes to identify the type of materials and percentage of natural materials to be utilized on exterior surfaces.
- e. Perspective drawings including roofline drawings that confirm that no rooftop mechanicals are visible from any roadway and provide a clear understanding of the grade changes on the site including the impact of the building height on neighboring properties.
- f. When a Planned Development is to be constructed in stages or units, a schedule for the development of such stages or units shall be submitted. When a Planned Development provides common open space, the total area of common open space provided at any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire Planned Development as the stages or units complete or under development bear to the entire Planned Development.
- g. Evidence that the applicant has sufficient control over the tract to effect the proposed plan, including a statement of all the ownership and beneficial interests in the tract of land and the proposed development.
- h. In the case of a mixed-use development, a statement identifying the principal types of uses that are to be included in the proposed development.

- i. When a Planned Development includes provisions for common open space or recreation facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or recreational facilities.
- j. Copies of any restrictive covenants that are to be recorded with respect to property included in the Planned Development District.
- k. Any other information required by the Community Services Department to be provided in text or map format to permit verification or compliance with the planned development standards.

2. Actions of the Planning Commission

The City Planning Commission shall evaluate the Final Development Plan at a regular public meeting. The applicant shall give the City Planner at least ten (10) days written notice of his intent to submit the Final Development Plan, at the same time submitting the names and addresses of property owners appearing on the Miami County, Ohio auditor's current tax list at the time the application is submitted with lot lines contiguous to the area within such Plan. Such owners shall be given written notice per §7.2.1.D. The failure of delivery of that notice shall not invalidate any such final development plan.

The Planning Commission shall hold a public hearing on the Final Development Plan, considering all aspects of the Final Development Plan. Within thirty (30) days after the last public hearing on such Final Development Plan the Planning Commission shall prepare and transmit to the City Commission and to the applicant its findings with respect to the extent to which the Final Development Plan conforms to the approved Preliminary Development Plan and maintains compliance with the standards set out in this Article and the district in which the property is located, together with its recommendations to the City Commission with respect to the action to be taken on the Final Development Plan. The Planning Commission may recommend disapproval, approval, or approval with amendments, conditions or restrictions. Copies of the findings and recommendations of the Planning Commission shall be made available to any other interested persons.

3. Action of the City Commission

The Piqua City Commission shall hold a public hearing on the Final Development Plan within thirty (30) days of receipt of the Planning Commission recommendation. Notice shall be provided per §7.2.1.D. The failure of delivery of that notice shall not invalidate any such final development plans. The City Commission shall, within twenty (20) days after the final public hearing disapprove, approve, or approve the Final Development Plan with amendments, conditions or restrictions. Upon approval by the City Commission, the Final Development plan will go into immediate effect.

H. Submission of a Final Development Plan without an approved Preliminary Development Plan

1. The applicant need not file a Preliminary Development Plan if he files a Final Development Plan for the entire site incorporating all requirements of both the Preliminary and Final Development Plans as described in this Section. The Final Development Plan shall be processed, noticed and heard in the manner prescribed in §7.2.2 for Zoning Map Amendments. Specific application materials or data requirements may be waived by the Community Services Director or his/her designee as not applicable to a specific case, but the Planning Commission or City Commission may require such data upon review of the application. Unless waived, one (1) full-sized copy drawn to a standard scale of the Final Development Plan, and one digital set of drawings that are to scale shall be submitted and shall include in text and map form:
 - a. A survey of the tract that is to be developed showing existing features of the property, including streets, alley, easements, utility lines, existing land use, general topography and physical features.
 - b. A site plan showing the location and arrangement of all existing and proposed structures including retaining walls and fences, a proposed final grading and stormwater plan as appropriate, the proposed traffic circulation pattern within the development, the areas to be developed for parking, the points of ingress and egress including access streets where required, the relationship of abutting land uses and zoning districts, proposed lots and blocks, if any, and proposed public or common open space, if any, including parks, playgrounds, school sites and recreational facilities. Ownership and control of any designated permanent open space shall be clearly documented and shall be subject to recording and other memorialization requirements as required by the City Commission.
 - c. A statement of the proposed total gross floor area, and the percentage of the development which is to be occupied by structures.
 - d. Elevation drawings of the proposed structures, a landscaping and lighting plan, including notes to identify the type of materials and percentage of natural materials to be utilized on exterior surfaces.
 - e. Perspective drawings including roofline drawings that confirm that no rooftop mechanicals are visible from any roadway and provide a clear understanding of the grade changes on the site including the impact of the building height on neighboring properties.
 - f. When a Planned Development is to be constructed in stages or units, a schedule for the development of such stages or units shall be submitted. When a Planned Development provides common open space, the total area of common open space provided at any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire Planned Development as

the stages or units complete or under development bear to the entire Planned Development.

- g. Evidence that the applicant has sufficient control over the tract to effect the proposed plan, including a statement of all the ownership and beneficial interests in the tract of land and the proposed development.
- h. In the case of a mixed-use development, a statement identifying the principal types of uses that are to be included in the proposed development.
- i. When a Planned Development includes provisions for common open space or recreation facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or recreational facilities.
- j. Copies of any restrictive covenants that are to be recorded with respect to property included in the Planned Development District.
- k. Any other information required by the Community Services Department to be provided in text or map format to permit verification or compliance with the planned development standards.

2. Actions of the Planning Commission

The City Planning Commission shall hold a public hearing on the Final Development Plan as provided by §7.2.2. Such public hearing shall consider all aspects of the Final Development Plan including any proposed stages and/or units of development. Within thirty (30) days after the last public hearing on such Final Development Plan the Planning Commission shall prepare and transmit to the City Commission and to the applicant its findings with respect to the extent to which the Final Development Plan conforms to the approved Preliminary Development Plan and maintains compliance with the standards set out in this Article and the district in which the property is located, together with its recommendations to the City Commission with respect to the action to be taken on the Final Development Plan. The Planning Commission may recommend disapproval, approval, or approval with amendments, conditions or restrictions. Copies of the findings and recommendations of the Planning Commission shall be made available to any other interested persons.

3. Action of the City Commission

The Piqua City Commission shall hold a public hearing on the Final Development Plan as provided by §7.2.2 of this Ordinance. If the application is granted, the area of land involved shall be re-designated as a “PD-R” or “PD-MUD” District by resolution and such resolution shall incorporate the Planned Development Regulations, Standards, and Preliminary Plan, including any maps, drawings, exhibits, and conditions or restrictions that may be imposed by the City Commission.

I. Subdivision Plat Required

A Zoning Permit may be issued for a structure in a Planned Development prior to the approval of the final subdivision plat, if one is required for that portion by the property planning authority, but such zoning permit shall become null and void and no further construction or development shall take place unless the final subdivision plat for that portion has been approved by the proper planning authority and recorded within 90 days of the issuance of such zoning permit.

J. Expiration Date for Development Plan Approval and Extensions

1. Preliminary Development Plans, but not the underlying planned development standards, shall become null and void and the City Commission may initiate proceedings to rezone the land to its former zoning classification or another classification as provided by law, unless within three (3) years of the date of approval of the Preliminary plan all of the following have been completed:
 - a. A Final Development plan or Zoning Permit for buildings within the first phase of the development have been approved in accordance with the provisions of this Ordinance.
 - b. The final subdivision plat, when applicable, has been recorded in the records of the Miami County Recorder.
2. Single Stage Final Development Plans.

The approval of the Final Development Plan shall become null and void unless within twelve (12) months the subdivision plat shall have been recorded in the records of the Miami County Recorder, if such platting is required by city code and if no construction of major project elements have been commenced. The Planning Commission or City Commission may, however, at their discretion, initiate action to reclassify the subject property to its former zoning district or another classification as provided by law using the procedure provided in §7.2.2 of this Ordinance.
3. Multi-Stage Final Development Plans.

When the recording of the Subdivision Plat for the successive stages falls more than one (1) year behind the schedule submitted under §2.10.2.E, the Final Development Plan shall become null and void for that portion of the tract for which no subdivision plat shall have been recorded; and that portion of the tract shall revert to the approved Preliminary Development Plan.
4. Extensions of Time Limits.
 - a. An extension of the time limits and expiration dates of Preliminary and Final Development Plans may be approved for up to one (1) year at a time by the Planning Commission. Such approval shall be based upon a finding of the purpose and necessity for such extension, compatibility with the then current City of Piqua Comprehensive Plan, and evidence of a reasonable effort toward the accomplishment of the Preliminary or

Final Development Plan, but the Planning Commission has no obligation to grant such an extension and the Planning Commission may grant another extension upon a similar finding prior to the expiration of the first or subsequent extensions.

- b. The applicant shall first submit an updated application (with a new associated fee) to the Planning Commission clearly stating the new timeline for construction. The Planning Commission shall either approve or deny the request. Such approval shall be based upon a finding of the purpose and necessity for such extension, compatibility with the then current City of Piqua Comprehensive Plan, and evidence of a reasonable effort toward the accomplishment of the Preliminary or Final Development Plan.

K. Modifications

In order to provide flexibility and efficiency in the planning and development process, while protecting the public safety and welfare of adjoining property owners, an approved Preliminary or Final Development Plan may be amended based upon the following criteria.

Modifications may be initiated by one or more of the property owners within a Planned Development District. A completed application and plan following the standards and requirements for a Preliminary or Final Planned Development Plan application respectively, together with any applicable fees, shall be submitted.

1. Administrative Minor Modifications

- a. Minor modifications to an approved Preliminary or Final Planned Development plan which become necessary due to field conditions, detailed engineering data, fire and or other life safety requirements, utility conflicts, topography, general changes requested by one or more of the owners, or critical design criteria may be authorized by the Community Services Director and/or his/her designee (Staff).
- b. Minor Modifications are characterized as minor adjustments to approved features and buildings that comply with the standards of the particular planned development in which they are located. Minor adjustments include but are not limited to the following features:
 - i. Driveway Locations (not including the addition or removal of driveways)
 - ii. Curb Cuts
 - iii. Pedestrian walkways
 - iv. Retaining Walls
 - v. Utilities and related equipment or storage
 - vi. Storm water systems
 - vii. Lighting
 - viii. Swimming pools or other recreational features
 - ix. Fences

- x. Building placement or configuration and configuration of architectural elements
 - xi. Parking area locations
 - xii. Landscaping placement and design
 - xiii. Placement of bike racks and street furniture
 - xiv. Small (less than 200 square feet) accessory structures that can be placed or screened in such a manner as to have negligible impact upon the overall site design and adjoining property owners and other similar projects.
- c. Minor modifications shall be guided by the following standards, shall not alter the general intent or character of the approved planned development and shall not:
- i. Modify an element that is described as a Major Modification or an Amendment to the Planned Development Regulations
 - ii. Increase the density of residential units
 - iii. Modify the overall street layout beyond minor adjustments in alignment due to field conditions or safety requirements.
 - iv. Generally decrease the amount of landscaping provided, without appropriate substitutions based upon either the approved landscape plan and standards or the standards of §4.3 or reduce required landscape buffers between uses and adjoining residentially zoned districts.
 - v. Modify signage standards in a manner that would violate the general spirit and intent of the sign regulations of §4.7 and provided sign standards are adjusted as part of a comprehensive sign package for a building or site. Sign packages shall emphasize low profile signage that complements the architectural style of a site or building and promotes a pedestrian friendly environment but may vary from the standards of §4.7 in order to accommodate the particular layout of a development. Modifications to sign standards shall be based upon the placement, manner, duration, and area of sign displays rather than the content of proposed signage; however, staff may specify the ability to display commercial versus non-commercial messages on specific types of signage. Staff may also require that a more comprehensive set of buildings or standards be included as part of any sign modification request in order to provide consistency throughout the planned development. The sign standards of §4.7 and any adopted standards that are part of an approved preliminary or final development plan shall continue to apply, except as specifically modified through this process.
- d. Staff may require such substitutions or adjustments in other site elements as necessary to mitigate an proposed modifications. All approved modifications shall be reported to the Planning Commission within sixty (60) days. A completed application form and such other information s required by the City of Piqua shall accompany all applications.

- e. An Administrative Review for minor modifications may be appealed to the City Commission. An applicant may also choose to apply for review under the procedures for a major modification in lieu of an administrative review and upon payment of all applicable fees for a major modification. All decisions of the staff may also be appealed to the Board of Zoning Appeals following the procedures for an Appeal under §7.2.9.
 - f. Applications for minor modifications may be reviewed concurrently as part of an application for Zoning Permit. Fees shall be paid per the fee schedule.
 - g. Administrative Reviews shall occur within fourteen (14) business days of receiving all necessary materials. If such review does not occur within fourteen (14) business day and no further materials have been requested by staff, the applicant may submit the said application to the Planning Commission to be heard at the next regularly scheduled meeting. Staff may extend a review period up to fifteen (15) additional business days upon submittal to the applicant of a written letter detailing the need for such extension, i.e. for additional fire, traffic, or other regulatory review. At the end of the initial fifteen (15) day review period or such permitted extensions, staff shall either approve or deny said application.
2. Modifications to Residential Units within an approved Planned Development
- The Community Services Director and/or his/her designee may approve, upon application for a Zoning Permit, modifications to single family residences within an approved planned development provided such modifications are limited to those which:
- a. Comply with the setback requirements established for the planned development
 - b. Involve the addition or alteration of accessory uses within non-common areas of a single-family residential planned development and comply with the provisions of §3.7 and other such provisions as specified by the final development plan.
 - c. Do not conflict with other provisions of the planned development.

All other modifications shall follow the procedures described for minor or major modifications. Issuance of a Zoning Permit shall suffice as documentation of approval.

3. Major Modifications

It is the intent that a modification be considered a major when the change is of such significance that the health, safety, or general welfare of adjoining property owners outside of the planning development or residential users inside the planned development may be harmed and as

such should receive notification, or the modification represents a significant deviation from the original design or intent of the planned development district:

- a. Major Modifications shall be characterized by the following:
 - i. Modifications that involve the relocation of approved buildings and other large features, beyond minor adjustments, as shown on the preliminary or final site plan(s) in compliance with the overall setback, density, or other similar standards of the development while adhering to the general spirit and intent of the approved preliminary or final development plans;
 - ii. Increasing the size, general location, or placement of detention/retention basins outside of designated retention/detention basin areas or closer to perimeter property lines if no such areas are designated on the approved plans, beyond minor adjustments necessary due to specific field conditions;
 - iii. A change in the number of lots or size of the phasing plan within the planned development, provided such change does not require adjustment of an approved density standard
 - iv. Changes to approved architectural designs beyond minor adjustments to window and door locations or other minor architectural detail modifications, provided such designs fall within the approved architectural design standards. This allowance does not include amendments to approved design standards, such as a series of model home designs.
- b. The items to be provided or shown on the application and plans may be modified by the City of Piqua as noted on the official and current application form for a Major Modification.
- c. Public Hearing and Decision by the Planning Commission
 - i. Upon receipt of a request for a Major Modification to an approved Preliminary or Final Development Plan the Planning Commission shall set a date and time for a public hearing.
 - ii. Written notice of the public hearing shall follow standard notification procedures as noted in §7.2.2.
 - iii. The Planning Commission shall have the authority to render a final decision on Major Modifications.
 - iv. The Planning Commission shall within thirty (30) days following the close of the public hearing either approve, approve with modifications, or deny the Major Modification.
 - v. The approval of a Major Modification does not exempt the owner from obtaining any required new or revised Zoning Permits and such other approvals as may be required by the City of Piqua or other authorities.

4. Planned Development Regulation Amendments

Amendments to the adopted standards of a Planned Development shall be noticed and heard at a public hearing in the manner prescribed for Zoning Map Amendments under §7.2.2 of this Ordinance and upon payment of applicable fees and submission of an application by one or more of the property owners within the affected Planned Development.

- a. Planned Development Regulation Amendments shall be characterized by:
 - i. A change in the use of land beyond the permitted land uses described in the approved development plan standards or shown on an approved preliminary or final development plan, including expansion of exterior storage of items previously prohibited or into areas generally not permitted for exterior storage
 - ii. A change to or adoption of new or revised development standards and any modifications impacting an otherwise required, prohibited or restricted feature of the development plan; such as, but not limited to, a setback standard, prohibited use, required site elements, restricted hours of operation, or other general standards, except as permitted for signage standards under §2.10.2.K.1.iii.e above.
 - iii. A reduction in the amount of public open space, pedestrian amenities, or other public amenities that are specifically required as part of an approved plan.
- b. Relationship to Preliminary and Final Development Plan:
 - i. Upon approval of an amendment to the standards for a specific Planned Development, the applicable Preliminary, Final, or Master Planned Development Plan (if no preliminary plan was approved) may be updated to reflect any appropriate changes to any listed standards, if so, listed on the plan, without any additional approvals required.
 - ii. Changes that require showing new building locations, roadways, or other geographic changes to the plans shall still require submission of a subsequent modification to the Preliminary or Final Development Plan.
 - iii. A Preliminary or Final Development Plan (if no preliminary plan was approved) may be modified in conjunction with an amendment to the planned development regulations, provided the notice and hearing procedures for Zoning Map Amendment are following.
 - iv. A Preliminary or Final Development Plan (if no preliminary plan was approved) approved in conjunction with an amendment to the Planned Development Regulations shall not become effective until the effective date of such amendment.

L. Planned Development District Boundaries

For the purpose of these regulations, the boundary of a planned development district shall be the area covered by a particular preliminary plan or final development plan if no preliminary plan was required pursuant to Section 3108.

M. Planned Development Plan

§2.10.3. Planned Residential District (PD-R)

A. Principal Permitted Uses

1. Residential uses developed in a unified manner in accordance with the approved Final Development Plan, and generally noted in the Primary Use Table §3.2.
2. Other uses may be permitted if specifically approved as part of the Plan, provided that the areas and structure occupied shall be so located and designed as to protect the character of the surrounding property, and provided further that convenience establishments shall be subject to additional requirements as herein specified:
 - a. Retail Establishments
 - i. Such establishments and their parking areas shall not occupy more than five (5) percent of the total area of the development.
 - ii. Such establishments shall generally be limited to those permitted in the under §3.5.11 and §3.5.13.
 - iii. Such establishments shall be so located, designed and operated as to serve primarily the needs of persons within the Development Plan area and not persons residing elsewhere.
 - iv. Off-street parking and loading requirements shall be appropriate to the particular case based upon the types of personal service and retail establishments permitted and the anticipated proportion of walk-in trade. Multiple use of off-street parking and service areas and access ways for proposed establishments may be permitted, if such multiple use will not lead to congestion or the creation of hazards to pedestrian or vehicular traffic.
 - b. Interim Housing in accordance with an approved Final Development Plan, provided:
 - i. No sign is displayed other than one customary to an apartment complex.
 - ii. Less than 15% of the units are used for that purpose.
 - iii. Less than 50% of the units in any one building are used for that purpose.

B. Development Standards

The Final Development Plan must comply with the Development Standards adopted as part of the Preliminary Development Plan approval process (§2.10.2.F) or must have Development Standards adopted under the standards

defined in §2.10.2.G. Additionally, the following shall be followed for the PD-R District:

1. Site Planning.

The Site Plan, Landscaping Plan, and Lighting Plan shall provide, among other things, for:

- a. The physical character of the site shall be suitable for development in the manner proposed without hazards to person or property on or off the site from probability of flooding, erosion, subsidence, or slipping of the soil or other dangers, annoyances, or inconveniences.
- b. The site shall provide access to streets that are of adequate size to handle the proposed traffic from the development. Where possible or as required for the provision of emergency services, the site design should provide multiple connection points to more evenly distribute traffic into and outside of the proposed development area. It must either be so located in relation to utilities and public facilities existing or to be developed so that no additional public expense will be involved.
- c. Efficient, safe, convenient, and harmonious grouping of structures, uses and facilities to protect existing natural features and to screen more intense uses.
- d. Location of common open space, existing and protected trees, and other similar site amenities.
- e. Protection of pedestrian and traffic visibility.
- f. Screening of off-street parking areas, and service areas for loading and unloading vehicles, and areas for storage and collection of trash and garbage.
- g. Where Planned Residential District abuts another Residential District a permanent open space at least twenty-five (25) feet wide shall be provided along the property lines. A patio enclosure or similar type addition to an existing single-family detached residence may extend ten (10) feet into this open space, subject to approval as a major Modification. A ten (10) foot depth along the property lines shall be maintained in landscaping and no driveway or off-street parking shall be permitted in such area.
- h. Location of light poles, bollards, and other fixtures that emit light.

2. Parking and Loading.

Off-street parking and loading spaces shall be required as set forth under §4.2. These standards may be modified as part of the approved development standards where alternative transportation, shared parking, or other means to reduce these requirements are justified.

§2.10.4. Planned Mixed-Use District (PD-MUD)

A. Principal Permitted Uses

Mixed-uses developed in a unified manner in accordance with the approved Final Development Plan, generally noted in the Primary Use Table §3.2.

B. Development Standards

The Final Development Plan must comply with the Development Standards adopted as part of the Preliminary Development Plan approval process (§2.10.2.F) or must have Development Standards adopted under the standards defined in §2.10.2.G. Additionally, the following shall be followed for the PD-MUD District:

1. Land Occupancy by Buildings

Total land occupancy by all buildings for a Mixed-Use Planned Development shall not exceed eighty (80) percent of the area of the tract, provided, however, that underground parking structures, the highest portions of which are not more than thirty (30) inches above the level of the centerline of the nearest adjacent street, shall not be included in computations of land occupancy by buildings.

2. Open Space Requirements

Open space of at least 20% shall be provided on the site and shall be reflected in the Landscape Plan provided.

- a. A consistent landscape buffer shall be provided on any public right-of-way that includes at a minimum a six (6) foot tree lawn.
- b. Parking Lot Screening shall be provided with a combination of trees, bushes, and other plants to create a minimum screen height of 36" inches to screen parking lots from public roadways. Earth mounds, decorative masonry walls and dense vegetation can be used in any combination to provide the required screening.
- c. Connections to existing bikeways networks should be provided through the site and include dedicated public easements for public access.
- d. Bike racks shall be provided per the City of Piqua Development Code.

3. Relation to Major Transportation Facilities

There shall be direct access to at least one major thoroughfare, as established in the Official Thoroughfare Plan for the City of Piqua.

4. Signage.

- a. Consistent business signage is necessary for ease of way finding and visual continuity. Low profile monument signs, rather than pole or pylon signs, should be utilized. Prohibited signs include roof signs and billboards.

- b. Shared Entrance signage is permitted to be located on a separate parcel, with an agreement documenting property owner agreement between parties. The size and location of this signage shall be defined within the Development Standards for the PD, but generally should not be larger than 100 square feet and should only be placed at main entrances to the site.
 - c. Wayfinding signage shall be permitted as part of a site-wide Signage Plan that is submitted as part of the Preliminary or Final Development plans.
5. Site Planning
- The Site Plan, Landscaping Plan, and Lighting Plan shall provide, among other things, for:
- e. The physical character of the site shall be suitable for development in the manner proposed without hazards to people or property, on or off the site from probability of flooding, erosion, subsidence, slipping of the soil or other dangers, annoyances, or inconveniences.
 - f. The site must have direct access to a major street without creating traffic on minor residential streets outside the district. It must either be so located in relation to utilities and public facilities existing or to be developed so that no additional public expense will be involved.
 - g. Efficient, safe, convenient, and harmonious grouping of structures, uses, and facilities.
 - h. Appropriate relation of space inside and outside buildings to intended uses and structural features.
 - i. Pedestrian ways and vehicular access to streets.
 - j. Protection of pedestrian and traffic visibility.
 - k. Location of common open space.
 - l. Screening of off-street parking areas, service areas for loading and unloading vehicles, and areas for storage and collection of trash and garbage.

§3.2. Primary Use Table

Add under Special – “PD-R” and “PD-MUD” the following permitted uses and add “*PD-R and PD-MUD uses shall be approved as part of a preliminary development plan for each planned development district.”

- PD-R Permitted Uses
 - Residential Uses - ALL
 - Public Uses
 - College / University
 - Library / Museum
 - Place of Worship
 - School
 - Essential Services – ALL

- Recreation & Open Space – ALL
- Commercial Uses
 - Indoor Recreation
 - Outdoor Recreation, except shooting ranges
 - Personal Service
 - Retail
- PD-MUD Permitted Uses
 - Residential Uses - ALL
 - Public Uses - ALL
 - Commercial Uses
 - Day care
 - Hospitality – ALL
 - Indoor Recreation
 - Medical Office, not Hospital or Marijuana dispensary
 - General Office
 - Outdoor Recreation, except shooting ranges
 - Restaurant
 - Retail, except alternative financial services
 - Industrial Uses
 - Warehouse & Distribution

§3.7. Accessory Use Table

Add under Special – “PD-R” and “PD-MUD”

- All uses are permitted with added language to state “PD-R and PD-MUD accessory uses shall be approved as part of a preliminary development plan for each planned development district.”

§7.1.1 Summary of Review Authority Table

Add Planned Development under Legislative Review with Review by Community Services Director, Review by Planning Commission, and Decision by City Commission. Reflect web and mailed as public notice requirements.

§7.1.4 Planning Commission

- A. Review and Recommendation
 - Add 6. Planned Developments

§7.1.5 City Commission

- A. Decision
 - Add 6. Planned Developments
-

§4.3 Landscaping, Transitions, Screening

4.3.8 Walls and Fencing

C. Standards

...

3. Design and Installation

a. Material and Color

- i.** Walls and fences must be constructed of a durable, low-maintenance material that has a long-life expectancy. Wood may be used but must be sealed or regularly kept free from the overgrowth of mildew or other blighting features.
- ii.** No wall or fence may be constructed of:
 - 1.** Tires, junk, or other discarded materials.
 - 2.** Chicken wire.
- iii.** Walls and fences must be secure and be able to withstand being leaned against or climbed if they are within 5' of a public right-of-way.
- iv.** Chain-linked fences in primary street or side street yards must be vinyl-coated and chain-linked fences taller than 3.5' are not permitted for residential use.
- v.** Barbed wire or concertina wire is not allowed in any yard or any district in the city.

May 23, 2025

***** MEETING NOTICE *****

Please be advised that the Planning Commission meeting will be conducted on **Tuesday, June 10, 2025 at 6:00 PM** at 201 W. Water St. in the Commission Chambers.

Residents and others with interest in the agenda topics may attend the meeting or submit public comment on an item until noon on the day of the meeting by emailing piquapermits@piquaoh.gov. Public comments submitted by the date/time noted will be presented to the Planning Commission at the public hearing proceedings.

The agenda may be accessed by visiting the City's website using this link <https://piquaoh.gov/1614/Agendas-Minutes>.

Please contact this office if you have any questions pertaining to this notice.



Chad Henry
City Planner

Resolution	Parcel	Recipient	Address	City	State	Zip
<u>PC 14-25</u>	N44-073485	WILLCOX BRUCE W & HELEN T	428 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005610	LMJ RENTALS LLC	512 514 NORTH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011490	WORLAND MICHAEL D & KIMBERLY D	606 ASH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008750	HUTTON ROBERT C & VINNIE L	521 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011430	BROWN LORI JILL	531 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015140	CITY OF PIQUA	513 515 WALNUT ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-010780	SEELEY JOSEPH	602 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011420	PERRY SHAWN W	415 FRANKLIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-250585	LEIBOLD PAUL F ARCHBISHOP	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011280	TAYLOR FRIEDA A	528 FRANKLIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011590	WORTMAN DEBRA K	518 ASH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-010790	GREULICH DEBRA & KARL	604 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011290	SNAGGS LLC	524 526 FRANKLIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008850	WARD EMILY & CHRISTOPHER COLBERT	412 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011390	BOLTON RALPH N & MARIANNE	523 W GREENE	PIQUA	OH	45356
<u>PC 14-25</u>	N44-250422	PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI	GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015410	KINSELLA DOUGLAS E & CONNIE E	615 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011540	BINGHAM BRANDEN S	411 FRANKLIN	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008720	MAXWELL-ROTH NATASHA R & ROTH WENDY	509 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011495	MALONE JODY M & ELIZABETH E	ASH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-010730	WALTERS JAMES R JR	526 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015160	SULLENBERGER RENTALS LLC	517 WALNUT ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008830	BALTES IRVIN J & KATHLEEN A	418 420 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005620	FIVE O'EIGHT LIMITED	602 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008860	BOGGS KEVIN W & CONNIE J	516 ASH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011470	CATHCART JUDITH E	416 FRANKLIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011510	SEBESTYEN GLYNN & LEE LLC	602 ASH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-076715	SOTO JOSE & CONNIE L	529 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008740	STUART TARA	517 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008630	BEASLEY ROBERT W & MELISSA S	409 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011370	PILARCZYK DANIEL E ST MARY ROMAN CATHOLIC	524 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015150	SLOAN MICHAEL W (TR)	620 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008690	TIMMPROPS2 LLC	419-421 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-010740	MILLER RONNIE L	528 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008670	CITY OF PIQUA	417 17. BROADWAY	PIQUA	OH	45356

<u>PC 14-25</u>	N44-014860	STOTLER DALLAS R II & LORI A	616 W ASH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011460	DSI OHIO LLC	601 603 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005640	CASEY KEVIN J & MELODIE WYAN-	612 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011580	KNEPPER ADEN D & RUTH ELIZABETH	520 W ASH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011300	HAVAS SALLY JO	609 NORTH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015110	COLLINS STEVEN D	625 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011320	FORNSHIL VELMA S (TOD)	608 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-250210	LEIBOLD PAUL F ARCHBISHOP	NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011388	EVANS ROBERT & JENNIFER	515 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008650	KIEFER THERESA L	415 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008890	STONE JOSHUA D & TARHA	402 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-076717	HOVENAC BRIAN E	415 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008880	BERNARD LINDA A	404 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011570	LEONARD BRENT T	522 W ASH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015380	SEIPEL NATHAN T	617 NORTH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-250212	LEIBOLD PAUL F ARCHBISHOP	503 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011340	CRENSHAW ECKLIN PERRY	610 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011400	BAYMAN DIANE & CHARLES	529 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-250421	PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005590	DEAVOURS SARAH JANE (TOD)	428 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011560	TOZZI STEFANO TINUCCI	528 W ASH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005670	BATES JEAN J	614 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008840	STACHLER AMANDA L & CODY R	410 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011480	WILLOUGHBY JASON F & SUZANNE L	609 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011520	BUSTAMANTE JAVIER & FRANCISCO J PANTOJA RIVERA	406 FRANKLIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011550	MILLER JUDY L	530 ASH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-010760	LAMOREAUX HARRY A(TOD)	538 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011350	ANDERSON KRISTOPHER R	600 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011450	PERRY STEVEN W	419 FRANKLIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005630	VICKORY ANTHONY V & KATHLEEN R MENKE	600 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008700	JOHNSON DAVID A & ORALIA S GUERRA	420 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005650	FIERCE MARY LOU & MARK G	608 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008780	PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI	510 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011410	WELLMAN KIMBERLY ANN	525 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011380	SCHNURR DENNIS M ARCHBISHOP OF CINCINNATI	522 GREENE W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015130	SK & DD ENTERPRISES LLC	614 GREENE ST W	PIQUA	OH	45356

<u>PC 14-25</u>	N44-008820	DUNLAVY-YORK VICTORIA L	416 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011310	CAVENDER BRIAN J	611 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015120	FISHBACK DAVID M & REBECCA J	615 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-250580	LEIBOLD PAUL F ARCHBISHOP	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011330	YINGST BRITTNIE & DERON	604 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008710	BAKER TIMOTHY D & JANELLE	501 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-010720	FLUTY THOMAS J & AMY M	522 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005580	STEVENS NICHOLE M	422 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008790	PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI	514 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-012200	AUSTIN EMUNA ESTATE LLC	606 NORTH ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011440	DSK PORTFOLIO 15 LLC	533 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-010750	FERGUSON LUKE	534 W NORTH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008660	SPERAW CURTIS D	411 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008695	TIMMERMAN PROPERTIES LLC	421 GREENE ST W	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008730	COTTOM NICHOLAS	513 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-006750	ST MARYS CHURCH TRUSTEES	522 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008870	BERNARD LINDA A	404 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011500	MALONE JODY M & ELIZABETH E	412 FRANKLIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-010770	YOUNG BRANDON M	600 W NORTH	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005610	LMJ RENTALS LLC	P.O. BOX 1525	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008750	HUTTON ROBERT C & VINNIE L	521 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011430	BROWN LORI JILL	531 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015140	CITY OF PIQUA	201 W WATER ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011420	PERRY SHAWN W	2626 RONDOWA AVE	RIVERSIDE	OH	45404
<u>PC 14-25</u>	N44-011280	TAYLOR FRIEDA A	3459 PATRON DR	GROVETOWN	GA	30813
<u>PC 14-25</u>	N44-011590	WORTMAN DEBRA K	710 N WAYNE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011290	SNAGGS LLC	800 GOVERNORS RD	TROY	OH	45373
<u>PC 14-25</u>	N44-250422	PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI	528 BROADWAY ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011495	MALONE JODY M & ELIZABETH E	412 FRANKLIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015160	SULLENBERGER RENTALS LLC	9283 KNOUFF RD	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008830	BALTES IRVIN J & KATHLEEN A	228 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005620	FIVE O'EIGHT LIMITED	222 W ASH ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011510	SEBESTYEN GLYNN & LEE LLC	600 CALDWELL ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011370	PILARCZYK DANIEL E ST MARY ROMAN CATHOLIC	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015150	SLOAN MICHAEL W (TR)	9525 MECKSTROTH DR	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008690	TIMMPROPS2 LLC	4457 HORSESHOE BEND RD	TROY	OH	45373

<u>PC 14-25</u>	N44-008670	CITY OF PIQUA	201 W WATER ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011460	DSI OHIO LLC	4596 LEXINGTON AVE	JACKSONVILLE	FL	32210
<u>PC 14-25</u>	N44-011300	HAVAS SALLY JO	904 SHARON ST	FRAZIER PARK	CA	93225
<u>PC 14-25</u>	N44-250210	LEIBOLD PAUL F ARCHBISHOP	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015380	SEIPEL NATHAN T	101 SECOND ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-250212	LEIBOLD PAUL F ARCHBISHOP	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005670	BATES JEAN J	9 HOPEWOOD DR	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011550	MILLER JUDY L	1010 ELM ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011450	PERRY STEVEN W	2626 RONDOWA AVE	RIVERSIDE	OH	45404
<u>PC 14-25</u>	N44-008700	JOHNSON DAVID A & ORALIA S GUERRA	420 1/2 W GREENE ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-005650	FIERCE MARY LOU & MARK G	19 MARYMONT DR	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008780	PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011380	SCHNURR DENNIS M ARCHBISHOP OF CINCINNATI	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-015130	SK & DD ENTERPRISES LLC	2309 KENSINGTON DR	SAINT MARYS	OH	45885
<u>PC 14-25</u>	N44-008710	BAKER TIMOTHY D & JANELLE	1612 S MAIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008790	PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI	528 BROADWAY	PIQUA	OH	45356
<u>PC 14-25</u>	N44-012200	AUSTIN EMUNA ESTATE LLC	650 S MAIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-011440	DSK PORTFOLIO 15 LLC	650 S MAIN ST	PIQUA	OH	45356
<u>PC 14-25</u>	N44-008695	TIMMERMAN PROPERTIES LLC	4457 HORSESHOE BEND RD	TROY	OH	45373
<u>PC 14-25</u>	N44-006750	ST MARYS CHURCH TRUSTEES	528 BROADWAY	PIQUA	OH	45356

City of PIQUA COMMISSION AGENDA STAFF REPORT

H.1.

MEETING DATE	August 19, 2025	
REPORT TITLE	Ordinance No. O-11-25 (First Reading) An ordinance to amend Chapter 32: Boards and Commissions	
SUBMITTED BY	Amy Welker, Asst. City Manager City Manager	
AGENDA CLASSIFICATION	Ordinance	
BACKGROUND	This ordinance modifies Chapter 32: Boards and Commissions. For clarity, all boards and commissions established in the chapter will follow the same organizational structure, including similar language for establishment, membership, procedures, organization, and duties. Outdated language is eliminated, including the section establishing the Health Board which is no longer needed. The update will combine the Energy Board and the Utility Board into one board for all utilities to allow for more streamlined recommendations to the city commission. In addition, the Diversity Committee will no longer be a committee of the Piqua City Commission, but rather a citywide established committee to allow more participation and preserve federal funding to the city.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	N/A
	Expenditure \$:	N/A
	Source of Funds:	N/A
	Narrative:	No financial impact.
ATTACHMENTS	1. Exhibit A	

Ordinance No. O-11-25 (First Reading)
An ordinance to amend Chapter 32: Boards and Commissions

WHEREAS, the Piqua Code of Ordinances Chapter 32 establishes Boards and Commissions;
and,

WHEREAS, the language of Chapter 32 is being modified to create consistency among boards and commissions; and,

WHEREAS, Chapter 32 contains outdated information that needs updating.

NOW, THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio,
the majority of all members elected thereto concurring that:

SEC. 1: The Ordinance referencing Chapter 32: Boards and Commissions is hereby amended as described herein, and attached as exhibit A.

SEC. 2: Resolutions R-24-07 and R-28-08 are hereby repealed to allow for the preservation of federal funding.

SEC. 2: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____

Exhibit A

CHAPTER 32: BOARDS AND COMMISSIONS

Section

Planning Commission

32.001 Establishment; membership

32.002 Procedures; Organization

32.003 Duties

Energy and Utility Board

32.015 Establishment; membership

32.016 Procedures; Organization

32.017 Duties

Records Commission

32.050 City Records Commission

32.051 Procedures; Organization

Public Park Board

32.060 Establishment; membership

32.061 Procedures; Organization

32.062 Duties

32.075 [Reserved]

32.076 [Reserved]

32.077 [Reserved]

Board of Zoning Appeals

32.095 Establishment; membership

32.096 Procedures; Organization

32.097 Jurisdiction

32.098 Powers

City Historic Review Commission

32.110 Establishment; membership

32.111 Procedures; Organization

32.112 Powers

PLANNING COMMISSION

§ 32.001 ESTABLISHMENT; MEMBERSHIP.

(A) There is established a City Planning Commission.

(1) The Commission shall have seven members, consisting of the City Manager (ex-officio), City Engineer (ex-officio), and five citizens of the city to be appointed by the City Commission in accordance with section 94 of the Charter. Members shall be and shall remain residents of the city and shall be appointed, or removed, at the pleasure of the City Commission.

(2) The members of the Board shall serve without compensation, except Board members may be reimbursed for expenses incurred while carrying out their duties as Board members.

(3) Vacancies, whether by resignation, removal, or otherwise, shall be filled in the usual manner by the City Commission for the remainder of the term. No citizen shall be eligible for appointment herein who is an employee of the city.

('97 Code, § 33.01)

('97 Code, § 33.02)

(B) The members of the Planning Commission shall have the qualifications and be vested with the powers as provided in section 94 of the Charter.

('97 Code, § 33.03) (Ord. C-196, passed 3-4-35; Am. Ord. 11-79, passed 2-5-79; Am. Ord. 19-23, passed 12-12-23)

§ 32.002 PROCEDURES: ORGANIZATION

- (A) The Planning Commission shall meet upon there being business to discuss.
 - (B) All meetings of the Board shall be announced in advance and open to the public, with public meeting minutes being adopted formally.
 - (C) The members shall elect a Chairperson and a Vice-Chairperson annually. An election of officers of the Board shall be held at the first regular meeting of the year. No Board member shall serve as Chairperson for more than three consecutive years.
 - (D) A majority of the voting members appointed to the Planning Commission shall constitute a quorum to do business. The affirmative vote of a majority of the voting members appointed to the Planning Commission shall be necessary for official actions, including adopting any resolution. However, in the absence of a quorum, a vote to adjourn may be adopted by a majority of the members present.
 - (E) The Community Services Department Representative shall cause the records of the Board to be prepared and preserved.
- ('97 Code, § 33.04) (Ord. 20-73, passed 10-15-73; Am. Ord. 19-23, passed 12-12-23)

§ 32.003 DUTIES

- (A) The Planning Commission shall have all powers and duties as confirmed within Section 94 of the Piqua City Charter.
- (B) The Planning Commission shall review, recommend, and approve specific requests as defined within Title XV: Land Usage, Piqua Development Code Article 7.

ENERGY and UTILITY BOARD

§ 32.015 ESTABLISHMENT; MEMBERSHIP.

- (A) (1) There is established the City Energy and Utility Board.
- (2) The Board shall be composed of up to 12 members, two of which shall be City Commission members, and up to ten who shall be and remain residents of the city, and shall be appointed, or removed, at the pleasure of the City Commission.
- (3) The members of the Board shall serve without compensation, except Board members may be reimbursed for expenses incurred while carrying out their duties as Board

members. Board Members shall serve for five years, except that two of the original appointments shall be for one year, one shall be for two years, two shall be for three years, one shall be for four years, and two shall be for five years respectively. The term of appointment for the two City Commission members shall be for two years, to terminate and begin when the City Commission reorganizes as specified by the Charter.

(4) Vacancies, whether by resignation, removal, or otherwise, shall be filled in the usual manner by the City Commission for the remainder of the term. No citizen shall be eligible for appointment herein who is an employee of the city. No member of the Energy and Utility Board shall have financial interest or hold any position with any private organization active as, or serving citizens of the state, as a public or quasi-public energy- related utility during his or her term. The person shall profess belief in the desirability of municipal utility ownership and operation.

(B) The citizens proposed for appointment shall be considered on their ability and educational level in the fields of engineering, accounting, administration, and management; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities thereof.

('97 Code, § 33.35) (Ord. 23-81, passed 3-16-81; am. Ord. 32-81, passed 4-9-81; Am. Ord. 7-00, passed 1-17-00; Am. Ord. 19-23, passed 12-12-23)

§ 32.016 PROCEDURES; ORGANIZATION

(A) (1) The Energy and Utility Board shall meet upon there being business to discuss, but no less than once a quarter.

(2) All meetings of the Board shall be announced in advance and open to the public, with public meeting minutes being adopted formally.

(3) The members shall elect a Chairperson and a Vice-Chairperson annually. An election of officers of the Board shall be held at the first regular meeting of the year.. No Board member shall serve as Chairperson for more than three consecutive years.

(4) A majority of the voting members appointed to the Board shall constitute a quorum to do business. The affirmative vote of a majority of the voting members appointed to the Board shall be necessary for official actions, including adopting

any resolution or recommendation to the City Commission. However, in the absence of a quorum, a vote to adjourn may be adopted by a majority of the members present.

(5) The Power System Director shall cause the records of the Board to be prepared and preserved.

('97 Code, § 33.36) (Ord. 23-81, passed 3-16-81; Am. Ord. 2-13, passed 3-5-13; Am. Ord. 19-23, passed 12-12-23)

§ 32.017 DUTIES.

(A) The Board may make recommendations to the City Commission on the operation, management, and control of the municipal Utilities including Water, Wastewater, Underground Utilities, Stormwater, Refuse, and Electric Power. Recommendations made by the Board may relate to the following.

- (1) Expenditures, revenues, and charges to the Utility systems.
- (2) Annual budget and appropriation ordinances in relation to the Utility systems.
- (3) Relevant bond ordinances.
- (4) Large scale capital improvements and expansion plans for the various systems.
- (5) Utility rates and fees of the systems.
- (6) Efficient management and use of the systems and the rules and regulations thereof.
- (7) Any Utility-related issue the Board may deem pertinent to the concerns and operations within the jurisdiction of the city, and adjacent customers receiving utilities through the City of Piqua .

(B) All actions, functions, and responsibilities of the Energy and Utility Board are to be directed generally to those actions, functions, and responsibilities described above, and shall be consistent with the legal requirements of the Charter, federal and state laws, or other regulatory agencies having jurisdiction over the utilities. The adopted recommendations of the Energy and Utility Board shall not be binding, but shall be given priority consideration by the City Commission. (C) The Utility Director, Power Director, the City Manager, the Law Director, and the Finance Director shall, upon the Board's

request, supply assistance and information and assist the Board in administrative, legal, and financial aspects of the Board's recommendations and areas of responsibility.

('97 Code, § 33.37) (Ord. 23-81, passed 3-16-81; Am. Ord. 19-23, passed 12-12-23)

RECORDS COMMISSION

§ 32.050 ESTABLISHMENT; MEMBERSHIP

(A) (1) There is established a Records Commission.

(2) The Commission shall be composed of the City Manager or his or her appointed representative, as Chairperson, the Finance Director, the Law Director, and a citizen appointed by and serving at the pleasure of the City Manager. The Commission shall appoint a Secretary, who may or may not be a member of the Commission, and who shall serve at the pleasure of the Commission. The Commission may employ an Archivist to serve under its direction.

(3) The members of the Commission shall serve without compensation, except Commission members may be reimbursed for expenses incurred while carrying out their duties as Commission members.

(4) Vacancies, whether by resignation, removal, or otherwise, shall be filled in the usual manner for the remainder of the term. No citizen shall be eligible for appointment as the citizen representative herein who is an employee of the city.

(B) The citizen proposed for appointment shall be considered on their ability and educational level in the fields of administration and management; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities thereof.

§32.051 PROCEDURES; ORGANIZATION.

(A) (1) The Commission shall meet at least once every six months, and upon call of the Chairperson.

(2) All meetings of the Commission shall be announced in advance and open to the public, with public meeting minutes being adopted formally.

(3) The City Manager or his or her representative shall serve as Chairperson.

(4) A majority of the voting members appointed to the Board shall constitute a quorum to do business. The affirmative vote of a majority of the voting members appointed to the Board shall be necessary for official actions, including adopting any resolution or recommendation to the City Commission. However, in the absence of a quorum, a vote to adjourn may be adopted by a majority of the members present.

(5) The City Manager or his or her appointed representative shall cause the records of the Board to be prepared and preserved.

§ 32.052 DUTIES.

(B) The functions of the Commission shall be to provide rules for retention and disposal of records of the municipal corporation and to review applications for one-time records disposal and schedules of record retention and disposition submitted by municipal offices. Records may be disposed of by the Commission pursuant to the procedure outlined in this section. The Commission may at any time review any schedule it has previously approved, and for good cause shown, may revise that schedule.

(C) When municipal records have been approved for disposal, a list of the records shall be sent to the Auditor of State. If he or she disapproves of the action by the Records Commission, in whole or in part, he or she shall so inform the Commission within a period of 60 days, and these records shall not be destroyed. Before public records are disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of 60 days to select for its custody any public records it considers to be of continuing historical value.

(Ord. 4-00, passed 1-3-00; Am. Ord. 19-23, passed 12-12-23)

PUBLIC PARK BOARD

§ 32.060 ESTABLISHMENT; MEMBERSHIP.

(A) (1) There is established a Public Park Board.

(2) The Park Board shall be composed of up to twelve members, who shall be and shall remain residents of the city, and shall be appointed, or removed, at the pleasure of the City Commission.

(3) The members of the Board shall serve without compensation, except Board members may be reimbursed for expenses incurred while carrying out their duties as a Board member. Board members shall serve for five years, and shall be appointed in the first instance to serve one, two, three, four, and five years, respectively, and thereafter their successors shall be appointed to each serve for a term of five years.

(4) Vacancies, whether by resignation, removal, or otherwise shall be filled in the usual manner by the City Commission for the remainder of the term. No resident shall be eligible for appointment herein who is an employee of the city.

(B) The residents proposed for appointment shall be considered on their ability, education level, and interest in the city parks.

('97 Code, § 33.25) (Ord. 5-73, passed 3-19-73; Am. Ord. 58-75, passed 12-15-75; Am. Ord. 51-81, passed 8-17-81; Am. Ord. 19-23, passed 12-12-23)

§ 32.061 PROCEDURES; ORGANIZATION

(A) (1) The Board shall meet upon there being business to discuss, but no less than once a quarter.

(2) All meetings of the Board shall be announced in advance and open to the public, with public meeting minutes being adopted formally.

(3) The members shall elect a Chairperson and a Vice-Chairperson annually. An election of officers of the Board shall be held at the first regular meeting of the year. No Board member shall serve as Chairperson for more than three consecutive years.

(4) A majority of the voting members appointed to the Board shall constitute a quorum to do business. The affirmative vote of a majority of the voting members appointed to the Board shall be necessary for official actions, including adopting any resolution or recommendation to the City Commission. However, in the absence of a quorum, a vote to adjourn may be adopted by a majority of the members present.

(5) The Parks Department Director shall cause the records of the Board to be prepared and preserved.

('97 Code, § 33.26) (Ord. 5-73, passed 3-19-73; Am. Ord. 51-81, passed 8-17-81; Am. Ord. 2-13, passed 3-5-13; Am. Ord. 19-23, passed 12-12-23)

§ 32.062 DUTIES.

(A) The duties of the Board shall consist generally of inspecting city public parks and playgrounds, and making recommendations and suggestions to the City Manager and Parks Director for the equipping, managing, controlling, or maintaining thereof. The Board may also recommend rules and regulations for the public use of parks, which rules and regulations must be adopted by the City Commission to take effect. They shall make effective the provisions of this subchapter.

(B) The duties of the Board shall include studying, investigating, planning, advising, reporting, and recommending to the City Manager and the various departments of the city any action, program, plan, or legislation which the Board determines to be necessary or advisable for the care, preservation, trimming, planting, replanting, removal, or disposition of trees or shrubs in the public ways, streets, alleys, and upon properties owned, leased, or in any manner controlled by the city.

('97 Code, § 33.27)

(C) On the first Monday in each year, the Board shall make a written report to the City Commission on its proceedings, and shall at the same time submit to the Commission its suggestions for the proper operation, maintenance, and use of the public parks and playgrounds.

('97 Code, § 33.28) (Ord. 5-73, passed 3-19-73; Am. Ord. 33-80, passed 5-19-80; Am. Ord. 19-23, passed 12-12-23)

§ 32.075 [RESERVED]

§ 32.076 [RESERVED]

§ 32.077 [RESERVED]

BOARD OF ZONING APPEALS

§ 32.095 ESTABLISHMENT; MEMBERSHIP.

(A) There is established a Board of Zoning Appeals (BZA).

(1) The Board shall be composed of five members, who shall be and shall remain residents of the city, and shall be appointed, or removed, at the pleasure of the City Commission. The City Planner shall be a non-voting ex-officio member of the Board of Appeals. One member of the Planning Commission shall be a member of the BZA and will be appointed by the chair of the Planning Commission annually.

(2) The members of the Board shall serve without compensation, except Board members may be reimbursed for expenses incurred while carrying out their duties as Board members. Board members shall serve for five-years

3 The City Commission shall appoint members of the BZA and may remove any member of the Board for cause upon written charges after a public hearing.

(4) Vacancies, whether by resignation, removal, or otherwise, shall be filled in the usual manner by the City Commission for the remainder of the term. No citizen shall be eligible for appointment herein who is an employee of the city.

(B) The citizens proposed for appointment shall be considered on their ability and educational level in the fields of architecture, engineering, city planning, or related disciplines; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities thereof.

§ 32.096 DUTIES.

The Board shall have the duties and powers imposed by ordinance and this code. The Board shall hear appeals from decisions and adjudications under the city's zoning regulations made by the Community Services Director, City Planner, Code Compliance Coordinator, and other persons or administrative bodies authorized to administer and enforce the city's zoning regulations.

(Ord. 4-24, passed 5-21-24)

§ 32.097 PROCEDURES; ORGANIZATION.

(A) The BZA shall annually elect its own officers as well as adopt rules as necessary to allow for the efficient and effective management of meetings.

(B) Meetings shall be held at the call of the Chair and at any other times as the Board may determine.

(C) All meetings of the Board shall be announced in advance and open to the public, with public meeting minutes being adopted formally.

(D) The members shall elect a Chairperson and a Vice-Chairperson annually. An election of officers of the Board shall be held at the first regular meeting of the year. No Board member shall serve as Chairperson for more than three consecutive years.

(E) A majority of the voting members appointed to the Board shall constitute a quorum to do business. The affirmative vote of a majority of the voting members appointed to the Board shall be necessary for official actions, including adopting any resolution or recommendation to the City Commission. However, in the absence of a quorum, a vote to adjourn may be adopted by a majority of the members present.

(F) The City Planner shall cause the records of the Board to be prepared and preserved

(G) The Chair, or in his or her absence, the Vice-Chair may administer oaths and compel the attendance of witnesses.

(Ord. 4-24, passed 5-21-24)

§ 32.098 JURISDICTION.

(A) Any person, property owner, tenant, or any governmental officer, department, board, or bureau may apply for exception or variance from the strict applications of terms of the City of Piqua Development Code (Title XV), or appeal a decision of the enforcing officer to the Board of Appeals as defined within this Code.

(B) Any appeal of a ruling of the enforcing officer shall stay all proceedings unless the enforcing officer certifies that, by reason of acts pertaining to the matter in question, a stay may jeopardize the health, safety or welfare of the community thereof. When the certification is made, proceedings shall not be stayed except by a restraining order granted by the court of common pleas.

(Ord. 4-24, passed 5-21-24)

§ 32.099 POWERS.

The Board of Zoning Appeals shall have the powers and duties expressly identified in the Development Code (Title XV), specifically under Article 7.1.3.

(Ord. 4-24, passed 5-21-24)

CITY HISTORIC REVIEW COMMISSION

§ 32.110 ESTABLISHMENT; MEMBERSHIP.

(A) There is established a City Historic Review Commission (CHRC).

(1) The Commission shall be composed of six members who shall be and shall remain residents of the city; one of which shall be on the Board of the Piqua-Caldwell Historic District, as a full member, and one of which shall be a City Commission member, which will serve as an ex officio, non-voting member. The Board shall have the duties and powers imposed by ordinance and this code.

(2) Members shall serve without compensation, except Board members may be reimbursed for expenses incurred while carrying out their duties as Board members. Board members shall be appointed for a term of five years, except that of the members first appointed, one shall be for a term of one year, one for two years, one shall be for three years, one for four years, and one for five years.

(3) Vacancies, whether by resignation, removal, or otherwise, shall be filled in the usual manner by the City Commission for the remainder of the term. No citizen shall be eligible for appointment herein who is an employee of the city.

(B) The citizens proposed for appointment shall be considered on their ability and educational level in the fields of architecture, architectural history, history, archaeology, planning, or related disciplines; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities thereof.

(C) The City Commission shall appoint members of the CHRC and may remove any member of the Commission for cause upon written charges after a public hearing.

(D) Vacancies on the CHRC shall be filled within 60 days by the City Commission unless extenuating circumstances require a longer period.

(Ord. 4-24, passed 5-21-24)

§ 32.111 PROCEDURES; ORGANIZATION.

(A) Meetings shall be held at the call of the Chair and at any other times as the Commission may determine, but at least quarterly (four times per year).

(B) All meetings of the Commission shall be announced in advance and open to the public, with public meeting minutes being adopted formally.

(C) The members shall elect a Chairperson and a Vice-Chairperson annually. An election of officers of the Board shall be held at the first regular meeting of the year. No Board member shall serve as Chairperson for more than three consecutive years.

(D) A majority of the voting members appointed to the Commission shall constitute a quorum to do business. The affirmative vote of a majority of the voting members appointed to the Commission shall be necessary for official actions, including adopting any resolution or recommendation to the City Commission. However, in the absence of a quorum, a vote to adjourn may be adopted by a majority of the members present.

(E) The Community Services Department Representative shall cause the records of the Board to be prepared and preserved.

(F) Staff in the Community Services Department shall produce an annual report in conjunction with the CHRC that is published annually and available for public inspection.

(Ord. 4-24, passed 5-21-24)

§ 32.112 POWERS.

(G) The CHRC shall have the powers and duties expressly identified in Chapter 99 Piqua Historic Preservation Ordinance, specifically § 99.05(B).

(Ord. 4-24, passed 5-21-24)

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.2.

MEETING DATE	August 19, 2025
REPORT TITLE	Ordinance No. O-12-25 (First Reading) An amended Ordinance to make appropriations for the City of Piqua, Ohio for the year 2025
SUBMITTED BY	Jerry O'Brien, Director Finance
AGENDA CLASSIFICATION	Ordinance
BACKGROUND	The changes to the appropriations are due to changes in plans and unforeseen circumstances at the time the 2025 budget was completed. SECTION 1: The increase in general government operations and maintenance is to pay property taxes for Springcreek and Washington Townships according to the agreements with those entities. The increase in capital outlay is to fund the Piqua Battery property project and the property acquisition at 123 W. Water Street. The increase in transfers out from the General Fund is for debt service payments SECTION 2: In the Street Maintenance Fund (101), \$95,000 is being reclassified from operations and maintenance to capital for message boards and a striping machine. There is an increase of \$500,000 in operations and maintenance for additional street resurfacing. The \$405,000 is the net of the increase for resurfacing and the decrease of the reclassification to capital. SECTION 3: The decrease in operations and maintenance is to move funds to capital outlay for the ADA ramp project. The remainder of the increase in capital outlay is a payment to ODOT to close out the GMR trail bridge project. SECTION 4: The increase in the Parks Fund is to fund the activity for the Loft

	rentals.	
	SECTION 5: Appropriations in the Fire Department budget are being reduced to bring them into line with estimated revenues.	
	Appropriations in the Police Department budget are being reduced to bring them into line with estimated revenues.	
	There is an increase in the Police capital outlay due to the donation of a trailer. The donation was recorded as a memo entry with an equal increase to revenues and expenditures.	
	SECTION 6: This increase is to pay debt service obligations.	
	SECTION 7: The increase is to reissue the bond anticipation note in the Lock 9 Fund and pay down the principal as well as current year interest.	
	SECTION 8: These funds are being transferred from the Scott Drive Redevelopment Fund to the Debt Service Fund to be used to pay debt service payments on the 2023 Nontax Revenues Bonds.	
	SECTION 9: The increase in the Power Fund is for a study for AMP.	
	SECTION 10: The increase in the Water Fund is to fund our on-going effort to upgrade meters.	
	SECTION 11: The increase in the Wastewater Fund is to fund our on-going effort to upgrade meters.	
	SECTION 12: The increase in the Golf Fund is for the door system upgrade.	
	SECTION 13: The increase in the Stormwater Fund is for equipment repair and replacement and project design work.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	\$4,003,353 net increase in appropriations
	Expenditure \$:	
	Source of Funds:	various funds

	Narrative:	
ATTACHMENTS	1.	Reappropriation - August 19 2025

ORDINANCE NO. O-12-25
AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE
CITY OF PIQUA, OHIO FOR THE YEAR 2025

BE IT ORDAINED by the Commission of the City of Piqua, Miami County
Ohio, the majority of all members elected or appointed thereto concurring

SEC. 1: That there be appropriated from the GENERAL FUND (001)

<u>ACCOUNT</u>	<u>2025 BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>2025 REVISED BUDGET</u>
<u>General Government</u>			
Operation and Maintenance	\$1,081,930	\$120,843	\$1,202,773
Capital Outlay (including labor)	\$0	\$485,000	\$485,000
TOTAL	\$1,081,930	\$605,843	\$1,687,773
<u>Transfers</u>			
Transfer to Parks Fund 105	\$1,807,500		\$1,807,500
Transfer to Safety Fund 106	\$3,600,000		\$3,600,000
Transfer to Forest Hill Mausoleum Fund 110	\$25,000		\$25,000
Transfer to Pro Piqua Fund 128	\$30,000		\$30,000
Transfer to Nontax Revenue Bonds 263	\$0	\$112,563	\$112,563
Transfer to Capital Improvement Bonds 264	\$63,383		\$63,383
Transfer to Golf 409	\$75,000		\$75,000
Transfer to Fort Piqua Plaza 410	\$442,537		\$442,537
TOTAL	\$6,043,420	\$112,563	\$6,155,983

SEC. 2: That there be appropriated from the STREET DEPARTMENT FUND (101)

Personal Services/Administrative Support	\$1,889,748		\$1,889,748
Operation and Maintenance	\$2,606,267	\$405,000	\$3,011,267
Capital Outlay (including labor)	\$1,267,500	\$95,000	\$1,362,500
TOTAL	\$5,763,515	\$500,000	\$6,263,515

SEC. 3: That there be appropriated from the STREET INCOME TAX FUND (103)

Operation and Maintenance	\$1,477,541	(\$250,000)	\$1,227,541
Capital Outlay (including labor)	\$3,005,000	\$1,395,124	\$4,400,124
TOTAL	\$4,482,541	\$1,145,124	\$5,627,665

SEC. 4: That there be appropriated from the PARK AND RECREATION FUND (105)

Personal Services/Administrative Support	\$840,284		\$840,284
Operation and Maintenance	\$995,344	\$30,000	\$1,025,344
Capital Outlay (including labor)	\$650,000		\$650,000
TOTAL	\$2,485,628	\$30,000	\$2,515,628

SEC. 5: That there be appropriated from the PUBLIC SAFETY FUND (106)

<u>009 Fire Department</u>			
Personal Services/Administrative Support	\$4,834,881	(\$15,300)	\$4,819,581
Operation and Maintenance	\$1,140,580		\$1,140,580
Capital Outlay (including labor)	\$579,901	(\$12,000)	\$567,901
Transfer to Fire Department Ladder Truck 344	\$300,000		\$300,000
TOTAL	\$6,855,362	(\$27,300)	\$6,828,062

<u>014 Police Department</u>			
Personal Services/Administrative Support	\$5,690,126	(\$15,300)	\$5,674,826
Operation and Maintenance	\$963,287		\$963,287
Capital Outlay (including labor)	\$223,049	\$6,525	\$229,574
TOTAL	\$6,876,462	(\$8,775)	\$6,867,687

SEC. 6: That there be appropriated from the NONTAX REVENUE BONDS '23
DEBT SERVICE FUND (263)

Non Government/Transfers/Refunds	\$166,157	\$112,563	\$278,720
TOTAL	\$166,157	\$112,563	\$278,720

SEC. 7: That there be appropriated from the LOCK 9 PARK IMPROVEMENTS FUND (342)

Operation and Maintenance	\$20,000	\$5,000	\$25,000
Capital Outlay (including labor)	\$0		\$0
Non Government/Transfers/Refunds	\$132,631	\$970,000	\$1,102,631
TOTAL	\$152,631	\$975,000	\$1,127,631

SEC. 8: That there be appropriated from the SCOTT DR REDEVELOPMENT FUND (343)

Non Government/Transfers/Refunds	\$20,000	\$127,335	\$147,335
TOTAL	\$20,000	\$127,335	\$147,335

SEC.9: That there be appropriated from the POWER SYSTEM FUND (401)

Personal Services/Administrative Support	\$2,812,170		\$2,812,170
Operation and Maintenance	\$37,279,301	\$10,000	\$37,289,301
Capital Outlay (including labor)	\$1,989,825		\$1,989,825
Overhead Transfers	(\$175,000)		(\$175,000)
TOTAL	\$41,906,296	\$10,000	\$41,916,296

SEC. 10: That there be appropriated from the WATER SYSTEM FUND (403)

Personal Services/Administrative Support	\$1,821,858		\$1,821,858
Operation and Maintenance	\$4,255,463	\$120,000	\$4,375,463
Capital Outlay (including labor)	\$2,488,358		\$2,488,358
Non Government/Transfers/Refunds	\$2,665,135		\$2,665,135
TOTAL	\$11,230,814	\$120,000	\$11,350,814

SEC. 11: That there be appropriated from the WASTEWATER SYSTEM FUND (404)

Personal Services/Administrative Support	\$1,689,876		\$1,689,876
Operation and Maintenance	\$2,846,209	\$120,000	\$2,966,209
Capital Outlay (including labor)	\$2,420,358		\$2,420,358
Non Government/Transfers/Refunds	\$2,563,418		\$2,563,418
TOTAL	\$9,519,861	\$120,000	\$9,639,861

SEC. 12: That there be appropriated from the GOLF COURSE FUND (409)

Operation and Maintenance	\$930,364		\$930,364
Capital Outlay (including labor)	\$170,064	\$31,000	\$201,064
TOTAL	\$1,100,428	\$31,000	\$1,131,428

SEC. 13: That there be appropriated from the STORMWATER UTILITY FUND (411)

Personal Services/Administrative Support	\$286,062		\$286,062
Operation and Maintenance	\$643,335		\$643,335
Capital Outlay (including labor)	\$270,608	\$150,000	\$420,608
Non Government/Transfers/Refunds	\$80,295		\$80,295
TOTAL	\$1,280,300	\$150,000	\$1,430,300

SEC. 14: That the sum appropriated are actual expenditures for goods and services or other government functions performed in the calendar year 2025. Future commitments representing encumbrances of fund balance or future receipts will be appropriated in the future year when those services or goods are rendered to the city

SEC. 15: That the sums expended from the appropriations and which are proper charges against any other department or against any person, firm or corporation which are repaid with the period covered by such appropriation shall be considered reappropriated for such original purposes; provided, that the net total of expenditures under an item of said appropriations shall not exceed the amount of the item.

SEC. 16: That the Director of Finance is hereby authorized and directed to draw his warrant upon the City Treasury for the amounts appropriated in this order when claims are properly presented and approved, the same to be chargeable to the appropriations for the year 2025 when passed and legally contracted for in conformity by law

SEC. 17: That the Finance Director at the discretion of the City Manager make temporary advances from the General Fund to any Fund to cover temporary shortages of cash until revenues or permanent transfers become available to repay that temporary advance. That these advances may not exceed \$1,000,000 in the aggregate no extend past December 31, 2025; except those that are to be reimbursed by federal, state or other grant programs that were previously approved by this Commission.

SEC. 18: That all ordinances, or parts of ordinances, inconsistent with this ordinance be and they are hereby repealed.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____

CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by _____

seconded by _____ and on roll call the following vote ensued:

Mayor Kris Lee _____

Commissioner Thomas Hohman _____

Commissioner James Vetter _____

Commissioner Paul Simmons _____

Commissioner Frank DeBrosse _____

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.3.

MEETING DATE	August 19, 2025	
REPORT TITLE	Ordinance No. O-13-25 (First Reading) An ordinance authorizing the issuance of not to exceed two million eight hundred thirty thousand dollars (\$2,830,000) of notes in anticipation of bonds for the purpose of paying the costs of construction, acquisition and equipping of, park improvements, facilities and all appurtenances relating thereto, refunding outstanding notes previously issued in anticipation of such bonds and paying the related costs of issuance thereof, and declaring an emergency.	
SUBMITTED BY	Jerry O'Brien, Director Finance	
AGENDA CLASSIFICATION	Ordinance	
BACKGROUND	Ordinance O-9-23 passed by Commission September 5, 2023, authorized the issuance of a note in anticipation of the issuance of bonds for the purpose of financing the construction of park improvements in Lock 9 Park. This note was an internal borrowing of funds in which the Lock 9 Capital Improvement Fund borrowed \$5.8 million from the Wastewater Fund. The note was a one year note and matured on September 26, 2024. The note was refunded as a new note in the amount of \$3,800,000 with a principal payment of \$2,000,000 and an interest payment of \$226,738.44 to the Wastewater Fund. The note will mature on September 25, 2025, and will be refunded as a new note with an outstanding principal balance of \$2,830,000. We will pay \$970,000 principal and \$132,630.56 interest to the Wastewater Fund. The funds used to pay the principal and interest are funds remaining after completing the Lock 9 Park project.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	\$1,102,630.56
	Expenditure \$:	
	Source of Funds:	

	Narrative:	
ATTACHMENTS	1.	City of Piqua - 2025 Park Impr Internal Ref BANS - Renewal Ordinance

CERTIFICATE OF ESTIMATED LIFE AND MAXIMUM MATURITY

To: The Commission of the
City of Piqua, Ohio

The undersigned Finance Director of the City of Piqua, Ohio (the "City") as the fiscal officer of the City, hereby certifies as follows:

1. The estimated life or period of usefulness of the permanent improvements described as follows (the "Improvements") exceeds five (5) years:

Financing the construction, acquisition and equipping of park improvements, facilities and appurtenances related thereto; and refunding outstanding notes previously issued for such purposes

The maximum maturity of the bonds proposed to be issued to pay the cost of the Improvements, calculated in accordance with Ohio Revised Code Section 133.20 is twenty-seven (27) years; provided that if notes are issued in anticipation of the issuance of such bonds, the maximum maturity of such notes being eighteen (18) years.

Dated: September 16, 2025

Finance Director
City of Piqua, Ohio

ORDINANCE NO. O-13-25

AN ORDINANCE AUTHORIZING THE ISSUANCE OF NOT TO EXCEED THE SUM OF TWO MILLION EIGHT HUNDRED THIRTY THOUSAND DOLLARS (\$2,830,000) OF NOTES IN ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF PAYING THE COSTS OF CONSTRUCTION, ACQUISITION, AND EQUIPPING OF PARK IMPROVEMENTS, FACILITIES AND ALL APPURTENANCES RELATING THERETO, REFUNDING OUTSTANDING NOTES PREVIOUSLY ISSUED IN ANTICIPATION OF SUCH BONDS AND PAYING THE RELATED COSTS OF ISSUANCE THEREOF, AND DECLARING AN EMERGENCY.

WHEREAS, the City Commission (the "Commission") of the City of Piqua, Ohio (the "City") issued its "Park Improvement Notes, Series 2023" dated September 27, 2023 in the amount of \$5,800,000 (the "2023 Outstanding Notes") in anticipation of the issuance of the Bonds described and defined herein, which 2023 Outstanding Notes matured on September 26, 2024; and

WHEREAS, the Commission of the City issued its "Park Improvement Refunding Notes, Series 2024" dated September 26, 2024 in the amount of \$3,800,000 (the "Outstanding Notes") in anticipation of the issuance of the Bonds described and defined herein, which Outstanding Notes refunded the 2023 Outstanding Notes and will mature on September 25, 2025; and

WHEREAS, the City anticipates that it will pay down principal of the Outstanding Notes in the amount of \$970,000 and interest in the amount of \$132,630.56 on the Outstanding Notes; and

WHEREAS, it is advisable in lieu of issuing the Bonds at this time to issue new notes in anticipation of the issuance of said Bonds and to retire the Outstanding Notes; and

WHEREAS, the Finance Director of the City of Piqua, Ohio (the "City") has certified to this Commission that the estimated life of the improvements stated in the title of this Ordinance that are to be financed with the proceeds of bonds and notes hereinafter referred to exceeds 5 years, the maximum maturity of bonds being twenty (27) years and notes being eighteen (18) years;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF PIQUA, STATE OF OHIO, THAT:

SEC. 1: It is hereby declared necessary to issue bonds (the "Bonds") of the City in the amount of not to exceed the sum of \$2,830,000, for the purpose described in the title of this Ordinance.

SEC. 2: The Bonds shall be dated prior to the maturity date of the Notes (as defined in Section 3 hereof), shall bear interest at the maximum average annual interest rate presently estimated to be five per centum (5.00%) per annum, payable semiannually until the principal sum is paid or provision for payment has been duly made therefor. The Bonds shall mature in twenty-seven (27) annual installments. Debt service payments on the Bonds in years in which principal of the Bonds is payable shall be substantially equal.

SEC. 3: It is necessary to issue and this Commission hereby determines that notes (the "Notes") in the principal amount of not to exceed the sum of \$2,830,000 shall be issued in anticipation of such Bonds. Such anticipatory note shall bear interest at a rate not to exceed four percent, 4.0%, per annum, payable annually. Such Note shall be dated September 24, 2025 or such other date as determined by the Finance Director, and shall mature September 23, 2026, or such date as determined by the Finance Director. The Notes shall be designated as "Park Improvement Refunding Notes, Series 2025" or as otherwise determined by the Finance Director, along with other terms that are not inconsistent with this Ordinance, that may be provided in a Certificate of Fiscal Officer Relating to Terms of Notes ("Certificate of Fiscal Officer") executed by the Finance Director.

SEC. 4: The Finance Director is hereby authorized and directed to execute the Certificate of Fiscal Officer setting forth and determining such final terms and other matters pertaining to the Notes, including, but not limited to, the principal amount of the Notes, as required by, and is consistent with, the terms of this Ordinance.

SEC. 5: Such Note shall be executed by the City Manager and Finance Director and shall bear the seal of the City, if any. It shall be payable at Piqua, Ohio and shall express upon its face the purpose for which it is issued and that it is issued pursuant to this Ordinance.

SEC. 6: Said Note shall be offered to the officer in charge of the Bond Retirement Fund for investment in such fund and if not taken by said fund shall be offered to the officers in charge of the treasury investment account for purchase, and if said Note is not so taken, it shall be sold by the treasurer at private sale for not less than par and accrued interest and at the interest rate specified in the offer of the purchaser which shall not exceed the rate mentioned in section three hereof. Proceeds of said sale shall be paid into the Park Improvements Project Fund.

SEC. 7: The City of Piqua hereby covenants that it will restrict the use of the proceeds of the Note in such manner and to such extent, if any, as may be necessary, after taking into account reasonable expectations at the time the debt is incurred, so that they will not constitute arbitrage bonds under section 103(c) of the Internal Revenue Code and the regulations prescribed under that section. The fiscal officer or any other officer including the Clerk of Commission having responsibility with respect to the issuance of these Notes is authorized and directed to give an appropriate certificate on behalf of the City of Piqua, for inclusion in the transcript of proceedings, setting forth the facts, estimates and circumstances and reasonable expectations pertaining to said section 103(c) and regulations thereunder.

SEC. 8: Said Note shall be the full general obligation of the City and the full faith, credit and revenue of said City are hereby pledged for the prompt payment of same. The par value to be received from the sale of the bonds anticipated by said Note and any excess funds resulting from the issuance of said Note shall to the extent necessary be used only for the retirement of said Note at maturity, together with interest thereon and is hereby pledged for such purpose.

SEC. 9: During the year or years while such Note runs there shall be levied on all taxable property in said City in addition to all other taxes, a direct tax annually not less than that which would have been levied if bonds had been issued therefore without the prior issue of said Note. Said tax shall be and is hereby ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner and at the same time that taxes for general purposes for each of said years are certified, extended and collected. Said tax shall be place before and in preference to all other items and shall be for the full amount thereof. The funds derived from said tax levies hereby required shall be placed in a separate and distinct

fund, which, together with interest collected on the same, shall be irrevocably pledged for the payment of the principal and interest of said Notes or Bonds in anticipation of which they are issued when and as the same falls due.

SEC. 10: It is hereby determined and recited that all acts, conditions and things necessary to be done, precedent to and in the issuing of said Note in order to make it legal, valid and binding obligation of the City of Piqua have happened, been done and performed in regular and due form and as required by law; and that no limitation of indebtedness or taxation, either statutory or constitutional, will have been exceeded in the issuance of said Note.

SEC. 11: It is found and determined that all formal actions of this Commission concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Commission and that all deliberation of this Commission and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including Revised Code Section 121.22

SEC. 12: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Mayor

PASSED:_____

ATTEST:_____
CLERK OF THE COMMISSION

The Motion to adopt the foregoing Ordinance was offered by _____ and seconded by _____ and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Frank DeBrose	_____
Commissioner Thomas Homan	_____
Commissioner Paul Simmons	_____
Commissioner James Vetter	_____

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.4.

MEETING DATE	August 19, 2025	
REPORT TITLE	Ordinance No. O-14-25 (First Reading) An ordinance authorizing the establishment of the 2025 Bonds Capital Projects Fund.	
SUBMITTED BY	Jerry O'Brien, Director Finance	
AGENDA CLASSIFICATION	Ordinance	
BACKGROUND	The City wishes to proceed with several capital projects in 2025 and 2026. Staff will be bringing legislation to Commission for their consideration to issue bonds to fund the projects. This ordinance establishes the bond capital projects fund so that it will be in place when the bonds are issued.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	\$0
	Expenditure \$:	
	Source of Funds:	bond proceeds
	Narrative:	
ATTACHMENTS	1. Ordinance Establishing the 2025 Capital Projects Fund	

ORDINANCE NO. O-14-25

**AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF THE 2025 BONDS
CAPITAL PROJECTS FUND**

WHEREAS, Ohio Revised Code Section 5705.09(E) authorizes the City to establish a capital projects fund for the purpose of receiving the proceeds of a bond issue, and

WHEREAS, The City of Piqua intends to issue bonds in 2025 to fund various capital improvement projects, and

WHEREAS, The City Commission wishes to create a capital projects fund to account for the proceeds of the bond issuance according to the requirements in the debt covenant.

NOW, THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

SEC. 1: The City Commission authorizes the creation of the 2025 Bonds Capital Projects Fund.

SEC. 2: The Fund shall be used to account for the 2025 Capital Improvement Bonds issuance. Expenditures of the bond proceeds shall be restricted to the allowable expenditures described in the bond issuance documents. Any proceeds remaining after the completion of all projects shall be transferred out of the fund according to the Ohio Revised Code and bond covenant requirements.

SEC. 4: This ordinance shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by_____,
seconded by_____, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.5.

MEETING DATE	August 19, 2025	
REPORT TITLE	Resolution No. R-89-25 A Resolution authorizing the City Manager to enter into an agreement for engineering services with Fishbeck for Smoke Testing Services Phase 4	
SUBMITTED BY	Kevin Krejny, Director Underground Utilities	
AGENDA CLASSIFICATION	Resolution	
BACKGROUND	Phase 4 of 5 for smoke testing services to identify sanitary and storm water cross connections and improper sanitary connections within the Piqua sanitary sewer system.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	\$125,000
	Expenditure \$:	129,400
	Source of Funds:	404 - sewer operating funds. Contracted services 404-491-930-7553
	Narrative:	Phase 4 of 5 of this processes. With data and information being used in a large scale sanitary sewer rehabilitation and replacement project in 2027.
ATTACHMENTS	1. LP and PSA_Piqua Wastewater Collection System Smoke Testing_2024_0917 (1)	

Resolution No. R-89-25

A Resolution authorizing the City Manager to enter into an agreement for engineering services with Fishbeck for Smoke Testing Services Phase 4

WHEREAS, The City owns and operates its Wastewater Collection System and the Piqua Wastewater Treatment Plant (WWTP); and

WHEREAS, During heavy rainfall events, the City sees very quick response and large increase in flow volumes from the flow meter at the headwords of the WWTP; and

WHEREAS, From November of 2022 through 2024, Fishbeck and City personnel conducted collection system smoke testing for the southern and downtown areas on the west side of the Great Miami River. Upon reviewing smoke testing and flow monitoring data collected in 2023 and 2024, the City requested that Fishbeck assist the City with further investigation of the areas having the greatest potential for inflow: and

WHEREAS, It was determined that additional smoke testing should be conducted in 2025 and include the area from the low-level dam to East Main Street on the east side of the Great Miami River. The northwest area of the City was also identified as a significant source of inflow based on the results of the flow monitoring study and due to the prevalence of footing drains in this residential area.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: The City Manager is authorized to enter into a contract with Fishbeck for smoke testing services Phase 4.
- SEC. 2: The Finance Director certifies that funds are available and is hereby authorized to draw his warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$129,400.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____

September 17, 2024

Kevin Krejny
Utilities Superintendent
City of Piqua
121 Bridge Street
Piqua, OH 45356

**Proposal for Engineering Services
Wastewater Collection System – Smoke Testing Services Phase 4**

Fishbeck is pleased to submit this proposal to provide the City of Piqua (City) with smoke testing services for the Wastewater Collection System.

Statement of Understanding

The City owns and operates its Wastewater Collection System and the Piqua Wastewater Treatment Plant (WWTP). During heavy rainfall events, the City sees a very quick response and large increase in flow volumes from the flow meter at the headworks of the WWTP.

From November of 2022 through 2024, Fishbeck and City personnel conducted collection system smoke testing for the southern and downtown areas on the west side of the Great Miami River. Upon reviewing smoke testing and flow monitoring data collected in 2023 and 2024, the City requested that Fishbeck assist the City with further investigation of the areas having the greatest potential for inflow. It was also determined that additional smoke testing should be conducted in 2025 and include the area from the low-level dam to East Main Street on the east side of the Great Miami River. The northwest area of the City was also identified as a significant source of inflow based on the results of the flow monitoring study and due to the prevalence of footing drains in this residential area.

Scope of Services

Fishbeck will provide the following scope of services pertaining to the City's Wastewater Collection System. Fishbeck understands that the City has a camera for televising sanitary sewers and assist the City in identifying areas where this information will be most helpful.

Task 1: Investigation of Previously Observed Cross-Connections

In 2025, Fishbeck will begin smoke testing services by discussing any repairs the City has conducted of the previously smoke tested areas. Fishbeck will then provide the City with additional investigation of the remaining locations to locate the source(s) of inflow. This investigation will include a review of any available record drawings as well as a field investigation of the roof drains, manholes and inlets where cross-connections have been noted. Dye-testing will be utilized where necessary to verify cross-connections. Fishbeck has included up to 80 hours of field investigation (2 people for 40 hours each) for this effort. Any field work requiring a right-of-entry for private property will be coordinated with the City. Upon completion of the field work, Fishbeck will develop a list of specific projects that may be implemented by the City. Cost estimates will be provided for these projects such that the City can budget for them. This list will subsequently be updated and finalized at the end of Task 4.

Tasks 2 and 3: Smoke Testing

During Task 2, smoke testing will be conducted in the East Main Street Neighborhood near Shawnee Park (bounded by East Main Street, the Great Miami River, 5th Street, and the CSX Railroad). This area is tributary to Flow Meter 3 and was previously identified as having a high potential for inflow.

During Task 3, smoke testing will occur in the northwest area of the City (north of High Street and west of the Forest Ave and Washington Avenue). This area has been identified as having a high potential for inflow due to the presence of foundation drains in this area.

The areas to be smoke tested during each of these tasks are delineated on the attached Figure 1. During both smoke testing tasks Fishbeck will:

- Meet with City staff to confirm the scope of the project and location of the manholes to be accessed during the smoke testing program.
- Provide the City with an approximate schedule for the work to allow notification of the residents and businesses at least one week in advance and update the City daily on progress.
- Provide the City with doorhangers, such that City personnel may distribute notification to residential customers and businesses in the area prior to the smoke testing activities. The City will also notify the fire department of the plan for smoke testing.
- Provide a three-person crew to perform smoke testing in the designated areas.
- Introduce smoke into the system with a blower at manholes in the study area and observe/document locations where the smoke exits.
- Observe and photograph locations where smoke appears from potential cross connections with the storm sewer system or private drainage structures.
- Document the results of the testing and identify possible connections of the sanitary sewer to the storm system or private drainage structures observed during the inspection.

It is our understanding that access to the manholes along the planned smoke testing route is acceptable and authorized in advance with no high traffic areas requiring traffic control. It is also our understanding that the City will provide staff as necessary to assist with the testing.

Task 4: Report and Meetings

During Task 4, Fishbeck will prepare a report summarizing the findings of the field investigations from Task 1 and smoke testing conducted during Tasks 2 and 3. The projects and cost estimates developed during Task 1 will be updated to reflect the findings of both the 2025 Smoke Testing and Flow Monitoring.

Schedule

The Task 1 investigations of previously smoke tested areas will be conducted during the first half of 2025.

Tasks 2 and 3 consist of smoke testing and will be conducted during the drier, late summer months such that the dry conditions will facilitate smoke permeating through dry and cracked clay soil and help identify deteriorated infrastructure. We anticipate that the Task 2 area can be completed within 5 business days and that the Task 3 area can be completed in 10 business days.

During Task 4, a draft summary report will be developed within two months of completion of the field activities noted in Tasks 1 through 3. The draft report will be provided in advance of a meeting with the City to discuss findings from the field activities. After the review meeting, Fishbeck will update the report and submit the final document to the City.

Professional Services Fees

We propose to complete the tasks as outlined in the scope of services for a not-to-exceed fee of One Hundred Twenty-Nine Thousand, Four Hundred Dollars (\$129,400), including expenses, which will be divided as follows:

Task	Description	Fees
1	Investigation of Previously Observed Cross-Connections	\$25,600
2	Smoke Testing in the East Main Street Neighborhood	\$24,500
3	Smoke Testing of the Northwest Area	\$58,500
4	Report and Meetings	\$20,800
Total		\$129,400

These services will be provided as needed and will be invoiced only to the extent that time and expenses are incurred in relation to the scope of services described herein. Invoices will be submitted every four weeks and payment is due upon receipt. The budget will not be exceeded without prior authorization from the City of Piqua.

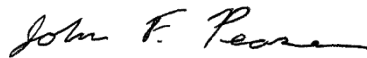
Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Dawn M. Smith (dmsmith@fishbeck.com). This proposal is made subject to the attached Terms and Conditions for Professional Services.

Closing

If you have any questions or require additional information, please contact me at 513.247.8577 or jpease@fishbeck.com.

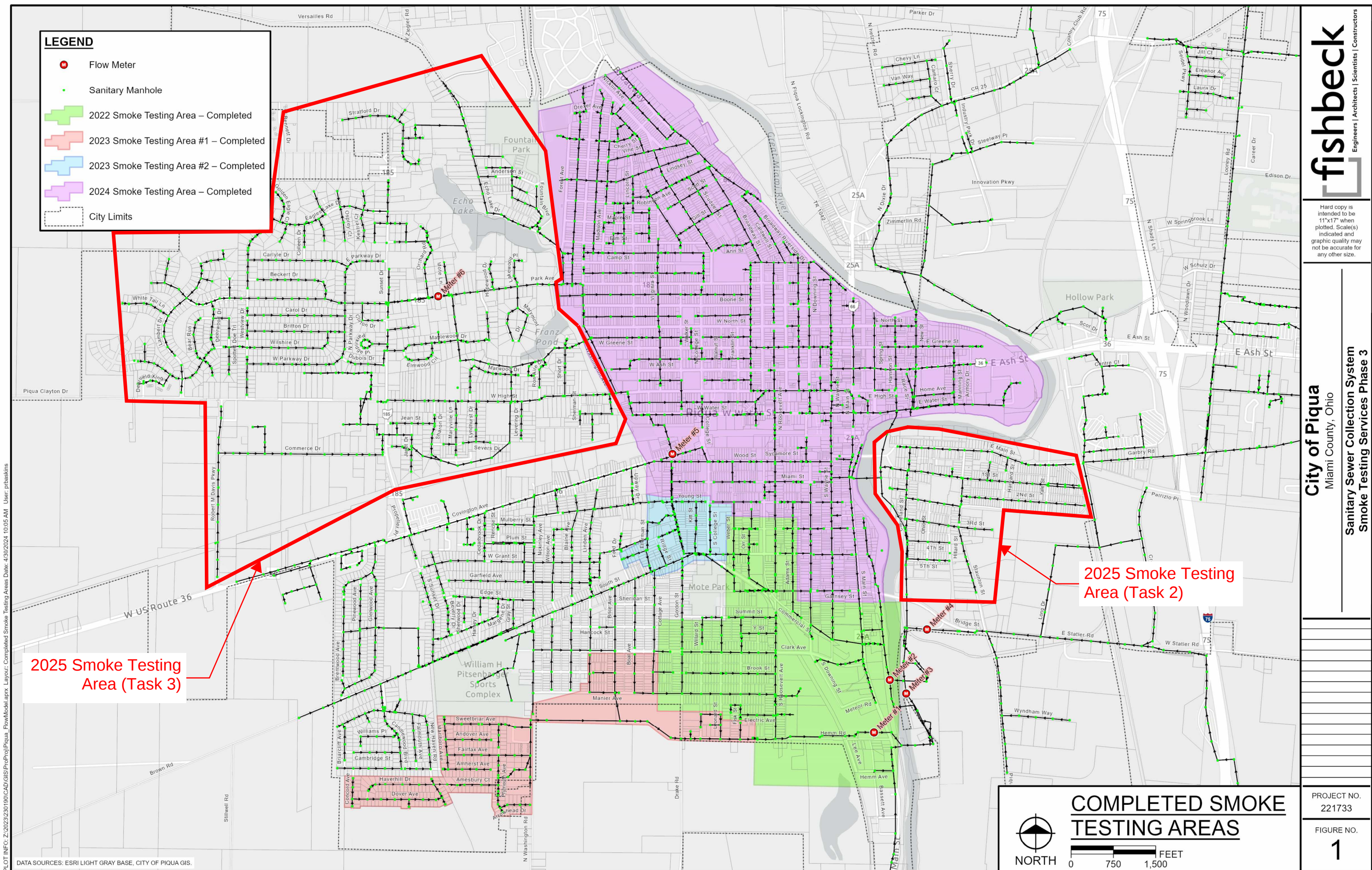
Sincerely,


John Pease, PE
Water and Wastewater Engineer


Allen J. Aspacher, PE
Vice President

By email
Attachments

Copy: Jeffrey J. Brown, PE – Fishbeck



Professional Services Agreement

PROJECT NAME Wastewater Collection System – Smoke Testing Services Phase 4
FISHBECK CONTACT John Pease, PE
CLIENT CONTACT Kevin Krejny
CLIENT City of Piqua, 121 Bridge Street, Piqua, OH 45356

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: In accordance with Fishbeck proposal dated September 17, 2024.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- ☒ Terms and Conditions for Professional Services
- ☒ Proposal Dated: September 17, 2024.
- ☐ Other:

METHOD OF COMPENSATION:

- ☐ Lump Sum for Defined Scope of Services
- ☒ Hourly Billing Rates Plus Reimbursable Expenses
- ☐ Other:

Budget for Above Scope of Services: Not-to-exceed fee of One Hundred Twenty-Nine Thousand, Four Hundred Dollars (\$129,400).

ADDITIONAL PROVISIONS (IF ANY): N/A

APPROVED FOR:

City of Piqua

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE:  _____

NAME: _____

TITLE: _____

DATE: _____

Allen J. Aspacher, PE

Vice President

September 17, 2024

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method of authorization, these Terms and Conditions shall prevail as the basis of Client's Agreement with Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all requirements, criteria, data, and information for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Client shall reimburse Fishbeck for costs incurred on or directly for Client's Project. Reimbursements shall be at Fishbeck's current rate for mileage for vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions or estimates provided by Fishbeck as to probable construction costs or total project costs will be based on Fishbeck's experience, judgment, qualifications, and general familiarity with the construction industry. Because Fishbeck has no control over market conditions or bidding procedures, Fishbeck does not warrant that actual bids, construction costs, or total project costs will not vary from Fishbeck's opinions or estimates.
6. **PROFESSIONAL STANDARDS.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of the subject professional discipline practicing under similar circumstances at the same time and in the same locality. Fishbeck may use or rely upon design elements and information customarily provided by others. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a reasonable termination charge for services and costs attributable to termination and costs necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued every 4 weeks, and will be due and payable upon receipt, unless otherwise agreed. Amounts not paid within 28 days from date of invoice shall accrue interest at a rate of 1 percent per 4-week period. Payments made thereafter will be applied first to accrued interest, and then to unpaid principal. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers' compensation insurance for Client's employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

14. **INDEMNIFICATION.** Fishbeck will indemnify and hold Client harmless from any third party claim, damage, or liability for injury or loss sustained by any third party, for which Client is legally obligated to pay, to the extent caused by Fishbeck's negligence. Client will defend, indemnify, and hold Fishbeck harmless from any claim, damage, liability, or defense cost arising from this Agreement for injury or loss sustained by any third party except to the extent caused by the negligence of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** To the fullest extent permitted by law, Client and Fishbeck waive special, incidental, indirect, and consequential damages for claims arising out of, resulting from, or in any way relating to this Agreement or the Project, including, but not limited to, loss of business, use, income, profit, financing, productivity, and reputation.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck's reasonable collection expenses including attorney's fees.

17. OWNERSHIP OF WORK PRODUCT. Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client's risk and full legal responsibility, without liability to Fishbeck, and Client shall defend, indemnify, and hold Fishbeck harmless from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. ELECTRONIC MEDIA. Data, reports, drawings, specifications, and other material and deliverables will be transmitted to Client in either hard copy, digital, or both formats. If a discrepancy or conflict with the transmitted version occurs, the version of the material or document residing on Fishbeck's computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. GENERAL CONSIDERATIONS. Client and Fishbeck each are hereby bound, and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck may assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed exclusively by the laws of the State of Michigan, and any action arising out of or in connection with Agreement shall occur in the state or federal courts located in Grand Rapids, Michigan.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.6.

MEETING DATE	August 19, 2025	
REPORT TITLE	Resolution No. R-90-25 A resolution for paving rehabilitation and restoration work with Ticon Paving, Inc.	
SUBMITTED BY	Kevin Krejny, Director Underground Utilities	
AGENDA CLASSIFICATION	Resolution	
BACKGROUND	Ticon paving, Inc. was the lowest bidder for asphalt and concrete restoration work in 2025. They repair pavement that has been disturbed by underground utility work and other street-related work. This is coming as a resolution because needed contracted services will exceed \$75,000. This amount varies year to year based on the amount of pavement restoration work needed.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	
	Expenditure \$:	105,000
	Source of Funds:	403-308-675-7204 = \$65,000 404-406-728-7204 = \$30,000 411-402-701-7204 = \$20,000
	Narrative:	Operating budget expenses from water, sewer, and storm funds. Increased Lead Service Line investigation and repairs, mandated by the Ohio EPA, has increased this amount and is expected to keep it elevated through 2027.
ATTACHMENTS	1. BID TAB 2024 2. IFB 2414 Asphalt bid	

Resolution No. R-90-25

A resolution for paving rehabilitation and restoration work with Ticon Paving, Inc.

WHEREAS, The City of Piqua sent an Invitation for Bid for Asphalt Repair on September 27, 2024 with a deadline to receive sealed bids in the Finance Department no later than 2:00 pm October 18, 2024; and

WHEREAS, There were eight bids received.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: The City Manager is authorized to enter into a contract with Ticon Paving for paving rehabilitation work.
- SEC. 2: The Finance Director certifies that funds are available and is hereby authorized to draw his warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$105,000.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____

City of Piqua, OH
 Asphalt Repair Bid #2414
 for Underground Utilities Dept.

Opened 10/18/24 at 2:00 p.m.

	Ticon Paving, Inc.	Western Ohio Asphalt	Walls Bros. Asphalt
1. Price per repair	\$ 589.98	\$ 580.00	\$ 3,120.00
2. Additional cost for repairs exceeding 24 sq. ft.	\$ 7.58	\$ 18.00	\$ 130.00
Renewal thru 2027	yes	yes	yes
10% discount on patches with more than 150 additional sq. ft. per patch			
20% discount on patches with more than 300 additional sq. ft. per patch			

INVITATION FOR BID
CITY OF PIQUA, OHIO

IFB No. 2414

Purchasing Department
201 W. Water St.
Piqua, Oh 45356

Date: September 27, 2024

For further information contact:
Bev Yount, CPPB, NIGP-CPP
Contract & Purchasing Manager
Phone: 937-778-4002
Email: byount@piquaoh.gov

Your bid is requested for: ASPHALT REPAIR per the included bid form.

Sealed Bids must be received in the Finance Office no later than: 2:00 PM October 18, 2024

Sealed Bids may be returned via mail or delivered to the Finance Dept. at 201 W. Water St., Piqua, OH 45356

User agency: All City Departments
Contact: Shane Johnson, cell 937-606-0760

Bidder is requested to use the City's bid form that is enclosed, as none other will be accepted.

LEGIBLE INFORMATION MUST BE GIVEN IN THE SPACES PROVIDED.

A copy of the Bid Tabulation may be obtained by sending a stamped self-addressed envelope.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this I.F.B.

Bids are to include all shipping costs to the point of delivery as indicated above.

The City of Piqua is exempt from payment of federal excise taxes and state retail sales taxes (Federal Excise Tax Exemption Certification No. 31-6000136).

State Manufacturer and Model No. of items you are bidding and send DESCRIPTIVE LITERATURE on same with your bid. Any brand names on our bid form are to establish quality levels and do not indicate preference.

The City of Piqua reserves the right to reject any or all bids, to waive any irregularities in a bid, or to accept the bid or bids which the judgment of proper officials, is to the best interest of the City.

The City of Piqua reserves the right to accept a part or parts of a bid unless otherwise restricted in the bid. If you are not in a position to quote, advise to this effect so we may keep your name on our active bid list.

BID
to the
City of Piqua, Ohio
Purchasing Department

Reply to I.F.B. **2414**

No Later Than: **2:00 P.M. 10/18/24**

Mail or deliver to Bev Yount in the Finance Dept. at 201 W. Water St., Piqua, OH 45356. The undersigned proposes and agrees to furnish any or all items bid at the prices stated herein.

1. Provide all needed labor, material, supplies, equipment, etc. to repair street openings as requested by any City Department. Work to include squaring the opening, removing gravel or CDF material, placing and compacting 404 asphalt to a minimum depth of 4" or to the total depth of existing asphalt, and sealing the edge of the patch. Contractor to be responsible for proper traffic control and protection of the patch until it is safe for vehicular traffic. Minimum patch size to be 24 square feet. Estimated number of annual repairs is 75 with approximately 2,000 sq. ft. Bid price is for the years 2025-2026.

Price per repair

\$ _____/each

2. Additional cost for repairs exceeding 24 square feet

\$ _____/sq.ft.

Renewal Option: above rate will be held firm through 12-31-27 _____yes _____no

The Contractor is required to obtain all necessary permits from the City of Piqua Engineering Department prior to closing/blocking a roadway, travel lane, or parking lane as a part of the work. The Contractor is also required to provide a Maintenance of Traffic Plan as per the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) to the Engineering Department for review and approval as a part of the permit submission.

Any questions regarding this scope of work must be emailed to Shane Johnson at sjohnson@piquaoh.gov no later than 10/10/24 at 5:00 p.m. EST. All questions received on time will be answered and posted to our website www.piquaoh.gov.

The successful bidder must have and maintain current workers compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000.00 per occurrence with the City of Piqua as an additional named insured.

It is the policy of the City of Piqua not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its

programs, services and activities. With regard to all aspects of your proposal and contract, Contractor certifies and warrants it will comply with this policy. **Please sign and return with your proposal the Americans with Disabilities Act Compliance Certification and the Drug-Free Workplace Compliance Affidavit Forms provided.**

THE UNDERSIGNED HEREBY CERTIFIES THAT ITEMS FURNISHED AS A RESULT OF THIS BID WILL BE IN FULL ACCORDANCE WITH THE CITY OF PIQUA SPECIFICATIONS APPLYING THERETO UNLESS EXCEPTIONS ARE STATED ABOVE.

All delivery costs are included in this quotation regardless of F.O.B. designation.

Bidding Company: _____

Cash Discount Allowed: _____% 10th Proximo.
Leave blank if your terms are Net 30 days.

Address: _____

Delivery will be made within _____ calendar days after receipt of order.

City _____ State _____ Zip Code _____

By: _____
(please print or type) Name and Title

Prices quoted will remain firm for acceptance within 60 calendar days after bid opening unless otherwise stated.

Signature: _____

Phone No.: _____/Fax No.: _____

Fed. I.D. No.: _____

E-mail Address: _____

Standard Terms and Conditions

1. BILLING: All goods or services must be billed to the City of Piqua and at prices not exceeding those stated on the purchase order. If prices or terms do not agree with your quotation, you must notify the Purchasing Department within three business days or your disagreement is waived.
2. INVOICE: Prepayment or progress payments are not permitted unless prior permission is obtained from the Finance Department. All invoices are to be in duplicate and are to be mailed to the Finance Department and shall reference the City's purchase order number. Failure to include the purchase order number may prevent timely payment. Each purchase order must be invoiced separately. Unless specified otherwise, the invoice will only be paid upon completion of the order.
3. CASH DISCOUNTS: All cash discount terms will be effective from date of actual receipt and acceptance of the items purchased, or receipt of correct and acceptable invoice, whichever is later.
4. FREIGHT: NO COLLECTION FREIGHT SHIPMENTS WILL BE ACCEPTED. All quotations are solicited on a "delivered price" basis. When, in rare instances, the City accepts a quotation not including all shipping charges, your claim for reimbursement, must be itemized on the invoice and supported with a copy of the original freight bill.
5. TAXES: The City of Piqua is exempt from payment of Federal excise taxes and State retail sales taxes. Our Federal Excise Tax Exemption Certificate Number is 31-6000136. You are responsible for all Social Security taxes and Workers' Compensation contributions for yourself or any of your employees.
6. DELIVERIES: All deliveries on this order must be in full accordance with specifications, properly identified with the purchase order number and must not exceed the quantities specified.
7. CANCELLATION: The City of Piqua reserves the right to cancel this order by written notice if you do not fulfill your contractual obligations with respect to timeliness, quality and/or any other reason.
8. DEFAULT PROVISIONS: In case of your default, the City of Piqua may procure the items from other sources and hold you responsible for any excess costs occasioned thereby and any other damages permitted by law, if you have been notified in writing by the City of Piqua you are in default and you have failed to cure the default within the time specified.
9. NO VERBAL AGREEMENTS: The City of Piqua will be bound only by the terms and conditions of this order, and will not be responsible for verbal agreements made by any officer or employee of the City of Piqua.
10. PATENT AND COPYRIGHT INFRINGEMENT: It is hereby understood (and by acceptance of this order) you agree to defend, indemnify and save harmless the City of Piqua, Ohio, its officers, agents and employees from any and all loss, costs or expense on account of any claim,

- suit or judgment as a result of, caused by, or incident to any patent, copyright or trademark infringement and/or royalty, actual or claimed, because of the use or disposition by said City of any article enumerated on this order and sold to said City pursuant to this order.
11. INSPECTION: The City of Piqua may inspect the items ordered hereunder during their manufacture, construction and/or preparation at reasonable times and shall have the right to inspect such items at the time of their delivery and/or completion. Items furnished hereunder may at any time be rejected for defects revealed by inspection, analysis, or by manufacturing operations or use after delivery even though such items may have previously been inspected and accepted. Such rejected items may be returned to you for full refund to City of Piqua including shipping and transportation charges.
 12. WARRANTY: You warrant that the items and their production or completion shall not violate any federal, state or local laws, regulations or orders. You warrant all items delivered hereunder to be free from defects of material or workmanship, to be good quality, and to conform strictly to any specifications, drawings or samples which may have been specified or furnished by the City of Piqua, and you further warrant that you have good title to the items free and clear of all liens and encumbrances and will transfer such title to the City of Piqua. Said warranties shall not negate nor limit any implied warranties of merchantability or fitness. This warranty shall survive any inspection, delivery, acceptance or payment by the City of Piqua.
 13. RISK OF LOSS: Title and risk of loss to and with respect to the items shall remain with you until the items in a complete state have been delivered to and accepted by the City of Piqua or to an agent or consignee duly designated by the City of Piqua at the location specified on the face hereof, items which are to be shipped shall be shipped F.O.B. destination unless otherwise specified by the City of Piqua. A packing slip must accompany each such shipment and if a shipment is to a consignee or an agent of the City of Piqua, a copy of the packing slip shall be forwarded concurrently to the City of Piqua. If no such packing slip is sent, the count or weight by the City of Piqua or its agent or consignee is agreed to be final and binding on you with respect to such shipment.
 14. SAVE HARMLESS: You shall indemnify and hold the City of Piqua, its agents, consignees, employees, and representatives harmless from and against all expenses, damages, claims, suits, or liabilities (including attorney's fees of the City of Piqua) of every kind whatsoever by reason of, arising out of, or in any way connected with, accidents, occurrences, injuries or losses to or any person or property which may occur before or after acceptance of the completed items by the City of Piqua upon or about in any way due to resulting from, in whole or in part, the preparation, manufacture, construction, completion, and/or delivery of the items, including such as are caused by your subcontractors and excluding only such as are caused by the sole negligence of the City of Piqua other than where the City of Piqua's negligence consists of its failure to discover a condition caused or permitted to exist by you or any subcontractor of yours.
 15. INSURANCE: If requested by the City of Piqua, you shall maintain policies of liability insurance such types and such amounts and with such companies as may be designated by the City of Piqua, which policies shall be written so as to protect the City of Piqua and you from the risks enumerated in Section 14. Such policies of insurance shall not be cancelable except upon thirty (30) days written notice to the City of Piqua and proof of such insurance shall be furnished by you to the City of Piqua. In addition, such policies shall protect all your subcontractors. You agree to make prompt written report to the insurance company involved of all accidents, occurrences, injuries or losses which may occur and of any and all claims made against the persons insured under said policies of insurance and to send copies of such reports to the City of Piqua within twenty-four (24) hours of the time that you obtained knowledge of the occurrence thereof.
 16. SPECIFICATIONS CONFIDENTIAL: Any document marked confidential or proprietary, received from The City of Piqua, shall not be released by the Company prior to the City's consent that the information to be released is disclosable and/or a public record. The City shall receive immediate notice of any other document disclosed by the Company.
 17. EXAMINATION OF PREMISES: If work is to be performed hereunder on the premises of the City of Piqua, you represent that you have examined the premises and any specifications or other documents furnished in connection with the items and that you have satisfied yourself as to the condition of the premises and site and agrees that no allowance shall be made in respect of any error as to such on your part.
 18. CLEANING OF PREMISES: If work is to be performed hereunder on the premises of the City of Piqua, you shall at all times keep the premises free from accumulation of waste material or rubbish. At the completion of the items you shall leave the premises and the items broom-clean.
 19. EQUAL EMPLOYMENT OPPORTUNITY:
 - (a) You agree that you will not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading promotion, or transfer, recruitment or recruitment advertising, lay-off determination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 - (b) It is expressly agreed and understood by you that Section 19 (a) constitutes a material condition of this contract as fully as specifically rewritten herein, also that failure to comply therewith shall constitute a breach thereof entitling the City to terminate the contract at its option.
 20. AGREEMENT TO BE EXCLUSIVE: This purchase order contains the entire agreement between the parties and supersedes all other oral agreements only when there is no executed contract between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this purchase order or any representation inducing the execution and delivery of this purchase order, except such representations as are specifically set forth here, and each party acknowledges that it has relied on these representations in connection with its dealings with the other.
 21. GOVERNING LAW: This purchase order, the performance under it, and all suits and special proceedings under it, shall be construed in accordance with the laws of the State of Ohio. In any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this agreement, the laws of the State of Ohio shall be applicable and shall govern to the exclusion of the laws of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.
 22. ADDITIONAL RIGHTS: Any rights or remedies granted to the City of Piqua in any part of this purchase order shall not be exclusive of, but shall be in addition to, any other rights or remedies granted in another part of this purchase order and any other rights or remedies that the City of Piqua may have at law or in equity in any such instance. Any litigation arising from disputes herein shall be instituted only in Miami County, Ohio.
 23. GOVERNING DOCUMENT: Should there be any conflict between the terms of the executed contract and this purchase order, the terms of the contract govern.
 24. INDEPENDENT CONTRACTOR: The contractor, his assigns, heirs, successors, employees and any and all subcontractors are independent contractors and are not agents and/or employees of the City of Piqua.
 25. ASSIGNMENT: This purchase order is not assignable to any other entity or contractor. Assignment of the purchase order shall void the purchase order.

Bidder's list:

A to Z Property Maintenance Services
Kenneth Block kblock@woh.rr.com
1105 Kessler-Cowlesville Rd.
Troy, OH 45373
937-830-2022

Area Asphalt & Sealcoat
937-773-8812
mikemoon59@yahoo.com

Cooper's Blacktop LLC
2165 State Route 48
Ludlow Falls, OH 45339
joshcooper@coopersblacktop.com
937-698-1107

Ticon Paving, Inc.
Matthew Low email@ticonpaving.com
P.O. Box 1418
Piqua, OH 45356
937-606-1123

Huff Construction & Concrete LLC
5849 W. Miami Shelby Rd.
Houston, OH 45333
937-418-9967
Todd Huff tmhuffconstruction@gmail.com

BJA Enterprises LLC
326 N. Hardin Rd.
Piqua, OH 45356
937-606-1122
Brandon Adams
info@bjaenterprises.com

Vandalia Blacktop & Sealcoating, Inc.
6740 Webster St.
Vandalia, OH 45377
contactus@vandaliablacktop.com
937-454-0571

Western Ohio Asphalt
Tony Brandt 937-621-3464
westernohioasphalt@gmail.com

**AMERICANS WITH DISABILITIES ACT COMPLIANCE
CERTIFICATION**

As an authorized officer, I, _____,
having the title of _____
of _____ with
offices located at _____,
and as its duly authorized representative, state that effective this _____ day of _____,
20 _____ (date of submission of Bid) that said Contractor and his company is in compliance with
the Americans with Disabilities Act.

Name of Contracting Firm: _____

Address of Contracting Firm: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Phone: _____ Fax: _____

DRUG-FREE WORKPLACE COMPLIANCE AFFIDAVIT FORM
(O.R.C. – 153.03 – 153.031)

I, _____, the _____ of _____
On behalf of said corporation/company and in accordance with O.R.C. – 153.01 – 153.031, hereby
swear and certify that _____ is enrolled and in good standing with the
Ohio Bureau of Workers' Compensation Drug-Free Workplace Program, or in a comparable program,
called _____, which has been approved by the
Bureau of Workers' Compensation.

I further certify and acknowledge that _____ understands
That this compliance form shall be incorporated into and become a part of the contract between the
public contracting authority and _____ as contractor if the said
corporation/company is the successful bidder on the _____ Project.

The contractor hereby additionally certifies, agrees and acknowledged that it is hereby contractually responsible to the public contracting authority for taking whatever measures are legally necessary to ensure that it's subcontractors, and any subsequent tier of contractors, are also enrolled and in good standing with the Ohio Bureau of Workers' Compensation Drug-Free workplace Program, or with a comparable Bureau approved program, prior to provision of any labor on the _____ Project by any subcontractor of any tier.

Further Affiant Sayeth Naught.

(signature of Affiant)

(printed or typed name of Affiant)

For: _____
(name of corporation/company/contractor)

Its: _____
(title of Affiant)

STATE OF)
) SS:
COUNTY OF)

Sworn to and subscribed before me, a Notary Public in and for the State of _____, on the _____ day of _____, _____ by _____ as his/her voluntary act and deed.
(Affiant)

Notary Public

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.7.

MEETING DATE	August 19, 2025	
REPORT TITLE	<u>Resolution No. R-91-25</u> A resolution authorizing the City Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts as required for the High Street and Sunset Drive Utility Project.	
SUBMITTED BY	Kenton Kiser, Engineering Manager Community Services	
AGENDA CLASSIFICATION	Resolution	
BACKGROUND	This Resolution would allow for the City Manager to file an application with the Ohio Public Works Commission (OPWC) for funding for the High Street and Sunset Drive Utility Project. In the last two years, this section of water main on Sunset Drive and High Street has experienced 14 breaks. There are currently two water mains on Sunset Drive and this project will combine them into one 16" main. The water main currently changes from a 20" at Stratford Drive, to a 12" on Sunset Drive, then to a 10" on High Street, and finally to a 16" at 1835 W. High Street. The sizing throughout this portion of Sunset Drive and High Street on the water main creates a pressure point, increasing the likelihood of breaks. This project will dramatically improve the durability of the water system in the Western Pressure Zone in Piqua, along with increasing fire flows. The project will consist of the replacement of all water utility infrastructure on Sunset Drive from Stratford Drive to High Street, along with High Street from Sunset Drive to 1835 W. High Street. Possible additional work in the project will include installation of a small section of sanitary main and the replacement of the Franz Ditch Headwall. If the funding is received, this project will be designed in 2026 and is scheduled to start construction in the summer of 2027.	
BUDGET/FINANCIAL IMPACT (Project costs and	Budgeted \$:	0
	Expenditure \$:	Costs will be included in the 2026 and 2027 budgets.

funding sources)	Source of Funds:	Water, Wastewater, Stormwater, and Street Income Tax (103 Fund) Funds.
	Narrative:	Currently, the preliminary total project cost (including Engineering & Construction) is estimated to be \$3,250,000. The grant request through OPWC is going to be around \$700,000 but the amount could vary depending on funding availability for this cycle.
ATTACHMENTS	1. Exhibit A - Location Map	

Resolution No. R-91-25

A resolution authorizing the City Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts as required for the High Street and Sunset Drive Utility Project.

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the City of Piqua is planning to make capital improvements with the High Street and Sunset Drive Utility Project; and

WHEREAS, the infrastructure improvement herein above described are considered to be a priority need for the community and is a qualified project under the Ohio Public Works Commission programs,

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: The City of Piqua approves filing an application with the Ohio Public Works Commission for funding for the High Street and Sunset Drive Utility Project.
- SEC. 2: Paul Oberdorfer, City Manager, is hereby authorized and directed to apply to the Ohio Public Works Commission for funds as described above and to provide all information and documentation and to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____

Exhibit A

Project Location 



City of PIQUA COMMISSION AGENDA STAFF REPORT

H.8.

MEETING DATE	August 19, 2025		
REPORT TITLE	<u>Resolution No. R-92-25</u> A resolution authorizing the City Manager to enter into an agreement with Choice One Engineering Corporation for the engineering design of the Marymont Drive Utility Project.		
SUBMITTED BY	Kenton Kiser, Engineering Manager Community Services		
AGENDA CLASSIFICATION	Resolution		
BACKGROUND	On June 25th, 2024 (R-93-24), Commission authorized the City of Piqua to apply for Ohio Public Works Commission (OPWC) funding for the Marymont Drive Utility Project. The City of Piqua was awarded a \$500,000 grant for this project. A Request for Proposals was sent to selected firms on July 11th with submissions due on July 29th (Exhibit B). The proposals were reviewed, and Choice One Engineering Corporation scored the highest. In the past couple years, the water main on Marymont Drive experiences one to three breaks a year, along with it being undersized (4") and unlined cast iron. The water main needs to be replaced, and with that the other utilities are being replaced so the infrastructure on this street is all improved at once. The project will consist of the replacement of all water, sanitary sewer and stormwater utility infrastructure on the entire street. The street will be repaved after all utility work is completed, including pavement markings and necessary ADA Curb Ramps at the Park Avenue and Marymont Drive intersection. This project was included in the Capital Improvement Plan.		
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	182,824	
	Expenditure \$:	125,000	
	Source of Funds:	Water, Wastewater, Stormwater, and Street 103 Fund	
	Narrative:	This resolution includes a 10% contingency for items of	

		work which may be required which are not included in the original scope of work. This also accounts for any overages that may occur.
ATTACHMENTS	1. Exhibit A - Location Map 2. Exhibit B - Technical Proposal	

Resolution No. R-92-25

A resolution authorizing the City Manager to enter into an agreement with Choice One Engineering Corporation for the engineering design of the Marymont Drive Utility Project.

WHEREAS, on December 10, 2024, this Commission passed Resolution No. R-139-24 authorizing the City Purchasing Analyst to advertise for bids, according to law, for the Marymont Drive Utility Project; and

WHEREAS, after solicitation of Statement of Qualifications and Request for Proposals, Choice One Engineering Corporation was determined to be the most qualified provider of these services; and;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: An agreement is hereby approved with Choice One Engineering Corporation for the Engineering Design Services for the Marymont Drive Utility Project.
- SEC. 2: The Finance Director certifies that funds are available and is hereby authorized to draw his warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$125,000.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee _____
Commissioner Jim Vetter _____
Commissioner Paul Simmons _____

Commissioner Thomas Hohman
Commissioner Frank DeBrosse

Exhibit A

Project Location



Exhibit B



Proposal for Engineering Design #23-11 Marymont Drive Utility Project

City of Piqua, Ohio
July 29, 2025

W. Central Ohio/E. Indiana

440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky

6279 Tri-Ridge Blvd., Suite 100
Loveland, OH 45140
513.239.8554 Phone

WWW.CHOICEONEENGINEERING.COM



Date

July 29, 2025

Attention

Kenton Kiser
Engineering Manager

Address

City of Piqua
201 West Water Street
Piqua, OH 45356

Subject

Proposal for Engineering Design Services
#23-11 Marymont Drive Utility Project
City of Piqua, Ohio

Dear Mr. Kiser:

Choice One Engineering Corporation (COEC) is pleased to submit our proposal for the #23-11 Marymont Drive Utility Project. We are excited for the opportunity to partner with the City of Piqua on this crucial project addressing aging, failure-prone utilities, and improving essential infrastructure.

Our team has a proven record of delivering comprehensive engineering design services for utility and road infrastructure projects throughout west-central Ohio, including successful utility replacement and street reconstruction for numerous municipal clients. We provide exceptional value by efficiently coordinating multidisciplinary design—including complex projects with water, sanitary sewer, stormwater, and street improvements—and by driving solutions that minimize disruption and maximize service reliability. Our recent experience on similar OPWC-funded utility projects directly informs our practical, cost-effective, and schedule-focused approach.

As a firm located close to Piqua, our staff is highly familiar with the City's infrastructure, standards, and review processes. We provide prompt communication and maintain close relationships with City staff, utility owners, and regulatory agencies. You can expect responsive service, regular status updates, and a project team fully committed to meeting the City's deadlines and goals—protecting grant eligibility while delivering a design tailored for Marymont Drive's unique loop and utility conditions.

We thank you for considering Choice One for this important project. Please contact me at (937) 497-0200 or ajh@choiceoneengineering.com with any questions or to discuss next steps.

Sincerely,

A handwritten signature in blue ink that reads "Allan J. Heitbrink".

Allan J. Heitbrink, PE, PTOE
Project Manager

W. Central Ohio/E. Indiana

440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky

6279 Tri-Ridge Blvd., Suite 100
Loveland, OH 45140
513.239.8554 Phone

WWW.CHOICEONEENGINEERING.COM

Choice One Stats

EST.
1994



Sidney, OH
Loveland, OH

Licensed in

Ohio, Illinois, Indiana
Kentucky



Insurance

Professional Liability & General Liability

45 Total Owners

85 Total Employees

29 PE

3 PS

4 CPESC

3 PTOE

1 PLA

Authority to Sign

Allan J. Heitbrink, PE, PTOE

440 E. Hoewisher Road
Sidney, OH 45365
937-497-0200

ajh@choiceoneengineering.com



Disciplines

Roadway Design

Reconstruction/New
Streetscape
Highway Lighting
Roundabouts



Traffic

Signals and Systems
Studies, Counts, Warrants



Sanitary Sewer

Storm Water

Water Distribution

Parks and Trails

Multi-Use Paths
Park Layout



Landscape Architecture

Bridge Design

Land/Site Development

Rail Design

Surveying

Topographic/Boundary
ALTA/NSPS



Construction Layout

Grants and Funding

Firm Background

Founded in 1994 by a team of engineering entrepreneurs—including a former City Engineer—COEC has grown into a firm grounded in more than just delivering exceptional design. The company culture emphasizes building lasting relationships, unwavering responsiveness, stability, and a commitment to high-quality work. The current team, comprised of over 85 professionals, cultivates an ownership mindset, with more than half of all staff members holding shares in the company. This unique structure fosters a sense of investment and accountability that directly benefits client outcomes. Consistently recognized as a Best Place to Work in the Dayton/Cincinnati region and nationally within the engineering sector, COEC delivers municipal infrastructure projects with an enjoyable, authentic approach focused on making clients' jobs easier.

The firm's strengths reside in practicality, proactive communication, and disciplined project management. COEC is known for meeting deadlines, remaining highly responsive, and maintaining open lines of communication. The team values familiarity with client needs and leverages deep local project experience to provide effective, value-driven solutions. A dedication to making project development an enjoyable, transparent process is woven into every undertaking.

Primary Office Location & Contact

Choice One Engineering would provide services to the City of Piqua out of our Sidney, Ohio office. The primary contact will be Allan J. Heitbrink, PE, PTOE, Project Manager.

Subconsultants

Choice One Engineering does not propose any subconsultants for this project.

Project Team



Allan J. Heitbrink, PE, PTOE
Project Manager
12 years of experience



Wesley J. Wolters, PE
Roadway Design
9 years of experience



Ryan R. Bruns, PE
Utility Design (Water & Sanitary Sewer)
6 years of experience



Jacob L. Bertke, PE
Utility Design QA/QC
11 years of experience



Tyler J. Thobe, PE, CPESC
Stormwater Design & Compliance
11 years of experience



Wesley D. Goubeaux, PS
Right-of-Way/Survey
25 years of experience

Project Understanding & Approach

Project Understanding/Familiarity

The Marymont Drive Utility Project represents a critical infrastructure upgrade for the City of Piqua, addressing long-standing issues related to aging, undersized utilities and frequent water main breaks. Originally constructed in the 1950s, the existing system includes undersized, unlined cast iron water mains that have led to repeated service disruptions, emergency repairs, and increased maintenance costs. Additionally, Marymont Drive's unique loop layout—with numerous bends—poses ongoing challenges for utility reliability and future maintenance.

The City's objective is to fully replace all utility systems, including approximately 1,900 feet of water main, 1,800 feet of sanitary sewer, and 1,250 feet of storm sewer, while also improving the roadway.

Choice One is uniquely positioned to support this project, having been involved since the early planning stages. We collaborated with city staff to develop preliminary estimates and define the project scope in 2023. Notably, Choice One assisted the City in preparing and submitting the OPWC grant application. This deep understanding of the project's background makes our design team a valuable partner. With nearly 75 years of combined project team experience, 31 years in business, and no need to rely on subconsultants, our team ensures a seamless and efficient design process.

Additional Services Capability:

Our project team can also provide construction bidding support, detailed layout staking, and ongoing coordination with utilities and agencies as needed. Additional documentation is available upon request, to fit the specific needs of the project.

Scope of Services

Project Snapshot

Choice One Engineering intends to provide construction plans for the utility replacements on Marymont Drive in the City of Piqua, Miami County, Ohio.

Project Details

- The City recently received \$500,000 grant from OPWC for the utility improvements along Marymont Drive.
- Marymont Drive is a looped roadway (approximately 1,800 feet) that has numerous utility bends. Proposed design will reduce these bends as much as possible.
- The preliminary construction estimate is \$2,006,795.00 and is attached for reference.
- The project's design will be split into two phases:
 - Phase 1: Topographic Survey & Preliminary Engineering
 - Phase 2: Construction Plans & Engineer's Estimate
- Utilities along Marymont Drive will be replaced including storm sewer, sanitary sewer, and water main.
- The existing water main is undersized cast iron and will be replaced and upsized to 8".
- Due to the roadway alignment and location of the existing utilities it is anticipated that the entire roadway will need to be reconstructed.
- No curb and gutter are included in the design. If it is determined that curb/gutter is necessary, a separate scope and fee will be provided.
- It is anticipated that the road profile will remain unchanged, however some slight adjustments will be incorporated to improve the roadway drainage.
- The proposed roadway width will be approximately 24' to 28' from edge-of-pavement to edge-of-pavement, which will match the existing widths. The final roadway width will be discussed with the City during the preliminary design phase.
- It is anticipated that small roadside drainage channels will be incorporated into the design to facilitate the stormwater off the roadway.
- No sidewalks are included as part of the design.
- The curb ramps and curb at the intersection of Park Avenue & Marymont Drive will be replaced.
- Design will attempt to save the existing retaining wall and brick sidewalk at 1249 Park Avenue; however, this will be determined during the design phase.
- If necessary, work agreements/construction easements may be needed on the two corner properties at the intersection with Park Avenue (1255 and 1249 Park Avenue). This will be determined during the design phase.
- No formal right-of-way plans or easement exhibits are included. If these are necessary, a separate scope and fee will be provided.
- Maintenance of traffic will be covered by general notes and details. It is anticipated that traffic will be maintained and access to the residents will remain open during construction.
- Choice One will coordinate utility relocations with the appropriate utility owners.
- Materials and construction standards will be covered by general notes.
- Plans will be designed to City of Piqua and Ohio Department of Transportation (ODOT) standards and specifications.
- No soil borings are included. If it is determined by the City that borings are required, a separate scope and fee will be provided.
- It is anticipated that the project will be bid out in March/early April, 2026.
- The City will handle all bidding procedures.
- Choice One will be available to answer questions at the request of the City during the bidding process.
- Choice One will review submittals/shop drawings at the request of the City. All work completed after Design phase will be billed under the construction administration phase.

Project Services

PHASE I: SURVEY & PRELIMINARY ENGINEERING

1. Topographic Survey

- a. Contact Ohio Utilities Protection Service (OUPS) for underground utility locations.
- b. Perform necessary deed and plat research.
- c. Establish horizontal and vertical survey control for the project area based on State Plane coordinates and NAVD 88.
- d. Field reconnaissance and traverse of existing monumentation.
- e. Identify visible features from 10' beyond right-of-way for both sides including utilities and drainage.
- f. Provide roadway cross-sections every 50', at driveways, and other critical areas.
- g. Inventory manholes and catch basins including type of construction, depth, pipe size, and condition.
- h. Locate underground utilities as marked by the appropriate utility companies.
- i. The location of existing right-of-way lines is anticipated to be a factor for the project design. Boundary resolution of the properties along the route will be completed to show location of existing right-of-way lines and adjacent property lines based on existing monumentation, plats, deeds, and other readily-available information.
- j. Provide one foot contour intervals.
- k. Completed topographic survey shall be provided in AutoCAD format.

2. Preliminary Layout

- a. Provide preliminary plan sheets showing the layout of proposed alignments of all utilities and roadway.
- b. Location of all service laterals (water, storm, sanitary)
- c. Discussion of any easements/work agreements that will be needed with property owners.

PHASE 2: CONSTRUCTION PLANS & ENGINEER'S ESTIMATE

1. Final Engineering/Construction Plans

- a. Design construction plans to include:
 - i. Title Sheet
 - ii. Schematic Plan
 - iii. Typical Sections
 - iv. Site Plan to Develop Storm Water Pollution Prevention Plan
 - v. General Notes and Details
 - vi. Intersection Details
 - vii. Quantity Summary and Engineer's Estimate
 - viii. Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
 - ix. Cross-Sections (scale 1" = 5' horizontal, 1" = 5' vertical)
 - x. Sanitary Sewer Plan
 - xi. Water Main Plan
 - xii. Storm Sewer Plan
 - xiii. Traffic Control Notes, Details and Plans
- b. A sanitary sewer Permit to Install (PTI), a Public Water System (PWS) water main submittal, as well as a Storm Water Notice of Intent (NOI), will need to be submitted to the Ohio Environmental Protection Agency (OEPA) for review and approval.

2. Storm Water Pollution Prevention Plan (SWPPP)

- a. Provide the location of the required temporary sediment and erosion control (TSEC) best management practices (BMPs) for on project earth-disturbed areas.
- b. Provide quantity totals for all TSEC BMPs as applicable.
- c. Provide general erosion control notes and details as applicable.

- d. A Notice of Intent (NOI) will be prepared for submittal by the client to the OEPA. Client to pay fees.
- e. Post Construction Storm Water BMP(s): Design of the Post Construction Storm Water BMP(s) shall be incorporated into the storm water design and storm sewer system for the project. The Post Construction Storm Water BMP(s) that have been designed as part of the site's roadway design will be included into the proposed SWPPP.
- f. The proposed SWPPP will not cover or address any off-site earth disturbed areas.
- g. If revisions are required to the initial accepted and agreed upon SWPPP during the course of construction of the project, they shall be completed at an additional cost.

3. Construction Administration Services, upon request

Construction Administration services listed below will be provided upon request on an hourly basis according to our current Standard Hourly Rate Schedule.

- a. Produce additional plans for successful contractor and Client.
- b. Attend preconstruction meeting and provide minutes to attendees.
- c. Respond to Contractor's questions.
- d. Administrate plan interpretation for contractor and Client during construction, as required.
- e. Attend meetings at the request of the Client with contractor.
- f. Review and approve pay requests.
- g. Process necessary change orders.
- h. Conduct final inspection and provide a punch list.
- i. Review site/civil shop drawings.
- j. Attend final walkthrough with Client and contractor.

4. Construction Layout Staking (if authorized)

- a. Survey Control
 - i. Locate existing control points and benchmarks and set adequate control points for reestablishing the centerline of construction.
- b. Sanitary Sewer
 - i. Provide stakes for sanitary manholes graded to the invert at a 15' offset with approximate top elevation.
 - ii. Provide stakes for the end of the proposed sanitary sewer laterals (tees).
- c. Storm Sewer
 - i. Provide stakes for headwalls graded to the invert at a 15' offset.
 - ii. Provide stakes for storm manholes graded to the invert at a 15' offset with approximate top elevation.
 - iii. Provide stakes for catch basins graded to the invert at a 15' offset with top of curb/grate elevation and alignment.
 - iv. Provide stakes for the ends of the proposed storm sewer laterals.
- d. Water Main
 - i. Provide stakes for tees, bends, and valves along the proposed water main.
 - ii. Provide stakes and finished elevation for fire hydrants.
 - iii. Provide stakes and cuts to finish grade every 100'.
 - iv. Provide stakes for water service lines.
- e. Pavement
 - i. Provide pavement stakes at a 4' offset to the edge of pavement at 25' intervals and additional stakes at radii and curves with cuts marked to finish pavement.
- f. We will coordinate with the construction contractor on scheduling of the layout staking and will work with the contractor as best as possible but cannot re-stake any of the above items without proper compensation from either the contractor or Client as mutually agreed upon prior to construction commencing.
- g. Staking will be performed per construction plans and will not be field adjusted.

Additional Services

We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and will be performed on an hourly basis according to our current Standard Hourly Rate Schedule or a mutually negotiated lump sum fee.

1. Construction Bidding Procedures
2. Record Drawings
3. Construction Observation

Client Responsibilities

- Provide property and/or right-of-way information, if available.
- Provide any available existing plans.
- Perform subsurface investigation, if necessary.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Provide property access and owner notification along the project route.
- Assist in utility company coordination.

Compensation & Schedule

Compensation

Lump Sum Fee Schedule	
Phase I: Topographic Survey	\$6,500.00
Phase I: Preliminary Layout	\$33,450.00
Phase I: Preliminary Engineering Subtotal	\$39,950.00
Phase II: Engineering Design Subtotal	\$65,300.00
Grand Total (Phase I + Phase II)	\$105,250.00
Construction Layout Staking (if authorized)	\$8,400.00
Construction Administration Services	Hourly Upon Request

Schedule

Choice One Engineering recognizes that achieving project milestones and meeting deadlines is critical for the Marymont Drive Utility Project's success. From project initiation through construction completion, our approach incorporates a detailed schedule with well-defined deliverables at every stage. To ensure transparency and accountability, Choice One assigns an experienced Project Manager who oversees the entire process and coordinates closely with City staff, design team members, and regulatory agencies. Project status is evaluated and updated on a weekly basis, allowing for proactive identification and resolution of issues. Milestones include:

	SEP 25	OCT 25	NOV 25	DEC 25	JAN 26	FEB 26	MAR 26	APR 26	MAY 26	JUN 26	JUL 26	AUG 26	SEP 26	OCT 26	NOV 26	DEC 26
Project Kickoff Meeting																
Surveying and Preliminary Engineering																
30% Design Submittal & Review																
60% Design Submittal & Review																
90% Design Submittal & Final Review																
Design Completion																
Bidding Period																
Anticipated Notice of Award																
Construction																
Project Closeout																

This proposal is valid for 60 days prior to being executed by the Client. After 60 days, Choice One reserves the right to modify the fee and schedule, as necessary.

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.9.

MEETING DATE	August 19, 2025	
REPORT TITLE	<u>Resolution No. R-93-25</u> A resolution authorizing the City Manager to enter into an agreement with Activu Corporation to update Piqua Power System's SCADA display wall	
SUBMITTED BY	RJ Monnier, Director Power	
AGENDA CLASSIFICATION	Resolution	
BACKGROUND	The SCADA display wall at the Power Service Center was installed when the Service Center was built in 2012. The screens and other components are at end of life, are no longer supported, and parts are becoming difficult to acquire. The display screens currently show scrambled information, and often need to be manually reset. The SCADA display wall is critical to Power System operations when monitoring system loads, running the GT's, and performing switching activities. Activu Corporation was identified as an industry leader in display wall technology due to their extensive industry experience and proprietary control software that runs on off-the-shelf hardware. Activu's pricing was based on HGAC contract - a sourcing cooperative the city is a member of and who handled RFP requirements. The Energy Board unanimously recommended City Commission authorize this expenditure at their June 24th meeting.	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	250,000
	Expenditure \$:	242,796.94
	Source of Funds:	401-000-190-1900 (3391)
	Narrative:	
ATTACHMENTS	1. Pages from Activu_Piqua Power_Proposal -8.14.25	

Resolution No. R-93-25

A resolution authorizing the City Manager to enter into an agreement with Activu Corporation to update Piqua Power System's SCADA display wall

WHEREAS, a SCADA display wall is critical to Power System operations; and

WHEREAS, the existing display wall at the Power Service center is at end of life and components are failing; and

WHEREAS, Activu Corporation was identified as an industry leader in display wall hardware, control software, and support.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: The City Manager is authorized to enter into a contract with Activu Corporation for display wall hardware, associated software, installation, and support services.
- SEC. 2: The Finance Director certifies that funds are available and is hereby authorized to draw his warrants from time to time on the appropriate account of the city treasury in payment according to contract terms, not exceeding a total of \$250,000.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee _____
Commissioner Jim Vetter _____

Commissioner Paul Simmons

Commissioner Thomas Hohman

Commissioner Frank DeBrosse

Schedule of Values

Piqua Power- Replace 3x3 LCD Video Wall with Latest Technology

Piqua Power System

Piqua, Oh.

Revision: 3
Modified: 7/1/2025
Quote # AE-000009 HGAC



Presented By:

Activu Corporation

301 Round Hill Drive
Rockaway, NJ 07866
(973) 366-5550
activu.com

RSM: Mark Dunlap
mdunlap@activu.com
Designer: Mark Roy
mroy@activu.com



SYSTEM SUMMARY

Piqua Power- Replace 3x3 LCD Video Wall with Latest Technology

System	Installed Price
Display Devices	\$62,605.30
Process & Control	\$19,390.53
Cable, Wire, Racks	\$4,272.15
Activu Software	\$50,920.00
Labor, Travel, Shipping & Logistics	\$107,047.76
Discount	(\$43,000.00)
Spare Equipment	\$26,998.36
Support	\$14,562.84
Subtotal:	\$242,796.94
Grand Total:	\$242,796.94

Display Devices

- 1 Planar 998-1882-02**
Clarity Matrix G3 Complete LX55M-L 3 x 3 LCD Video Wall System

Display Devices Total

\$62,605.30

Process & Control

- 1 Apantac HDM2.0-1x2-II**
1 x 2 HDMI 2.0 Splitter
- 1 MuxLab 100528**
HDMI to HDMI with Audio De-embedder, 4K/60
- 1 Dell 7960 Display Node with (2) AMD & (2) IPX**
Dell 7960 Display Node with (2) AMD Graphics Cards & (2) IPX Input Card
- 2 Extron 60-1331-13**
DTP HDMI 4K 330 Rx - Long Distance HDMI Twisted Pair Receiver - 330 feet (100 m)
- 1 8 Port / 1 User KVM Package**
KVM solution for up to 8 machines with up to 1 users. Kit includes KVM Switch w/mounting hardware, rack mounted LCD tray,
- 1 Netgear GS324P-100NAS**
24-Port Gigabit Ethernet Unmanaged Switch with 16-Ports PoE+ (190W)
- 2 Extron 60-1331-12**
DTP HDMI 4K 330 Tx - Long Distance HDMI Twisted Pair Transmitter - 330 feet (100 m)
- 1 Global Cache IP2IR-P**
Global Caché iTach Wired TCP/IP to IR (POE)

Process & Control Total

\$19,390.53

* Price Includes Accessories

Piqua Power- Replace 3x3 LCD Video Wall with Latest Technology

Project No : AE-000009

Rev. 3

7/1/2025

Cable, Wire, Racks

2	C2G 10377 6Ft/1.8M Ultra Flexible HDMI Cable 4K
1	BTX YA-J899B 3.5mm (M) Stereo To 2 RCA (M) Y Adapter, 6 Feet
1	Extron 60-604-02 RSB 129 - 1U 9.5" Deep Basic Rack Shelf
1	Middle Atlantic BRG_41RU_CONFIGURATION BGR 41RU Rack Build

Cable, Wire, Racks Total	\$4,272.15
--------------------------	------------

Activu Software

1	Activu ACTVISSYS System Manager
1	Activu ACTVISU10 User-License 10 Pack - Each user license includes Desktop Client and Capture Client
1	Activu ACTVISDNA Advanced DisplayNode
9	Activu ACTVISDP2 Advanced Display License (per HD)

Activu Software Total	\$50,920.00
-----------------------	-------------

* Price Includes Accessories

Labor, Travel, Shipping & Logistics

1 System Engineering, Planning & Preparation

System Engineering, Planning & Preparation

1 Activu Site Survey - PM - One Day

Site Survey

Project Manager - One Day

1 Activu On-site Training - One Day

On-site Training - Sr. Trainer - One Day

1 Activu Shipping

Shipping and Handling

1 Activu CBDump

Disposal of Existing Displays

1 Activu HGAC Quote

Quote is based on HGAC pricing

1 Activu PW-OH

Prevailing Wage

1 On-site Installation Services

On-site Installation Services

1 Planar 905-0147

Pro-Serv, Gold Tier, MTX

Labor, Travel, Shipping & Logistics Total

\$107,047.76

Discount

1 Activu Discount

One Time Discount

Discount Total

(\$43,000.00)

* Price Includes Accessories

Piqua Power- Replace 3x3 LCD Video Wall with Latest Technology

Project No : AE-000009

Rev. 3

7/1/2025

Spare Equipment

1	Dell 7960 Display Node with (2) AMD & (2) IPX Dell 7960 Display Node with (2) AMD Graphics Cards & (2) IPX Input Card
1	Planar 750-2176-01 VC9 Video Controller
1	Planar 998-1713-00 LX55M-L LCD Panel with Interface Board, FRU
1	Planar ASSY, RPS, Single, 100-240V ASSY, RPS, Single PS

Spare Equipment Total	\$26,998.36
------------------------------	--------------------

Support

1	Activu Silver_YR1 Silver Level Support Plan
---	---

Support Total	\$14,562.84
----------------------	--------------------

Project Subtotal:	\$242,796.94
--------------------------	---------------------

* Price Includes Accessories

Piqua Power- Replace 3x3 LCD Video Wall with Latest Technology

Project No : AE-000009

Rev. 3

7/1/2025

PROJECT SUMMARY

Total Installation Price:

\$242,796.94

Grand Total:

\$242,796.94

Notations:

- Price Quotes are valid for 30 days
- All quotes are in USD
- HGAC RA05-21
- Sales Tax is not included unless otherwise noted
- In the event of a price increase by our suppliers due to tariffs, Activu reserves the right to adjust the price accordingly

Client: **Piqua Power**

Date

Contractor: **Activu Corporation**

Date

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.10.

MEETING DATE	August 19, 2025	
REPORT TITLE	<u>Resolution No. R-94-25</u> A resolution to transfer ownership of an issued liquor permit from Cordova Ventures Inc located at 311 N Main St., Piqua, OH 45356 to DM Piqua LLC, 311 N Main St., Piqua, OH 45356.	
SUBMITTED BY	Jessica Stiltner, Director Law	
AGENDA CLASSIFICATION	Resolution	
BACKGROUND	Ownership of liquor permit transferring from Cordova Ventures Inc to DM Piqua LLC	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	
	Expenditure \$:	
	Source of Funds:	
	Narrative:	
ATTACHMENTS	1. DM Piqua LLC Liquor Permit	

Resolution No. R-94-25

A resolution to transfer ownership of an issued liquor permit from Cordova Ventures Inc located at 311 N Main St., Piqua, OH 45356 to DM Piqua LLC, 311 N Main St., Piqua, OH 45356.

WHEREAS, Chapter 4303 of the Ohio Revised Code authorizes the Ohio Division of Liquor Control to issue liquor permits within the state of Ohio; and

WHEREAS, Chapter 4303 of the Ohio Revised Code authorities the legislative authority of a municipal corporation to object to the issuance, transfer, or renewal of a liquor permit within the limits of such municipal corporation and request a hearing thereon, and

WHEREAS, the Piqua City Commission has received from the Ohio Division of Liquor Control an application for the transfer of the liquor permit held by Cordova Ventures Inc to DM Piqua LLC address 311 N Main St., Piqua, OH 45356.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: The City Commission of the City of Piqua has no objection to this liquor permit and does not request a hearing.
- SEC. 2: The legislative notice will be sent by the Clerk of Commission to the Ohio Division of Liquor Control no later than August 20, 2025.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	
Commissioner Jim Vetter	
Commissioner Paul Simmons	
Commissioner Thomas Hohman	
Commissioner Frank DeBrosse	



NOTICE TO LEGISLATIVE AUTHORITY

TO

10005136-1 PERMIT NUMBER	TRFO TYPE	DM PIQUA LLC DBA 311 N MAIN ST & PATIO 311 N MAIN ST Piqua PIQUA OH 45356
ISSUE DATE		
7/1/2025 FILING DATE		
D-5 PERMIT CLASSES		
55077 TAX DISTRICT	JUN RECEIPT NO	

FROM 7/8/2025

01743130-1 PERMIT NUMBER	TYPE	CORDOVA VENTURES INC 311 N MAIN ST Piqua PIQUA OH 45356
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
55077 TAX DISTRICT	JUN RECEIPT NO	

MAILED 7/8/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN ~~4/30/06~~ 7/8/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT
THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN TRFO 10005136-1
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING
BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner
☐ Clerk of City Council
☐ Township Fiscal Officer

(Date)

CLERK OF PIQUA CITY COUNCIL
201 W WATER ST
PIQUA OH 45356

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.11.

MEETING DATE	August 19, 2025	
REPORT TITLE	<u>Resolution No. R-95-25</u> A resolution to approve the issuance of a liquor permit for Chipotle Mexican Grill of Colorado, LLC, Chipotle 5409 located at 902 Scott St., Piqua, OH 45356.	
SUBMITTED BY	Jessica Stiltner, Director Law	
AGENDA CLASSIFICATION	Resolution	
BACKGROUND	A new liquor permit for Chipotle Mexican Grill of Colorado, LLC, Chipotle 5409	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	
	Expenditure \$:	
	Source of Funds:	
	Narrative:	
ATTACHMENTS	1. Chipotle Liquor Permit	

Resolution No. R-95-25

A resolution to approve the issuance of a liquor permit for Chipotle Mexican Grill of Colorado, LLC, Chipotle 5409 located at 902 Scott St., Piqua, OH 45356.

WHEREAS, Chapter 4303 of the Ohio Revised Code authorizes the Ohio Division of Liquor Control to issue liquor permits within the state of Ohio; and

WHEREAS, Chapter 4303 of the Ohio Revised Code authorities the legislative authority of a municipal corporation to object to the issuance, transfer, or renewal of a liquor permit within the limits of such municipal corporation and request a hearing thereon, and

WHEREAS, the Piqua City Commission has received from the Ohio Division of Liquor Control an application for the issuance of a liquor permit to Chipotle Mexican Grill of Colorado, LLC, Chipotle 5409 located at 902 Scott St., Piqua, OH 45356.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: The City Commission of the City of Piqua has no objection to this liquor permit and does not request a hearing.
- SEC. 2: The legislative notice will be sent by the Clerk of Commission to the Ohio Division of Liquor Control no later than August 20, 2025.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee

Commissioner Jim Vetter

Commissioner Paul Simmons

Commissioner Thomas Hohman

Commissioner Frank DeBrosse



NOTICE TO LEGISLATIVE AUTHORITY

TO

01437415-235 PERMIT NUMBER	NEW TYPE	CHIPOTLE MEXCIAN GRILL OF COLORADO LLC CHIPOTLE 5409 902 SCOTT STREET Piqua PIQUA OH 45356
ISSUE DATE		
7/11/2025 FILING DATE		
D-1 PERMIT CLASSES		
55077 TAX DISTRICT	JUN RECEIPT NO	

FROM 7/17/2025

PERMIT NUMBER	TYPE	
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO	

MAILED 7/17/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN 08/17/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT
THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN NEW 01437415-235
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING
BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner
☐ Clerk of City Council
☐ Township Fiscal Officer

(Date)

CLERK OF PIQUA CITY COUNCIL
201 W WATER ST
PIQUA OH 45356

City of
PIQUA

COMMISSION AGENDA
STAFF REPORT

H.12.

MEETING DATE	August 19, 2025	
REPORT TITLE	<u>Resolution No. R-96-25</u> A resolution to approve the issuance of a liquor permit to Hampton Golf, Inc 308 N Main St, 4th Floor Only, Piqua, OH 45356.	
SUBMITTED BY	Jessica Stiltner, Director Law	
AGENDA CLASSIFICATION	Resolution	
BACKGROUND	A liquor permit shall be issued to Hampton Golf Inc at 308 N Main St, 4th Floor Only, Piqua, OH 45356	
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	
	Expenditure \$:	
	Source of Funds:	
	Narrative:	
ATTACHMENTS	1. Hampton Golf Liquor Permit	

Resolution No. R-96-25

**A resolution to approve the issuance of a liquor permit to Hampton Golf, Inc 308 N Main St,
4th Floor Only, Piqua, OH 45356.**

WHEREAS, Chapter 4303 of the Ohio Revised Code authorizes the Ohio Division of Liquor Control to issue liquor permits within the state of Ohio; and

WHEREAS, Chapter 4303 of the Ohio Revised Code authorities the legislative authority of a municipal corporation to object to the issuance, transfer, or renewal of a liquor permit within the limits of such municipal corporation and request a hearing thereon, and

WHEREAS, the Piqua City Commission has received from the Ohio Division of Liquor Control an application for issuance of a liquor permit from Hampton Golf, Inc., 308 N Main St., 4th Floor Only, Piqua, OH 45356.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: The City Commission of the City of Piqua has no objection to this liquor permit and does not request a hearing.
- SEC. 2: The legislative notice will be sent by the Clerk of Commission to the Ohio Division of Liquor Control no later than August 29, 2025.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	
Commissioner Jim Vetter	
Commissioner Paul Simmons	
Commissioner Thomas Hohman	
Commissioner Frank DeBrosse	



NOTICE TO LEGISLATIVE AUTHORITY

TO

03563587-2 PERMIT NUMBER	NEW TYPE	HAMPTON GOLF INC HAMPTON GOLF INC 308 N MAIN ST 4TH FL ONLY Piqua PIQUA OH 45356
ISSUE DATE		
3/28/2025 FILING DATE		
D-5L PERMIT CLASSES		
55077 TAX DISTRICT	JUN RECEIPT NO	

FROM 7/29/2025

PERMIT NUMBER	TYPE	
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO	

MAILED 7/29/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN 08/29/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT
THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN NEW 03563587-2
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING
BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner
☐ Clerk of City Council
☐ Township Fiscal Officer

(Date)

CLERK OF PIQUA CITY COUNCIL
201 W WATER ST
PIQUA OH 45356

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.13.

MEETING DATE	August 19, 2025		
REPORT TITLE	<u>Resolution No. R-97-25</u> A resolution to approve the issuance of a liquor permit to Gill Holding, LLC located at 633 W High St., Piqua, OH 45356.		
SUBMITTED BY	Jessica Stiltner, Director Law		
AGENDA CLASSIFICATION	Resolution		
BACKGROUND	A liquor permit shall be issued to Gill Holding LLC		
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:		
	Expenditure \$:		
	Source of Funds:		
	Narrative:		
ATTACHMENTS	1. Gill Holding LLC Liquor Permit		

Resolution No. R-97-25

A resolution to approve the issuance of a liquor permit to Gill Holding, LLC located at 633 W High St., Piqua, OH 45356.

WHEREAS, Chapter 4303 of the Ohio Revised Code authorizes the Ohio Division of Liquor Control to issue liquor permits within the state of Ohio; and

WHEREAS, Chapter 4303 of the Ohio Revised Code authorities the legislative authority of a municipal corporation to object to the issuance, transfer, or renewal of a liquor permit within the limits of such municipal corporation and request a hearing thereon, and

WHEREAS, the Piqua City Commission has received from the Ohio Division of Liquor Control an application for the issuance of a liquor permit to Gill Holding, LLC dba 633 W High St., Piqua, OH 45356.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: The City Commission of the City of Piqua has no objection to this liquor permit and does not request a hearing.
- SEC. 2: The legislative notice will be sent by the Clerk of Commission to the Ohio Division of Liquor Control no later than August 28, 2025.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee _____

Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____



NOTICE TO LEGISLATIVE AUTHORITY

TO

10004303-1 PERMIT NUMBER	NEW TYPE	GILL HOLDING LLC DBA 633 W HIGH ST 633 W HIGH ST Piqua PIQUA OH 45356
ISSUE DATE		
7/9/2025 FILING DATE		
C-1 C-2 PERMIT CLASSES		
55077 TAX DISTRICT	JUN RECEIPT NO	

FROM 7/17/2025

PERMIT NUMBER	TYPE	
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO	

MAILED

07/28/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN

08/28/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT
THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN NEW 10004303-1

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING
BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX?

IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF PIQUA CITY COUNCIL
201 W WATER ST
PIQUA OH 45356

City of PIQUA

COMMISSION AGENDA STAFF REPORT

H.14.

MEETING DATE	August 19, 2025		
REPORT TITLE	Resolution No. R-99-25 A resolution to increase the allocated contractual budget for legal services provided by McCulloch, Felger, Fite and Gutmann Co., L.P.A.		
SUBMITTED BY	Jessica Stiltner, Director Law		
AGENDA CLASSIFICATION	Resolution		
BACKGROUND	In March 2025, the City of Piqua entered into an Agreement with McCulloch, Felger, Fite and Gutmann Co., L.P.A. to provide legal services for the city as requested by the law director. All attorneys of McCulloch, Felger, Fite and Gutmann Co., L.P.A. shall act as legal counsel when requested by the city. Attorney Frank Patrizio shall act as Assistant Prosecutor for the City of Piqua and in his absence, attorney Kyler Palmer will act as Assistant Prosecutor.		
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:		
	Expenditure \$:		
	Source of Funds:		
	Narrative:		
ATTACHMENTS	None		

Resolution No. R-99-25

A resolution to increase the allocated contractual budget for legal services provided by McCulloch, Felger, Fite and Gutmann Co., L.P.A.

WHEREAS, McCulloch, Felger, Fite and Gutmann Co., L. P. A. shall provide legal services as requested by the law director for the city of Piqua with Frank J. Patrizio as primary contact for the firm, Kyle Palmer shall be designated secondary contact ; and

WHEREAS, Frank J. Patrizio shall serve as an assistant prosecutor for the City, and if unavailable, Kyler Palmer shall serve as assistant prosecutor. Said assistant prosecutorial services will be at the request of the Law Director and Police Chief.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

- SEC. 1: McCulloch attorneys shall bill at an hourly rate of \$300.00 per hour with a minimum of charge of six hours for prosecution services traditionally performed on Wednesday mornings and afternoons. If the Law Director requests only morning assistance or afternoon assistance, minimum billing will be for three hours per session. McCulloch will itemize and submit billing monthly to the City for said services.
- SEC. 2: The Finance Director certifies that the funds are available and is hereby authorized to draw their warrant from time to time on the appropriate accounts of the City Treasury according to contract terms, not to exceed a total of \$90,000 for the calendar year 2025.
- SEC. 3: This resolution shall take effect and be in force from and after the earliest period allowed by law.

KRIS LEE, MAYOR

PASSED: _____

ATTEST: _____
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by None, seconded by None, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Jim Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____
Commissioner Frank DeBrosse	_____