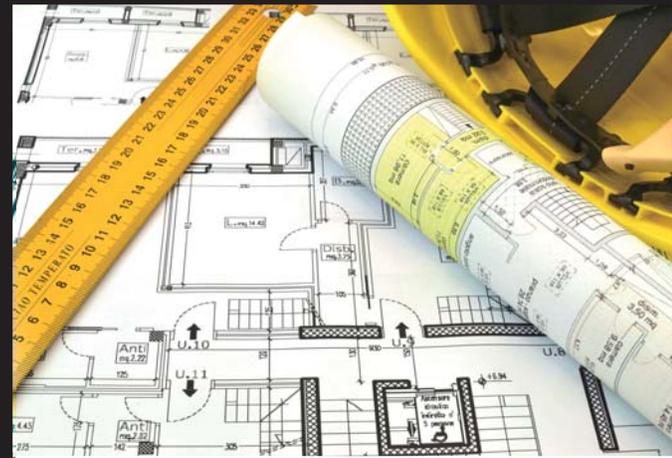




2015 ANNUAL REPORT HAMILTON COUNTY

PLANNING + DEVELOPMENT
DEPARTMENT



HAMILTON COUNTY
Planning + Development



Board of County Commissioners

Department Core Values 2015

Service Excellence

- We cultivate strong engagement and cooperation with all stakeholders, including constituents, customers, community partners, and all of our co-workers within Hamilton County government.
- We strive to understand and proactively meet our stakeholders' needs.
- We provide prompt, responsive service in a manner that's informative, helpful, respectful, and courteous.
- We produce work products that are of the highest quality, ensuring efficiency, accuracy and clarity.

Stewardship and Integrity

- We use resources efficiently and effectively to be good stewards for Hamilton County.
- We uphold the highest ethical standards.
- We build and maintain trust by demonstrating fiscal responsibility, transparency, and accountability.
- We demonstrate fairness and honesty in all of our decisions and actions.

Teamwork and Collaboration

- We work as a team, always.
- We build strong, trusting relationships with all stakeholders by being respectful, collaborative, and inclusive, by sharing information transparently, and by communicating effectively.
- We leverage each other's knowledge and skills, both internally and externally; we rely on each other's strengths to enhance the success of all initiatives.
- We actively seek and consider others' concerns and ideas; we value everyone's input, we consider different views, and we advocate for the best solutions.

Leadership and Professionalism

- We invest in professional development to provide a highly skilled workforce, and we are leaders within our fields of expertise.
- We value our team's knowledge and efforts, we provide recognition for good work, and we celebrate our successes.
- We inspire each other to do our best, to approach challenges positively, and to actively engage in the work that we're doing.

Innovation and Continuous Improvement

- We strive to recognize the opportunities for improvement that come with change in all of its forms.
- We think proactively and strategically, making improvements at every opportunity.
- We go beyond what's required, relentlessly seeking ways to enhance the organization's efficiency, effectiveness, and levels of service.

Director's Message



Todd Kinskey
Planning + Development
Director

To Those We Serve:

On behalf of the Hamilton County Commissioners and the various Boards and Commissions that this department serves, I am pleased to provide you with the Annual Report of the Hamilton County Planning + Development Department. This report contains an overview of our major projects of 2015, highlights the work of each of our five Divisions, and outlines our financial status for the year.

As you read the report, you will see that the work of this office is quite varied though all related to the development and improvement of Hamilton County communities. The report, broken down by Division, illustrates our major accomplishments from last year, as well as quantifies our work both numerically and geographically, where possible. Our aim here is to outline what we do and where we do it.

If you are a customer of our department, I truly hope you can attest to high quality service that we deliver. It is our goal to be the best planning and development agency in the region. To that end, we have continued to focus on process and customer service improvements to make navigating our processes as easy as possible. We continue to find ways to make things easier for our customer and will continue to do so in the future. We have worked hard to create a culture of continuous improvement where thinking outside the box and advancing new ideas is not only welcomed but encouraged.

Some significant accomplishments in 2015 include:

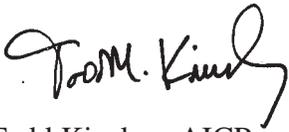
- Approved over 5,000 building permits totalling a reported value of over \$340 million
- Opened a satellite plan review office in Anderson Township for our building and inspections operation to make it easier for customers to drop off plans and to interact with a fully licensed plans examiner.
- Completed 41 Community Development Block Grant (CDBG) projects and programs with participating local governments, including commercial and residential demolitions, park improvements, street reconstruction and home improvement repair programs.
- Provided four \$20,000 mini-planning grants from CDBG planning administration funds to local communities for much needed planning efforts.
- Conducted several training sessions for planning and zoning commissioners from local communities on new trends, legal issues and managing boards of zoning appeals.
- Developed a plan to transition all tenant based rental assistance clients to CMHA Housing Choice Vouchers to enable federal funds to be used for affordable housing projects.

- Prepared a RFP and conducted extensive interviews and hired a company that will prepare a completely new website for the County in 2016.
- Surveyed and mapped hundreds of miles of storm sewer pipes as part of the Hamilton County Storm District's obligation to fully map the County's storm system.
- Continued to manage the maintenance and repair of 14,000+ fire hydrants (FH) within the twelve unincorporated townships and almost 5,000 FHs in the 9 cities and villages where we have contracts.
- Managed the County web which had 2,861,860 visits and 33,664,048 hits in 2015.

Another significant change in 2015 was the addition of a new manager to our Community Development Division. Joy Pierson joined our team in February as our new Community Development Administrator with a specific directive to analyze our operations and determine how we can be more effective in creating a more vibrant Hamilton County. For those of you that have worked with Joy over the past year, I hope you have noticed our renewed emphasis on economic development and leveraging funds to the greatest degree possible. Under her leadership, we have made some big changes and more are on the horizon.

I hope you find this report informative and useful. We strive for total transparency and want the citizens of Hamilton County to know that we always make wise use of the public funds we receive. Beyond that, we welcome your feedback to help us shape our work program and improve our interaction with customers. Please contact me at todd.kinskey@hamilton-co.org with your comments or suggestions.

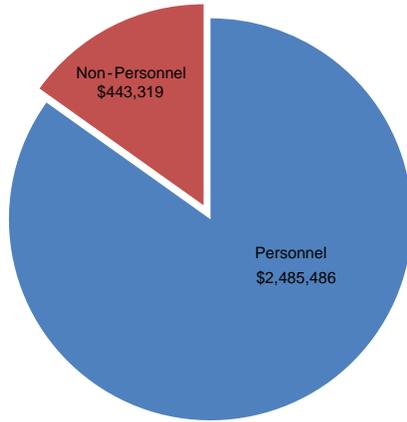
Thank you,

A handwritten signature in black ink that reads "Todd Kinskey". The signature is written in a cursive, flowing style.

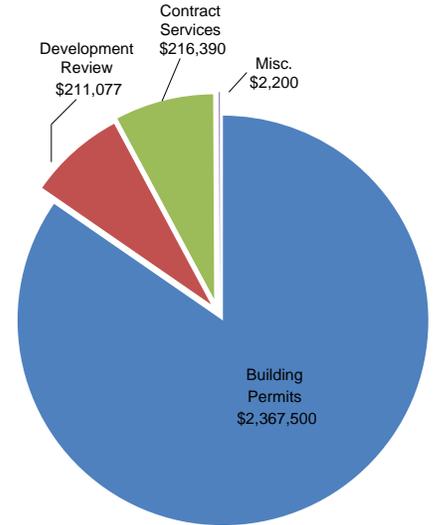
Todd Kinskey, AICP

Budget

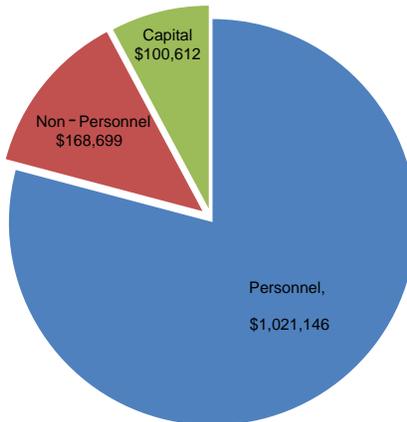
General Fund Expenses \$2,928,805



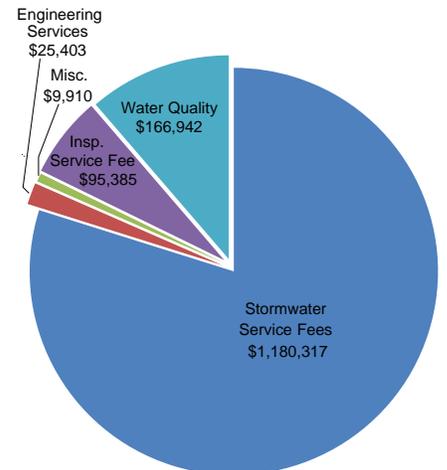
General Fund Revenue \$2,797,167



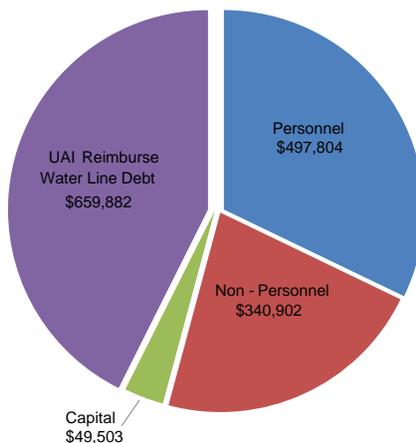
Stormwater Expenses \$1,290,459



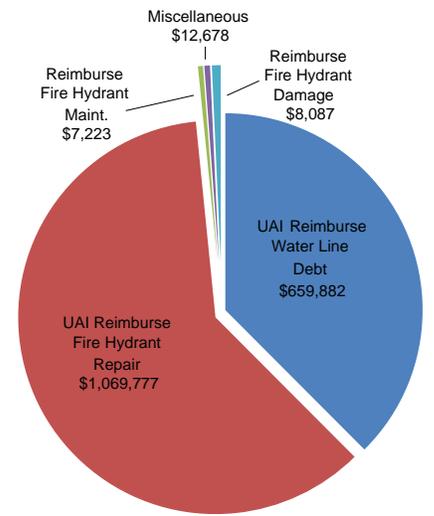
Stormwater Revenue \$1,477,957



Water Rotary Expenses \$1,548,091



Water Rotary Revenue \$1,757,647



Buildings + Inspections

Overview of Buildings + Inspections Division

Primary Role is to process, review and inspect building permit applications per applicable building codes for all unincorporated areas of Hamilton County, and six contractual municipal jurisdictions. The Division is broken into three units: Customer Support Service, Plans Examination, and Building Inspection

Units and Services

Customer Support Service: This unit is the Building and Inspections Division's front door for most of its customers. Customer services specialists accept and process all applications for building permits. This includes manually entering all application data into our Permits Plus database system and then adding all documents and plans into our digital database (Docs Link) through scanning each plan manually or adding digitized plans. Customer Service Specialists route paper and digital plans inside the department to the Stormwater and Infrastructure Division and the plans examination unit, as well as externally for coordinated approvals by various review agencies. This unit also notifies customers when applications are available to pick up permits and processes all occupancy certificates. Additionally, the unit also processes all payments for building permits and all incoming inquiries regarding permitting.

Plans Examination Unit:

The plans examination unit reviews all building permit applications and plans requiring a full plans examination. All plans examiners are licensed by the State of Ohio to complete plan review. Plans examiners work diligently with customers to review and approve plans in accordance with applicable building codes. If plans do not meet the necessary criteria for approval, plans examiners communicate any deficiencies to the customer in writing and in the Permits Plus database, which can be accessed by the customer via the EZTRAK permitting system. Once a plan is approvable, the plans examiner forwards the plan to the Customer Support Service Unit for final approval (if applicable) and issuance. A designated plans examiner is available daily to answer both technical and general questions.

Building Inspection Unit: The building inspection unit serves as the inspection arm of the division. All inspectors are licensed by the State of Ohio to complete inspections. Inspectors are scheduled daily to inspect building projects to make sure they are in compliance with approved plans. Inspections can be scheduled through an automated system up to midnight the night before or by contacting a customer service specialist during business hours. Over 99% of all inspection requests are inspected within twenty-four (24) hours. The inspections unit inspects after hours and on weekends upon request (availability and fees apply). An inspector is on call for emergency situations 24 hours a day as necessary. The unit also investigates calls or reports of unsafe structures, work without permits and damage reports. Once a project meets all required inspections and agency



James Noyes
Planning + Development
Assistant Director



The Jewish Hospital - Mercy Health addition in Sycamore Township to be completed in 2016 - provided by Mercy Health/ Champlin Architecture

Anderson Towne Center Addition, in Anderson Township to be completed in 2016 - provided by Victory Real Estate Investments



approvals, inspectors then recommend approvals to the building official for occupancy permits to be issued.

Board of Building Appeals - The Division schedules hearings of the Hamilton County Board of Building Appeals. A five (5) member board with representatives appointed by the Board of County

Commissioners from different disciplines of the construction industry hears appeals to adjudication orders from the building official. The Board hears testimony and votes on each issue as it relates to the applicable building code.

2015 By the Numbers

- Number of application submitted: 4890
- Number of permits approved: 5061
- Number of permits approved by customer service specialists: 2565
- Number of permits approved by the plans examiners: 2496
- Average number of days to approve residential permits by plans examiners: 17
- Average number of days to begin a residential plan review by plans examiners: 6
- Average number of days to approve commercial permits by plans examiners: 28
- Average number of days to begin a commercial plan review by plans examiners: 17
- Number of building inspections conducted: 13,588
- Number of building code enforcement issues investigated: 27
- Number of Board of Building Appeals: 3
- Reported value of all applications submitted: \$340,112,000

New Residential Construction Permits – An Inside Look

Building permits are typically seen as one of the leading indicators to measure the health of local economies. Building permit data has been collected digitally in Hamilton County since 1992. This data helps provide a detailed analysis of the market over the last two decades. The New Construction Residential permit is the permit type for all new 1, 2 and 3 unit homes issued within Hamilton County’s jurisdiction. These permits declined from a high of 984 permits in 1996 to a 2011 low of 195 permits. The chart below reflects the annual building permit activity in red for the previous 20 years and the annual year-to-year increase or decrease in applications in blue.

Upon further inspection, residential new building permits slowed their downward trend in 2008 and started increasing from 2012 through 2015, with a slight backslide in 2014.

New Residential Permit Applications - Last 20 Years



Annual Commercial Applications Since 2008

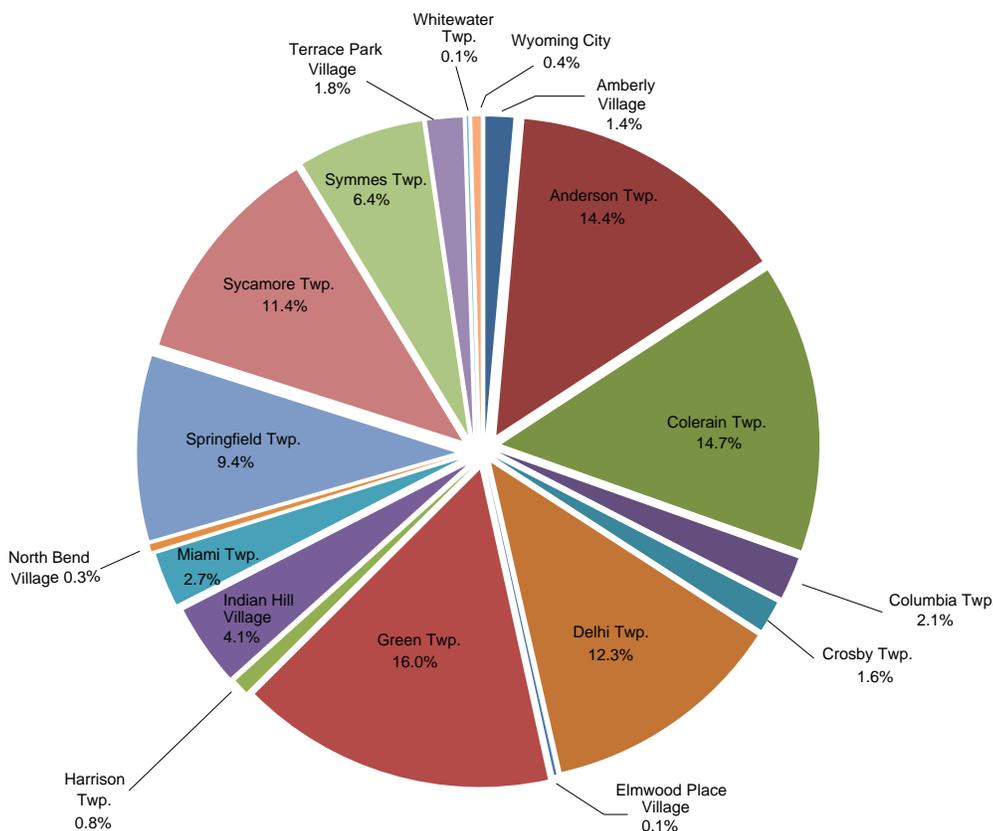


Overall, since hitting a low point in 2011 until the end of 2015, residential new construction has increased 53%. While these numbers are nowhere near the numbers seen 20 years ago, they indicate continued moderate growth in the residential sector of Hamilton County and a positive sign for investment in the County overall.

Permits by Locations

Hamilton County serves as the building department and building official for all twelve (12) townships (Anderson, Colerain, Columbia Crosby, Delhi, Green, Harrison, Miami, Springfield, Symmes, Sycamore and Whitewater) along with six (6) other municipalities (Amberly Village, Elmwood Place, Indian Hill, North Bend, Terrace Park, Wyoming).

2015 Permit Applications by Location



For Elmwood Place, Terrace Park and Wyoming, Hamilton County only serves in a capacity for commercial permits. The chart above indicates the percentage of permit applications in 2015 by each location. Green Township led with 16% (780 permits) of all applications with Anderson Township slightly behind at 14.7% (717 permits). Green Township's permit count can be attributed to new home building (27% of all new homes

in the County) and some new commercial developments, including the Harrison Greene development, which will eventually include a mixture of office and retail projects on Harrison Avenue at the terminus of Western Northern Boulevard.

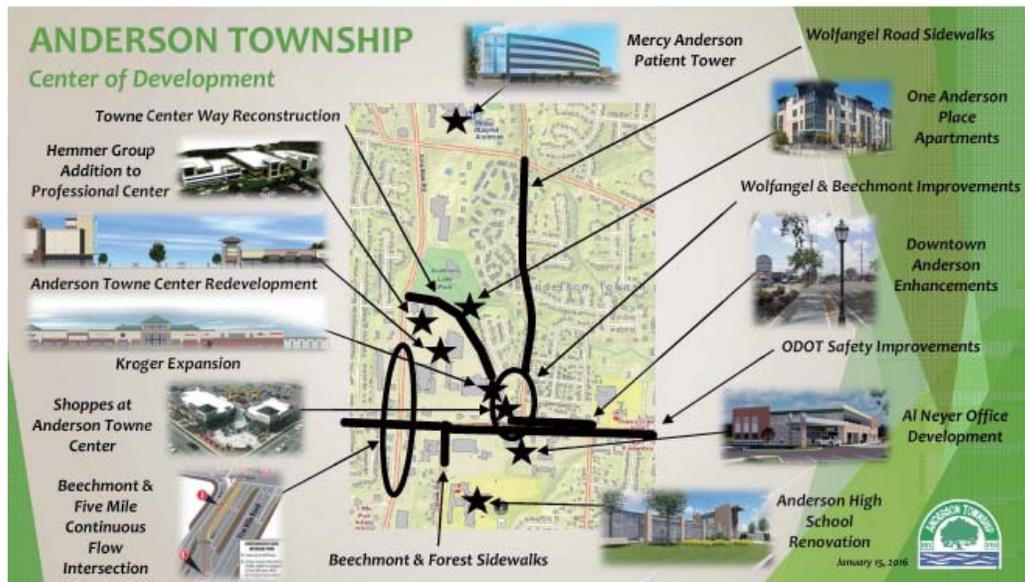
While many Townships have experienced a surge in investment and growth in the last few years, Anderson Township is potentially undergoing one of the largest building and infrastructure improvements in the County, with the possible exception of the improve-

Harrison Greene Phase 1 in Green Township completed in 2015 provided by Neyer Properties



ments around Kenwood Towne Center in Sycamore Township. According to Anderson Township officials, \$165 million of public and private money will be invested in the Five Mile Road and Beechmont Avenue area alone. This does not include all of the proposed \$100 million improvements to the Forest Hills School District that serves Anderson Township. It is anticipated that these improvements will help improve the investment in Hamilton County above the \$340 million that was invested in 2015 (as reported on permit applications).

Proposed and Ongoing Anderson Township Improvements in the Five Mile Road and Beechmont Avenue Area - provided by Anderson Township



2015 Division Improvements and Activities

Communication – The division continues to see the positive effects from its efforts to provide more communication within the division and with our customers. This has led to some positive results that have increased the division’s capacity while decreasing times that customers have to wait for their permits. Case in point is the review of new single family residential applications by the plans examination unit. Although the amount of permits increased from 197 in 2012 to 299 in 2015, the plans examination unit was able to take almost four (4) days off the average review time and increase the number of permits approved on the first review from 41% (2012) to 75% (2015). From the first quarter of 2012 to the last quarter of 2015 the amount of permits approved by the second review increased from 77% to 100% (97% for the whole year 2015). Our plans examiners have been encouraged to contact customers directly to answers questions regarding permits in order to provide better overall customer service.

Transparency – The division strives to increase transparency for our customers. For many years, customers and the general public have been able to use the EZTRAK online approval tracking system to find out information about permits by entering the applicable permit number or project address. However, taking some of the unknown out of the permitting process and providing additional insight into expected wait times before plans were reviewed was a priority. A digital board detailing current review times, expected number of days to review permits was added to the lobby in 2015 to provide additional information and notice to our lobby customers. This is planned to be expanded to the department’s website in 2016.

Expansion of Satellite Offices – In February 2015, the division opened a second satellite building office in the Anderson Township. This office accepts building plans for most permits types without the need for customers to travel downtown. Like the first office that opened in Colerain Township, the Anderson office accepts building permit applications from all jurisdictions served by Hamilton County provided customers have a zoning certificate from the applicable zoning jurisdiction. Both offices are staffed once a week (Wednesdays), but plans can be dropped off on any day as long as necessary paperwork and fees are attached. Plans are being discussed for a pilot drop off program at Sycamore Township.

Outreach – The Buildings and Inspections Division made a conscious effort to make outreach a priority in 2015. This included presenting and leading workshops, seminars, and classes for our customers and partners. Highlights of these included the following: a seminar for the Southwest Ohio Fire Officials’ Association; a nuisance workshop for local fire officials; township administrators and local zoning staff (joint presentation with Colerain Township and the Hamilton County Public Health); a workshop and seminar for the local chapter of the American Institute of Architect. In addition, members of the inspection staff were involved in leadership positions of state and regional boards of the building officials’ organizations OBOA (Ohio Building Officials Association) and SWOBOA (Southwestern Ohio Building Officials Association).

Vehicles – Buildings and Inspections replaced one (1) vehicle used for inspection in 2015. Building inspectors complete over 13,000 inspections per year and must travel from downtown to each destination daily. Thousands of miles are added to these service vehicles per year and must be replaced to make sure that maintenance and repair costs are minimized, as well as to ensure that all inspections can be completed in a timely manner.

Community Development



Joy Pierson
Community Development
Administrator

The primary role of the Community Development Division is to manage programs and projects funded by the US Department of Housing and Urban Development (HUD). In 2014 the Division administered the following grants:

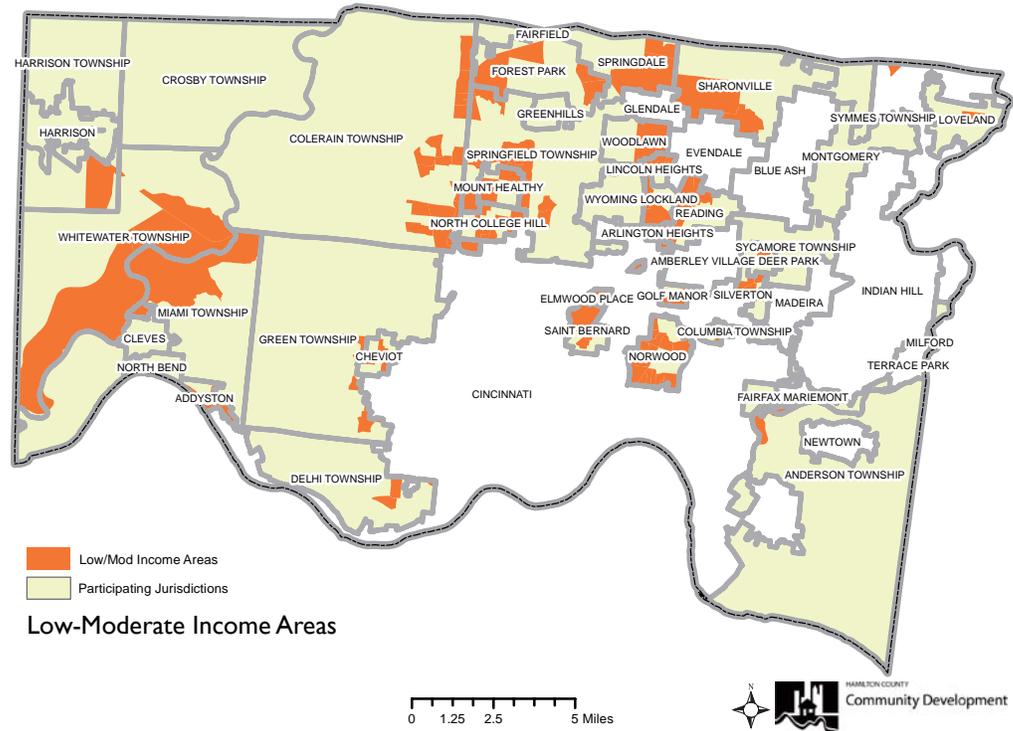
- Community Development Block Grant Program (CDBG) - \$2.9 million
- Home Investment Partnerships Program (HOME) - \$1.0 million
- Emergency Solutions Grant Program (ESG) - \$240,000

Community Development Block Grant Program (CDBG) - \$2.9 million

CDBG funds are allocated to the County based on which local governments elect to participate in the program. We currently have 37 of 48 participating jurisdictions. The funds can be used to meet any of the following national objectives:

- Assist Low to Moderate Income Areas
- Assist Low to Moderate Income Residents
- Eliminate Slum and Blight
- Create Low to Moderate Income Jobs
- Improve Public Infrastructure
- Improve Public Facilities
- Provide Presumed Benefit to Elderly/Seniors, Youth, Disabled Residents
- Make Accessibility Improvements

Participating Communities



Local Government Projects

We split the funds between countywide programs and specific local government projects and programs. Funds can be used for improving public facilities; improving public infrastructure; or providing loan or grant programs to small businesses or homeowners.

Community	Project	Amount
Anderson Township	Heritage Center Improvements	\$77,000
Cheviot	Harrison Ave Streetscape Improvements	\$9,900
Cheviot	Swimming Pool Improvements	\$60,000
Colerain Township	Hillary Dr and Fath Court Street Improvements	\$122,500
Forest Park	Home Improvement Repair Program	\$20,000
Greenhills	Home Improvement Repair Program	\$20,000
Lincoln Heights	EMS Staffing Program	\$31,000
Lockland	Dixie Court Street Improvements	\$109,400
Loveland	Heights Rd Improvements	\$90,000
Loveland	Anniversary Park Improvements	\$90,000
Montgomery	Montgomery Rd Car Dealer Demolition	\$60,000
Mt Healthy	Acquisition and Demo of Blighted Property on Kinney Ave	\$19,375
Mt Healthy	Mt Healthy City Park Improvements on Perry St	\$100,000
North College Hill	Pies Park Playground Improvements	\$10,000
North College Hill	Residential Property Acquisition and Demo on Mearl St	\$9,725
Norwood	Crown Ave Street Improvements	\$218,080
Norwood	Streetscape and Tree Improvements	\$125,000
Norwood	Youth Dental Program	\$8,000
Reading	Benson and Market Streetscape	\$41,856
Silverton	Sibley Ave Street Reconstruction	\$25,000
Silverton	South Ave Street Reconstruction	\$84,209
Springdale	Home Improvement Repair Program	\$19,490
Springfield Township	Frost Playground Improvements	\$25,000
Springfield Township	West College Hill Neighborhood Services	\$74,800
Springfield Township	Bluehill Dr and Shadowridge Ln Street Improvement	\$96,700
St Bernard	Vine St Streetscape Furnishings	\$100,000

Housing Repair Services Program

The County contracted with People Working Cooperatively to provide up to two emergency and critical repairs per year for qualified homeowners who live in a participating community. Examples of repairs include patching roofs, replacing water heaters, fixing furnaces and installing outside ramps. Last year, over 600 families received over \$650,000 in services through this program.

- 80% of the homeowners are elderly residents
- 100% of the homeowners make 50% or less than the annual median income
- About 49% of the homeowners were Caucasian, 49% were African American and 2% were of other racial backgrounds.

Renter Accessibility Program

The County also contracted with People Working Cooperatively to make modifications to rental housing to improve accessibility for persons with disabilities. Projects included adding outside ramps, removing steps, changing the grade of entrances and adding interior grab bars. Last year, \$50,000 of improvements was made to nine buildings; 22 housing units were made accessible.

Urban Land Assistance Program (ULAP)

Participating communities can request funding to acquire and/or demolish blighted commercial properties in their jurisdiction through a competitive process. This year, seven buildings were demolished using ULAP funds as listed below:

Community	Project	Amount
Loveland	Loveland Bowling Alley	\$20,000
North College Hill	Small Retail Building on LeBoiteax Ave	\$15,000
Sliverton	Three Office Buildings on Montgomery Rd	\$75,000
Woodlawn	Two Commercial Buildings on Springfield Pk	\$22,000

Spot Demolition Program

Participating communities can request also funding to acquire and/or demolish blighted residential properties in their jurisdiction. Funding is provided on a first come, first serve basis. Each community can receive funding for up two buildings and \$25,000 per year. This year, 7 buildings were demolished using Spot Demo funds as listed below:

Residential Demolition	Projects	Amount
Colerain Township	Home on Poole Rd	\$13,800
Lockland	Home on Wyoming	\$4,200
Lockland	Home on Mulberry St	\$4,500
Lockland	Home on Wyoming St	\$19,800
North Bend	Home on Three Rivers Pk	\$12,800
Mt Healthy	Home on Adams St	\$11,100
Anderson Township	Home on Sherman Ave	\$13,000

Home Investment Partnerships Program (HOME) - \$1.0 Million

- Funds must be used to provide affordable housing or rental assistance to low to moderate income individuals and families
- Funds are used to rehabilitate or build new homes for low to moderate income families. Two projects were completed with Habitat for Humanity in 2015. One duplex was acquired and modified for persons with disabilities with the Housing Network of Hamilton County.
- More than 50% of the funds are used for Tenant Based Rental Assistance for households with one or more disabled family members. In 2015, the TBA program helped 110 households with monthly rental assistance.
- In 2016, the County is transitioning out of the rental assistance program and clients are receiving assistance from the Cincinnati Metropolitan Housing Authority. We will be seeking proposals for affordable housing projects throughout the county. Funding will be awarded based on project underwriting and scoring.

Emergency Solutions Grant Program (ESG) - \$240,000

- All funds are spent in coordinated efforts through the Cincinnati and Hamilton County Continuum of Care, called Strategies to End Homelessness, for emergency shelter and homelessness prevention activities.
- While emergency shelter services are vital and are provided to approximately 3,800 individuals per year, increased funding has been provided to prevent homelessness.
- Approximately 1400 individuals and families received services through the Rapid Rehousing program and 800 through Shelter Diversion programs.
- Related homelessness services are offered with about \$120,000 in CDBG funds. About 50% of these funds provided facilitation services. The additional funds were provided to 75 individuals and families who were formerly homeless to pay the first month of rent, security deposits and other related expenses.

Community Planning

The Community Planning Division supports Hamilton County's jurisdictions by helping them think outside of their jurisdictional boxes. Be it bike trails, stormwater management, or other shared opportunities, the staff of the Community Planning Division looks for ways jurisdictions can work with their neighbors. Community Planning staff also fosters good planning practices to promote well-planned development which leads to better quality of life.

The Planning Partnership

The Planning Partnership celebrated its 15th year of supporting community planning and collaborative projects in Hamilton County's 49 jurisdictions. The Planning Partnership Annual Meeting featured Michael Garfield, COO of Mercy Health, who discussed the intersections between healthcare, planning and public health. Also at the meeting, the City of Deer Park and the Village of Evendale were awarded Frank F. Ferris II Awards and 2015 officers were approved by Planning Partnership members. In 2015, the Partnership was led by Chair, Yvette Simpson, City of Cincinnati representative; Chair-Elect, Senator Richard Finan, Village of Evendale representative and Vice-Chair, Tony Rosiello, Green Township representative.

Other Highlights of Planning Partnership activities in 2015 included:

- A joint meeting of the Hamilton County First Suburb Consortium/Municipal League where all three county commissioners spoke to the importance of the 2018 MSD Operating Agreement
- Planning Commissioner trainings in the cities of Sharonville and Montgomery. An emerging training partnership with Center for Local Government included two training sessions - one for Boards of Zoning Adjustment (BZAs) and another on Planning Trends.
- World Town Planning Day was held on November 13th in Amberley Village and the City of Reading with a focus on the Reading Road Corridor from Cross-County Highway to Section Road.
- Completed Madeira central business district conceptual map.
- Completed updates to Green & Miami Township Land Use Plans

Green Initiatives

"Green" or sustainable initiatives played a large part of the 2015 Community Planning work program. Staff worked closely with partner organizations like the Mill Creek Watershed Council of Communities, Green Umbrella, Taking Root, and the Green Partnership for Greater Cincinnati.



Steve Johns
Community Planning
Administrator



Frank Ferris II Planning Award was presented to Village of Evendale for its Bicycle Master Plan and City of Deer Park for their 2035 Vision Plan



Rain Barrels are possible parts of Green Infrastructure

Local Foods is an aspect of community health that has become important to community planning



Much of this work focused on watershed planning and stormwater management. Brian Wamsley, Senior Planner in Community Planning, led the Green Infrastructure Group (GIG) which provided staff support for designing a green infrastructure program for MSD.

Community Planning also supported Taking Root, an initiative to plant 2 million trees in the region by 2020. Principal Planner

Dean Niemeyer serves on the steering committee of this effort.

Bike Trails

Helping promote bicycling and walking through the work of the Regional Trails Alliance (RTA), newly branded “Tri-State Trails,” and the Connecting Active Communities Coalition (CACC) was another place where Community Planning helped foster jurisdictional cooperation for the development of a hike and bike trail system throughout the County. Community planning staff provided leadership and resources to the Mill Creek Trail Collaborative to connect the Hamilton County Fairgrounds to Sharon Woods and to the Princeton School District’s Safe Routes to School program.

HIP Loans

Community Planning staff administer the Hamilton County Home Improvement Program (HIP). HIP is a linked deposit loan program that helps reduce home improvement loan rates by up to three percentage points. HIP helps residents stay in Hamilton County by lowering financial barriers to making upgrades to their existing homes rather than moving to newer homes that are often located outside the County. In 2015, 59 HIP loans were used to make \$1.2 million of improvements in 17 jurisdictions. Over the course of the program, 2,700 loans have been made; helping to make over \$47 million worth of improvements.

Welcome to Stacey Todd

In June, Stacey Todd joined the Division of Community Planning as an Associate Planner. Stacey has a passion for working with and for communities and a special interest in housing, access to food, and public health matters. Stacey spent the second half of 2015 engaging with county jurisdiction representatives and residents to enhance current planning projects and to develop future initiatives based on community needs. Stacey has a BA in Women’s Studies and Geography from Miami University and a Masters in Community Planning from DAAP at the University of Cincinnati.

Development Services

Overview of Development Services

The Development Services division is primarily responsible for review of new development and redevelopment proposals and plans to guide future development in the unincorporated territories of Hamilton County. This division is charged with the task of overseeing the implementation of adopted resolutions, rules, and procedures relative to the physical development of the county. The three major focus areas that generally require such review are Land Use Plan Services, Subdivision Administration Services, and Zoning Services.

Land Use Plan Services

In 2015, the Development Services division engaged the majority of Hamilton County townships in discussions regarding required or desired updates to Land Use Plans adopted by the Hamilton County Regional Planning Commission (RPC). This coordination is done annually to keep all townships advised of the status of all adopted plans to ensure that plans are kept up to date and recommendations remain valid. In addition, all plans submitted for adoption are reviewed and presented by staff to RPC for consideration. In late 2014, the Development Services division began coordination with the Community Planning division to accomplish these desired updates and to work with townships interested in utilizing the Planning + Development department to assist with the plan update process. Significant projects and coordination efforts in 2015 include:

- Finalized recommendations and completed the contract with Miami Township to prepare a Land Use Plan update for the township wide plan. The update included creation of a special area plan for the Bridgetown Road/Shady Lane area of the township to guide future commercial development expansion. The final recommendations were adopted by RPC in February.
- Entered into a contract to complete a Land Use Plan update for Green Township. Worked with the township on preparation for Land Use Planning Committee meetings, prepared documents and meeting agendas, led discussions regarding necessary and desirable changes, and facilitated notices, preparation, and meeting coordination for a public open house event. Finalized recommendations and presented final draft for approval by the Green Township Trustees. Final draft of the plan was adopted by RPC in October.
- Held several informal conversations with Colerain, Columbia, Crosby, Harrison, Springfield, Sycamore, and Symmes Townships regarding the statuses of adopted plans and the potential for future plan coordination and adoption.

Subdivision Administration Services

The Hamilton County Regional Planning Commission is the platting authority for all unincorporated territories of Hamilton County, which includes all 12 townships. Generally, subdivision activity in the townships has been steadily increasing since 2008 and the pace has continued to pick up significantly in the last three years. Subdivision activity



Bryan Snyder
Development Services
Administrator



**Green Township Land Use
Plan Detail**

includes Preliminary Subdivision review, Improvement Plan review and routing, final Record Plat review, routing, and approval, and minor subdivision (lot split) review and approval. Subdivision activity in 2015 included:

- Preliminary Plans – 5 preliminary subdivision plans were approved by RPC in 2015 including a total of 65 future lots.
- Improvement Plans – 5 Improvement Plans were approved to allow construction of infrastructure for 261 future lots.
- Record Plats – 11 plats were approved to allow final platting of 229 new lots.
- Minor Subdivisions – 19 lot splits were approved creating 35 new lots.
- Subdivision Regulations Amendments – Comprehensive review and update of the Subdivision Regulations was completed this year. Amendments included removal of process steps that were no longer necessary, review and revision of specific subdivision requirements, and reformatting of the entire document. Updated regulations were approved by the Board of County Commissioners in September and adopted by RPC in October.

Zoning Services

Zoning in Hamilton County is broken into three general categories of jurisdiction: zoning adopted for cities or villages, zoning adopted for townships under township trustee jurisdiction, and zoning adopted for townships under county commissioner jurisdiction. Zoning adopted by cities and villages is not required to be presented or processed by county planning staff. Additionally, Ohio state law dictates that zoning adopted under township trustee jurisdiction is only required to be reviewed by RPC when there is a change to the zoning code or zoning map. All aspects of zoning adopted under county commissioner jurisdiction are administered by county staff.

In Hamilton County, zoning in all of Columbia and Harrison Townships and the majority of Green and Miami Townships is under county commissioner jurisdiction. Zoning has been adopted under township trustee jurisdiction for Anderson, Colerain, Crosby,

northeastern Green, Delhi, Springfield, Sycamore, and Symmes Townships. Development Services staff is responsible for the required review of township zoning code and map amendments and for all aspects of administration of the Hamilton County Zoning Resolution, which includes development review, zoning certificate plan review, and enforcement. Development Services staff also administers zoning for the Village of

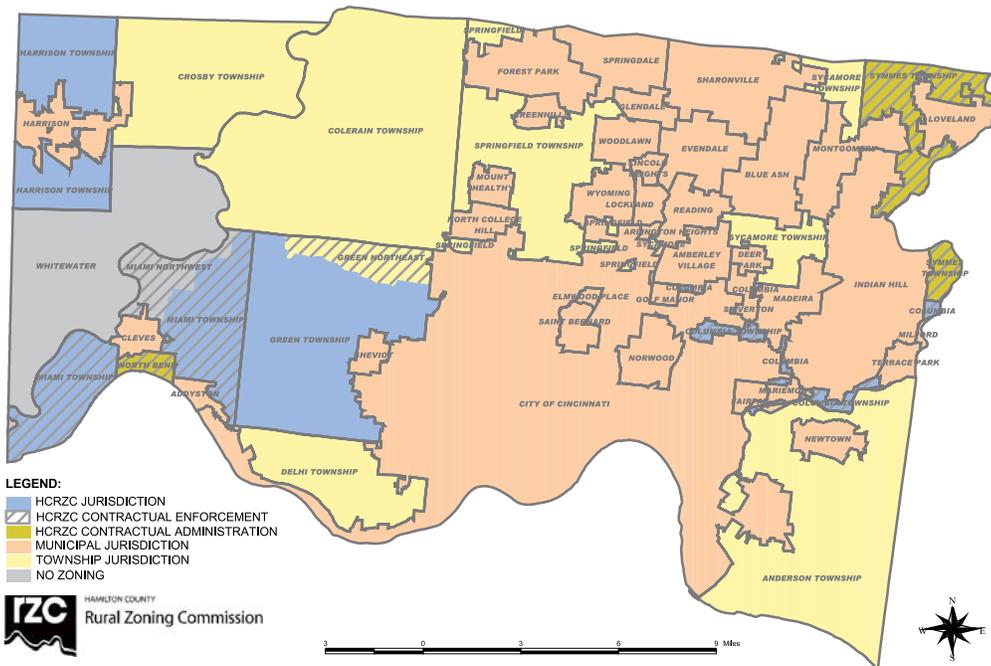
North Bend and Symmes Township through contracts for services between these jurisdictions and RPC. Development Services Activity for 2015 included:

- County Zoning Cases – Review, report preparation, presentation, and document approval/recording of 21 development review cases in townships under county jurisdiction (7 zone map amendments, 2 planned unit developments, and 12 major adjustments to approved planned districts).

Harrison Avenue Kroger Site Plan



- County Board of Zoning Appeals Cases – Review, report preparation, presentation, and administration of 17 variances and 7 conditional use requests to the Hamilton County Board of Zoning Appeals.
- Township Zoning Cases – Review, report preparation, and presentation to RPC of 11 development review cases in townships under township trustee jurisdiction (7 zone map amendments and 4 zoning text amendments).
- Symmes Township Contract Cases – Review, report preparation, presentation, and document approval of 8 cases. These cases included: 5 variance and conditional use cases presented to the Symmes Township Board of Zoning Appeals, 1 Final Development Plan case presented to the Symmes Township Zoning Commission, and 2 zoning text amendments presented to RPC, the Symmes Township Zoning Commission and the Symmes Township Board of Trustees.
- Village of North Bend Contract Cases – Review, report preparation, presentation, and document approval of 1 variance request presented to the Village of North Bend Board of Zoning Appeals and 1 Final Development Plan modification presented to the Village of North Bend Planning Commission.
- County Zoning Plan Review – Review and issuance of 700 Zoning Certificates. This included 497 Zoning Certificates in areas under county zoning jurisdiction, 193 in Symmes Township, and 10 in the Village of North Bend.
- County Zoning Enforcement – Zoning inspection and issuance of final approval for 681 Zoning Certificates, issuance of 371 Notices of Violation, and investigation of 192 zoning complaints in areas under county zoning jurisdiction, Symmes Township, and the Village of North Bend.



Hamilton County Rural Zoning Commission Jurisdictions

FIGURE 10: HCRZC JURISDICTIONS

THESE DATA WERE PROVIDED BY THE HAMILTON COUNTY GIS DEPARTMENT. THE DATA IS PROVIDED AS-IS AND IS NOT WARRANTED BY THE HAMILTON COUNTY GIS DEPARTMENT. THE HAMILTON COUNTY GIS DEPARTMENT IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY APPEAR IN THESE DATA. THE HAMILTON COUNTY GIS DEPARTMENT IS NOT RESPONSIBLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THESE DATA. THE HAMILTON COUNTY GIS DEPARTMENT IS NOT RESPONSIBLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THESE DATA.

Stormwater + Infrastructure



Mohammad Islam
Stormwater +
Infrastructure
Administrator

The primary responsibility of the Stormwater + Infrastructure Division is to review, approve and inspect all new developments for stormwater and floodplain management requirements in all the unincorporated townships of the County. Also, through its Field Operations unit, it is responsible for installation and maintenance of fire hydrants and County owned storm sewers as well as responding to storm drainage complaints. Lastly, it is responsible for water line installation in unincorporated areas where approved through a formal petition process approved by the Board of Commissioners.

Stormwater Drainage System (SDS)

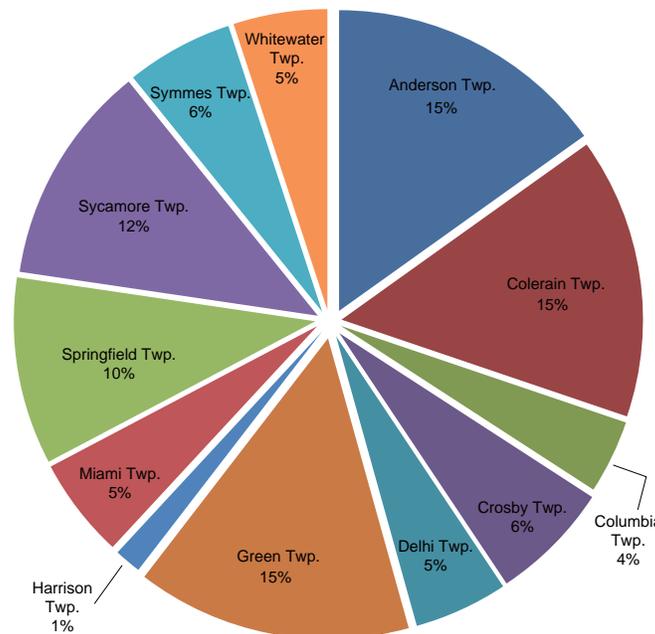
In this capacity, we review proposed plans for storm drainage for subdivisions and commercial developments. We determine compliance with the Hamilton County Storm Drainage Rules and Regulations and inspect developments to assure that the storm system was installed correctly.



To comply with the Hamilton County Storm Drainage Regulations, residential subdivisions and commercial developments are reviewed and inspected for storm sewer pipes and detention basins. The detention basins typically consist of earthen basins with control structures but some utilize inline systems or underground detention basins which include an underground vault or manufactured systems. The manufactured systems serve a dual purpose by holding back the 100 year storm and also infiltrating water into the subsoil. The chart indicates the number of storm permits by jurisdiction.

The chart indicates the number of storm permits by jurisdiction.

2015 Stormwater Permit Applications by Location



Hamilton County Planning + Development is a partner agency in the Hamilton County Storm Water District (HC-SWD). The Storm Water district was established to address federally mandated NPDES Phase II regulations and improve storm water quality on a countywide basis. As a Partner Agency we are responsible for two of the six minimum control measure components for storm water permits. We review, approve, and in-

spect all storm water applications for compliance with the Post Construction and Stream Corridor Regulations of the Hamilton County Storm Water District. To comply with illicit discharge detection we are helping the district to prepare a county wide map of storm water outfall/discharge points.

Storm Sewer Mapping 2015

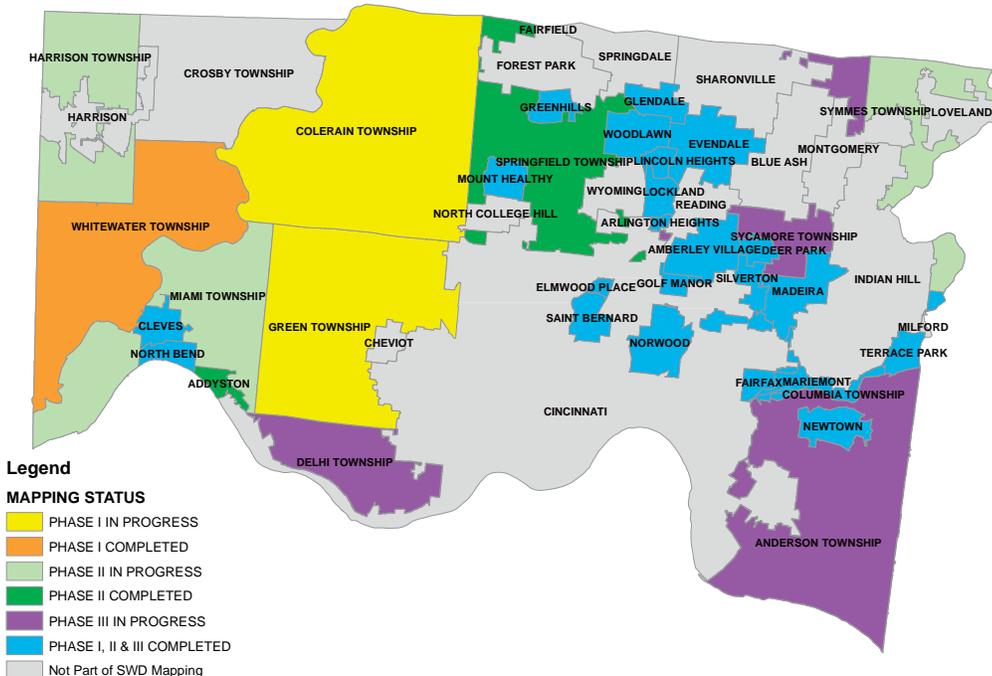
Through an agreement with the Hamilton County Storm Water District, this Division is also responsible for mapping the County’s MS4 (Municipal Separate Storm Water System) infrastructure. This involves a structured field data collection program and a centralized geodatabase to store all location and attribute data of the MS4 program. A Geographic Information System (GIS) is used to process, store, and distribute the details of storm water infrastructure. The mapping team consists of a field crew and an office team to complete different phases and tasks associated with the MS4 program.



The MS4 mapping program has four phases. Phase I and II are completed in the field. Phase I is the identification and collection of storm water structure locations. The location, depth, and type of structure are captured using a Global Positioning System (GPS). These data are then processed and prepared for phase II using GPS software. Phase II is the collection of attributes of the storm water infrastructure. The attributes, or details, of structures are further collected by way of inspection. The observations of the inspections provide additional details such as material, condition, sizes and directions of storm water conveyances that stem from the structure. Phase II data is collected and processed using GIS software and prepared for phase III.

Phases III and IV are completed in the office. Phase III is the connection of conveyances to their respective structures based on phase II data collected. Phase III is completed using GIS software and tools. Phase IV is the final phase. It is the quality assurance and quality control (QA/QC) of the mapped infrastructure system. This is the process used to measure and assure the quality of a product, and the process of meeting products and services to the MS4 program expectations. Even though QA/QC is an ongoing process, a comprehensive QA/QC will be conducted when phase III is completed for all communities of the Storm water District.

2015 Map Field Mapping Progress



Floodplain Management

The Floodplain Management unit is responsible for reviewing and approving all building permit applications to determine compliance with the County's Flood Damage Prevention regulations.

Since the County adopted the Flood Damage Prevention Regulations in 1984 for the unincorporated areas of Hamilton County, this Division is charged with monitoring our participation in the program as well as enforcing compliance with the National Flood Insurance Program (NFIP). The NFIP requires that all proposed developments within the Special Flood



Hazard Area (SFHA), or 100 year floodplain, must be reviewed to determine if the activity falls within the scope of the local Flood Damage Prevention Regulations (FDPR). The Division also maintains all Federal Emergency Management Agency (FEMA) flood maps and aids property owners, real estate agents and insurance companies in determining if properties are located in within a Special Flood Hazard Area.

This past year, we received a federal grant under the Hazard Mitigation Grant Program (HMGP) and the Presidential declaration of FEMA-

DR-4002.18R-Ohio Federal Grant, to mitigate (remove) any structure(s) that were included in the application and that voluntarily accepted the offer to mitigate the structure from the SFHA. Originally, there were 4 structures to be part of this mitigation grant, but in the end, only 1 homeowner took advantage of the grant and elected to accept FEMA's offer. The Structure was located at 8064 Blanchetta Drive, in Colerain Twp., Ohio. The project took

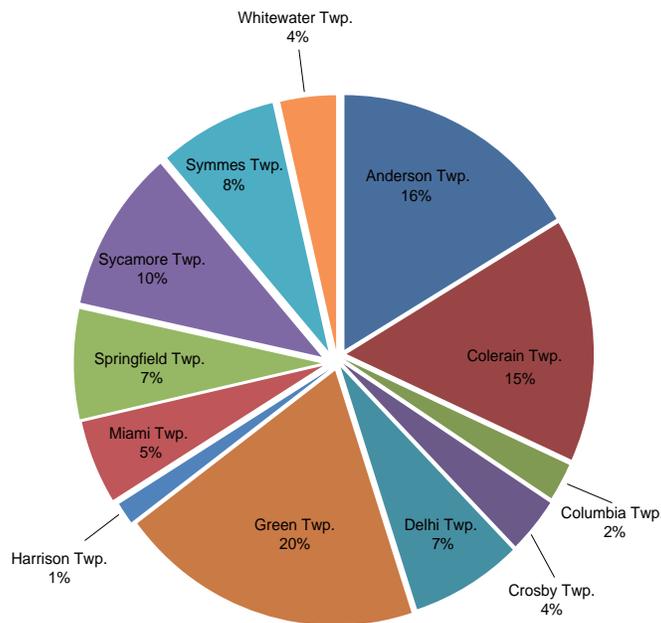
just over a year to finalize and the final total project cost of the grant was \$114,386. The property has now been turned over to Colerain Township and will remain as park land in perpetuity.

In 2015, 1533 applications were reviewed and approved for flood damage compliance, 35 flood permits were issued, 366 applications were reviewed for compliance with the Stream Corridor Regulations and 538 phone calls/emails were received from property owners, builders, real estate agents etc. requesting flood information.

Field Operations

The Field Operation unit maintains Fire Hydrants in all twelve (12) Township and nine (9) contracted municipalities. There are over 14,000 fire hydrants for the 12 (unincor-

2015 Flood Permit Applications by Location



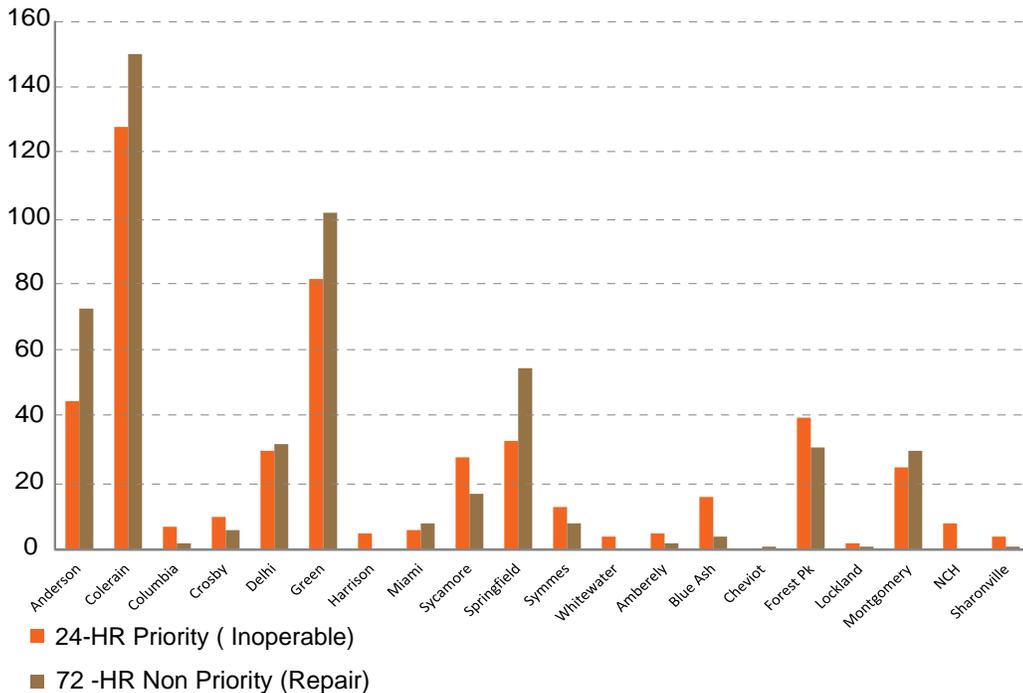
porated) Townships in Hamilton County; we also encompass almost 5,000 fire hydrants (under contract) for incorporated jurisdictions of: Cities of Blue Ash, Forest Park, Montgomery, North College Hill, Sharonville, Cheviot, and Villages of Amberley, and Lock-



From Left to Right: Mike Rader, Jesse Davis, Brad Padur, Andrew Wilkinson, Derick Pies, Amy Engstrom, William Bose, David Hoover, Jeff Lawrence, Bruce McClain, Geoff Gunn, Scott Wilson

land. In 2015, we obtained Fire Hydrant repair contracts with the jurisdictions of Mt. Healthy & Evendale. We also coordinate the supply of hydrant parts to public agencies who maintain their own fire hydrants.

We are proud to state our goal of responding to reported inoperable fire hydrants within 24 hours and repair requests within 72 hours is met 90% of the time.



2015 Fire Hydrants Serviced - by Community

We maintain an active web site that shows current statistics along with the history of each hydrant worked on at: http://www.hamilton-co.org/Pubworks/outofservice_frame_add.htm.

We welcome all public agencies to visit our facility to see our site, stock (largest in this region), equipment & operations along with contacting the jurisdictions listed above for references.



We are also happy to offer Fire Department Hydrant Service Technicians a class on fire hydrant servicing. We have a fire hydrant on a (roll-able) stand that is cut open with the interior visible for such demonstrations.

Storm Sewer Maintenance

Field Operations investigates storm water drainage problems that may occur within the unincorporated county limits. When possible, we offer solutions to storm water drainage concerns. We maintain some of the public storm water infrastructures within the township roadways and also which are outside the Right-of-Way. We also assist Townships on their storm sewer systems when and as needed and we respond to the aid of other County agencies upon request.

We maintained, with periodic spot checks, 11 public storm water locations that are prone to getting obstructed.



Property Maintenance, Snow Removal

We mowed, trimmed and maintained seven County properties and trimmed back and maintained vegetation growth at eight HCCC cell towers. We are responsible for snow removal thirteen County owned properties.

Equipment

- Installed a new electric crane mounted on our pickup truck / utility body that enables this unit to supplement our hydrant work load when needed.
- We implemented a new min-excavator which enables our crews to be more safe and efficient in confined and restricted spaces.
- Obtained and put in service; new portable safety trench boxes, safety gas detectors and confined space recovering accessories, walk behind vibratory compactor, trash pump, lawn trailer and 1-ton dump truck with snow removal equipment. All of which was scheduled and budgeted.
- We installed back up cameras on 3 snow removal vehicles to enhance safety.

Information Systems

Objectives

- Maintain Planning & Development network (Building Inspections, Community Development, Community Planning & Zoning, Stormwater Infrastructure) and provide “Help Desk” functions as well as Special Requests / Projects
- Support GIS database and file systems for uniformity throughout the department
- Design, maintain and support websites on two different platforms to enable citizens to connect to information and services provided by the County
- Organize, analyze and provide reports to both internal and external requests for data analysis and maps

The Information Technology division of the Planning + Development provides and maintains a Local Area Network (LAN) serving Building Inspections, Community Development, Community Planning & Zoning, Stormwater Infrastructure. The 72 workstations and 15 servers in the LAN provide access to the Wide Area Network (WAN) and the Internet, providing all staff members with the tools to excel in their tasks. Our division also provides Information Technology services for internal and external customers so they can make sound decisions in a timely manner based on accurate and timely information presented in an easily understood format. The following provides examples of services provided.

Help Desk

IT provides support for both internal and external county customers by providing the following:

- Reporting for data analysis
- Supporting everyday functions as logging in, printer issues, GIS issues, and training
- Creating and deleting users, both system and emails.

Second Tier Help Desk, Server and County Web Support

In addition to the design and maintenance of the department virtualized servers, HCPD has taken on the responsibility of maintaining web servers. They include the Hamilton County IIS and Linux web server, Hamilton County intranet, the testing server and the database servers.

Several system improvements targeted at increasing the Office’s performance and reliability were implemented during 2015, they include:

- Upgraded VMWare and expanded the Storage Access Network to respond to an ever-increasing growth of data.
- 24/7 remote monitoring that allows the HCPD staff to be notified of impending issues. This also includes coverage after hours by a consultant team that has access to the hardware in the event immediate action is required outside of normal working hours.
- Dual web servers that work simultaneously controlled by Load Balancers to distribute the load equally between the two. If one server goes down, all traffic is automatically redirected to the remaining server and notification will be sent to the IT Staff.
- The Web Team maintains the web servers for 25 County Departments.
- The Web Team initiated the RFP process in July for a new Hamilton County web site. They set up a committee to do a study of RFP responses from 12 different vendors and



Chris Porter
Information Systems
Administrator

selected 5 best vendors. The committee invited all 5 vendors to come and do a presentation/demonstration of their Content Management System. We selected a Vendor who will work with us to create a new web site to be rolled out towards the end of 2016.

- Continue to provide design and technical expertise to agencies and departments not directly under the Board of County Commissioners.

	2014	2015	% Change		2014	2015	% Change
Countywide				Stormwater Infrastructure (division)			
visits	2,803,139	2,861,860	2.09%	visits	24,001	21,603	-9.99%
hits	30,695,443	33,664,048	9.67%	hits	140,221	104,702	-25.33%
bandwidth (GB)	1,117	1,506	34.79%	bandwidth (GB)	3.31	5.32	60.91%
Planning & Development (department)				Planning Partnership (website)			
visits	60,987	97,551	59.95%	visits	18,861	10,743	-43.04%
hits	461,562	768,497	66.50%	hits	53,853	15,409	-71.39%
bandwidth (GB)	19.78	84.70	328.11%	bandwidth (GB)	12.60	1.82	-85.57%
Building Inspections (division)				Sustainable Hamilton County (website)			
visits	34,550	30,007	-13.15%	visits	2,838	1,673	-41.05%
hits	70,729	70,887	0.22%	hits	5,879	4,151	-29.39%
bandwidth (GB)	1.92	1.13	-41.32%	bandwidth (GB)	1.14	0.23	-79.73%
Community Development (division)				Building Hamilton County (website)			
visits	21,748	17,474	-19.65%	visits	15,156	29,858	97.00%
hits	45,565	59,403	30.37%	pageviews	49,087	81,330	65.69%
bandwidth (GB)	3.30	4.65	40.80%	average stay	2:18	3:41	60.14%
Community Planning (division)				** Building Hamilton County went live August, 2013. New Department site went live May 12, 2014. Planning & Development (department) consists of content under /PD/. Prior to new department site, HCBI, CommDev, HCRPC, and Pubworks were not included in the /PD/ totals. Community Planning (division) consisted on content under /HCRPC/. That content has been moved to their respective divisions and placed under /PD/. The totals for these areas differ greatly due to this.			
visits	57,976	14,085	-75.71%				
hits	351,696	68,846	-80.42%				
bandwidth (GB)	41.706	33.14	-20.54%				

2016 Department Phone Directory

General Information	(513) 946-4550
Administration	
Ambrosius, Karen - <i>Operations Coordinator</i>	(513) 946-4460
Baker, Sherry - <i>Operations Manager</i>	(513) 946-4748
Jones, Myra - <i>Accountant 1</i>	(513) 946-8233
Kinskey, Todd - <i>Director</i>	(513) 946-4454
Noyes, James - <i>Assistant Director</i>	(513) 946-4440
Building & Inspections	
Building Inspection Requests & Status Reports (513) 946-4450	
Bauer-Nilsen, Otto - <i>Master Plans Examiner</i>	(513) 946-4518
Cruse, Bruce	(513) 946-4516
D Andrea, Jim - <i>Building Inspector</i>	(513) 946-4538
Derr, Jack - <i>Senior Master Plans Examiner</i>	(513) 946-4519
Dietz, Charles - <i>Master Plans Examiner</i>	(513) 946-4515
Eifert, Bob - <i>Building Inspector</i>	(513) 946-4530
Faulkner, Rick - <i>Building Inspector</i>	(513) 946-4537
Flick, Gerry - <i>Building Inspector</i>	(513) 946-4541
Hammoor, Roger – <i>Building Inspector</i>	(513) 946-4540
Inman, Mike - <i>Building Inspector Supervisor</i>	(513) 946-4542
Johnson, Lynn - <i>Building Inspector</i>	(513) 946-4534
Kosztala, Steve - <i>Residential Plans Examiner</i>	(513) 946-4467
Lattarulo, Billy - <i>Building Inspector</i>	(513) 946-4532
McElroy, Brian - <i>Building Inspector</i>	(513) 946-4533
Mills, Darren - <i>Building Inspector Supervisor</i>	(513) 946-4514
Peak, Joy – <i>Administrative Assistant</i>	(513) 946-4512
Reatherford, Cindy – <i>Customer Support Supervisor</i>	(513) 946-4528
Community Development	
Diallo, Boubacar – <i>Program Development Specialist</i>	(513) 946-8214
Hahn-Ambrosius, Bethany - <i>Program Manager</i>	(513) 946-8236
Osbourne, Chris - <i>Secretary</i>	(513) 946-8231
Pierson, Joy - <i>Community Development Administrator</i>	(513) 946-8234
Community Planning	
Johns, Steve - <i>Planning Services Administrator</i>	(513) 946-4455
Niemeyer, Dean - <i>Principal Planner</i>	(513) 946-4487
Todd, Stacey – <i>Associate Planner</i>	(513) 946-4466
Springer, Jay - <i>Graphics/Communications Specialist</i>	(513) 946-4459
Wamsley, Brian - <i>Senior Planner</i>	(513) 946-4469
Development Services (Zoning & BZA)	
Adler, Lori - <i>Zoning Plans Examiner</i>	(513) 946-4470
Berta-Coggeshall, Mary - <i>Zoning Plans Examiner</i>	(513) 946-4471
Fazzini, Eric - <i>Senior Planner</i>	(513) 946-4484
Huth, John - <i>Senior Planner</i>	(513) 946-4465
Pastoor, Jason - <i>Zoning Inspector</i>	(513) 946-4474
Snyder, Bryan - <i>Development Services Administrator</i>	(513) 946-4464
Stratton, Becky - <i>Development Services Assistant</i>	(513) 946-4452
Witte, Emily - <i>Zoning Plans Examiner/Inspector</i>	(513) 946-4473

Field Operations	
Engstrom, Amy - <i>Administrative Assistant</i>	(513) 946-8950
Gunn, Geoff - <i>Mechanic</i>	(513) 946-8956
McClain, Bruce - <i>Maintenance Superintendent</i>	(513) 946-8955
Information Systems	
Edenfield, David - <i>Web Developer</i>	(513) 946-4456
Nagy, Beth – <i>GIS Manager</i>	(513) 946-4755
Porter, Chris - <i>IT Manager</i>	(513) 206-9392
Stormwater Infrastructure	
Bowles, Wes - <i>GIS Specialist</i>	(513) 946-4759
Islam, Mohammad - <i>Project Engineering Manager</i>	(513) 946-4757
Loesch, Steve - <i>Project Inspector 2</i>	(513) 946-4763
Smorey, Gregory - <i>Project/Flood Plain Manager</i>	(513) 946-4760
Specht, Jeff - <i>Project Inspector 2</i>	(513) 946-4762
Welber, Jim - <i>Project Engineer</i>	(513) 946-4753



HAMILTON COUNTY

Planning +
Development

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