



**Administrator's Report to the Trustees**  
**May 16, 2016**

The following represents a brief update of the activities, information and issues which the Administration is currently working on:

- Centerpointe Drive Extension engineering work continues. Final changes have been submitted and we anticipate the engineering to be done in the next week. Redwood should begin construction in June.
- Community Gardens are being planted. We have approximately 15 plots still available of the 64 total lots.
- We will need to renew a road levy this fall that is set to expire. Submission to the Board of Elections will be the first week of August.
- Spring sweeping cycle is completed for the roads. Crack sealing will begin again within the next two weeks and Dura-patching should start in June.
- We anticipate plans being submitted soon for a 4,000-5,000 square foot medical facility on Clyo Road.
- Negotiations with Centerville on EMS and Fire funding continue.
- I will be meeting with Matt DeTemple and others to discuss changes to law regarding a Township's ability to operate a building department.

Respectfully Submitted,

Barry P. Tiffany  
Township Administrator



**Jeffrey A. Leaming**  
Fire Chief

## **Staff Report for Sugarcreek Township Trustees April 27, 2016 thru May 11, 2016**

The following information is a snap shot of the activities and areas of responsibilities for Sugarcreek Township Fire Department. This report is prepared to keep the Board of Trustees informed and the citizen apprised of their Fire Department. If further information is needed, please contact Chief Leaming at 937-848-7344.

### **Trainings:**

- Critical Incident Stress Management
- Incident Safety Officer Awareness

### **Statistics:**

	(4/27 – 5/11)	Year to Date
• 26 EMS reports		233
• 22 Fire reports		108
48 Totals		341

### **Accomplishments/Information:**

- Attended County Fire Chief's meeting
- Conducted a Labor / Management meeting with Firefighter's Union
- Reviewed EMS billing with Medicount (EMS billing vendor)
- Attended National Day of Prayer at Bellhop
- Feel the Heat at the Ohio Fire Academy with Trustee Destefani
- Received notification of a \$1,000 grant from the Greene Co. Combined Health District that will be used for a mock crash for high school students

### **Status of Significant Issues the Fire Department is Addressing:**

- Funding for 2016 and beyond

### **Scheduled Events:**

- National EMS week May 15 – 21, 2016
- May 23 meeting to discuss the Mock Crash (Around Homecoming Dance) with School administration
- Hydrant flushing will continue through June

Respectfully submitted,

Jeffrey A. Leaming  
Fire Chief



**Staff Report for  
Sugar Creek Township Trustees  
May 13, 2016**

The following information is a highlight of the activities and areas of responsibilities for the Sugar Creek Township Information Technology Department.

**Items Completed:**

- Worked with Lenel vendor to resolve recurrent license issue on building security server
- Began configuration / deployment of new FD MDT
- Resolved patch issue on servers
- Audit of desktop software started

Respectfully,

Christopher A. Zappanti  
Director of Information Technology



Michael A. Brown  
Chief of Police

## Trustee Meeting May 16, 2016

### Training

- On May 2<sup>nd</sup> & May 9<sup>th</sup>, our officers completed the CPT Webinar Training at the Career Center.
- On May 11<sup>th</sup>, our officers completed the MILO Firearms Simulator and Driving Simulator Training.
- On May 18<sup>th</sup>, Records Clerk Karen Smith and Property Room Clerk Julia Montgomery are attending the Public Records Training at the Franklin County Data Center.
- Officer Powers will be attending the Advanced Traffic Collision Level II in August.
- No other classes to report.

### Public Appearances

- May 5<sup>th</sup>, Chief Brown attended the National Day of Prayer.
- On May 7<sup>th</sup>, Sergeant Marlatt did the Community Outreach Trailer at the Home Depot.

Respectfully submitted,

Michael A. Brown  
Chief of Police



Michael A. Brown  
Chief of Police

## Police Blotter

### April 25, 2016

- A suspicious vehicle on Wilmington Pike
- A theft report on Cloy Road
- A crash report on Wilmington Pike

### April 26, 2016

- A noise complaint on Ferry Road
- A suspicious vehicle on Little Sugar Creek Road

### April 27, 2016

- An animal complaint on Alpha Bellbrook Road
- Found property on Little Sugar Creek Road
- A suspicious vehicle on Wilmington Pike

### April 28, 2016

- Nothing to Report

### April 29, 2016

- A suspicious vehicle on Washington Mill Road
- A juvenile complaint on Upper Bellbrook Road
- A crash report on Swigart Road
- Business and house checks in the township

**April 30, 2016**

- A crash report on Clyo Road
- An assist of another agency

**May 1, 2016**

- A suspicious vehicle on Little Sugarcreek Road
- A crash report on Wilmington Pike
- A domestic dispute report on Bayberry Cove Drive

**May 2, 2016**

- Domestic Violence report on Bayberry Cove Drive
- A crash report on Social Row Road
- A suspicious vehicle report on River Bend Drive

**May 3, 2016**

- A burglary report on Social Row Road
- A theft arrest on Wilmington Pike

**May 4, 2016**

- A domestic violence report on Clyo Road
- A theft report on Upper Bellbrook Road
- An animal complaint on Bayberry Cove Drive
- A fraud report was taken on Fernwood Court

**May 5, 2016**

- Nothing to Report

**May 6, 2016**

- A welfare check on Wilmington Pike
- Business and house checks every day

**May 7, 2016**

- A suspicious vehicle on Sonoma Court
- A crash report on Wilmington Pike
- A suspicious vehicle on Wilmington Pike

**May 8, 2016**

- An animal complaint on Wilmington Pike
- A crash report on Wilmington Pike



**Staff Report for  
Sugar Creek Township Trustees  
May 16, 2016**

The following information is a snap shot of the activities and areas of responsibilities for the Sugar Creek Township Roads and Services Department.

**Calls for Service**

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**Accomplishments:**

- Started mowing cycle
- Catch basin inspection
- Sweeping cycle
- Mowed 2090 and plaza area
- Oil change 706
- Patched pot holes
- Installed signs for farm market
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Respectfully,

Anthony W. Lamb  
Roads and Services Director



**Staff Report for the Sugar Creek Township Board of Trustees  
May 3, 2016 through May 11, 2016**

The following is a snapshot of the activities and areas of responsibility for the Sugar Creek Township Planning and Zoning Department. This report is prepared to keep the Board of Trustees informed and the citizens apprised of their Planning and Zoning Department. If further information or explanation is needed, please contact Cara Tilford at 937-848-8426.

**Board of Zoning Appeals Activities:**

- **April 28, 2016 BZA Meeting: Follow-up**
  - **BZA Case 02-2016:** Applicant, Christopher Prugh, is requesting Variances from Section 4.13 C. 6. Table 4-6 and Section 4.13 D. 1. c. of the Sugar Creek Township Zoning Resolution to allow for the construction of a shed and a pergola in the side yard and approximately 2'-3' from the principal structure. The applicant is also requesting a Variance from Section 7.04 B. 2. a. of the Sugar Creek Township Zoning Resolution to allow for the construction of a 14' section of 8' tall lattice/fence in the side yard. The subject property is 3361 Rose Lake Court, parcel L32000200160049600, owned by Christopher and Jennifer Prugh, containing 0.308 acres, and located in the R-PUCD (Residential Planned Unit Conservation Development) District.
    - *The BZA approved the variances as requested by the applicant.*
  - **BZA Case 03-2016:** Applicant, Ryan Bennett, is requesting Variances from Section 7.04 B. 1. b., 7.04 B. 1 e. and 4.11 C. 11. d. of the Sugar Creek Township Zoning Resolution to allow for construction of a 6' tall wooden privacy fence in the front yard adjacent to Upper Bellbrook at a setback of 0' from the right-of-way line (the fence will be set on the property line adjacent to Upper Bellbrook Road). The subject property is 1170 Settlers Bay Court, parcel L32000200160046000, owned by Ryan and Teresa Bennett, containing 0.3489 acres, and located in the R-PUCD (Residential Planned Unit Conservation Development) District.

- *The BZA approved the variances relative to height and setback as requested by the applicant and denied the variance relative to opacity.*
- **May 26, 2016 BZA Meeting: Canceled**
- **Next meeting scheduled for June 23, 2016**

**Zoning Commission Activities:**

- **May 3, 2016 BZC Meeting: Canceled**
- **Next meeting scheduled for June 7, 2016**

**Permits:**

- See attached spreadsheet

**Violations:**

- See attached spreadsheet

**Meetings/Accomplishments:**

- Attended Greene County developers forum on May 4, 2016
- Completed Notices of Decision for BZA Cases 20-2016 and 03-2016
- Requested reimbursement for all r-o-w costs associated with our SRTS Projects PID-96356 (school parcel, Kable's Mill HOA parcel and Pupo parcel) and PID-93532 (school parcels, City of Bellbrook parcel); sale date for these projects is August 25, 2016 with an award date of September 5, 2016 (construction may begin in October 2016 or spring of 2017 depending on weather-construction will be completed by June 2017)
- The City of Bellbrook approved gating of the stub into the Landings from Highview Terrace; Hills will update their plan to incorporate this change
- Sent information to MVRPC regarding recreational assets for a mapping project they are completing
- Update on projects:
  - Waterford at Sugarcreek: we anticipate the pulling of permits in the next few weeks
  - White Oakes Landing: we anticipate the pulling of permits in the next month or two
  - Oak Brooke: we anticipate the pulling of permits to begin in September
  - Woodland Ridge: we anticipate the pulling of permits to begin in July
  - Landings at Sugarcreek: entry signs approved; we have approved the model plus an additional three homes; we anticipate Application for Final Development Plan Approval for Sections 3 and 4 to be submitted this week

**Announcements/Upcoming Events:**

- o Farmers' Market opens May 20, 2016
- o Conference call with MVRPC scheduled for May 24, 2016 regarding the status of our SRTS projects
- o BZC Meeting scheduled for June 7, 2016
- o BZA Meeting scheduled for June 23, 2016

### Zoning Certificate Totals 2016

	SFR	MFR	AcSrc	Bsmt	Deck	Fence	P/F	Pool	Add/R	COM	Tmp	U/S	Wall Sign	Grd Sign	Home Oc	Ten Fin	Other	TOTALS
JAN	1	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	1	5
FEB	2	0	0	1	0	1	0	0	1	0	1	1	0	1	0	1	2	10
MARCH	2	0	3	0	0	1	2	0	2	0	1	1	1	0	0	2	1	15
APRIL	3	0	0	1	2	0	2	1	0	0	0	0	1	0	0	0	0	10
MAY	1	0	0	0	0	1	0	0	0	0	0	0	0	3	0	0	0	3
JUNE																		
JULY																		
AUGUST																		
SEPT																		
OCT																		
NOV																		
DEC																		
<b>TOTALS</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>43</b>

43 ZCs issued ytd. vs. 40 ZCs issued same period 2015 (+7.5%). 8 ZC for a SFR issued ytd vs. 18 ZCs for SFRs issued same period 2015 (-56%).

5/11/2016