

**MINUTES OF MEETING**  
**INDIAN HILL PLANNING COMMISSION**

**MAY 20, 2008**

The regular meeting of the Indian Hill Planning Commission was held on Tuesday, May 20, 2008 at 7:30 p.m. in the Council Chambers of the Village Administration building.

Members Present: Paul F. Madden  
David T. Ottenjohn  
Jane G. Koppenhoefer  
Charles E. Reynolds

Members Absent: Richard C. Wiggers

Officials Present: Michael W. Burns, City Manager  
David M. Couch, Assistant City Manager  
George C. Kipp, Jr., Project Manager

Visitors Present: Robyn & Craig Schatzman, 10202 Lincoln Road

Chairman Madden called the meeting to order and asked for comments or corrections to the March 20, 2008 Planning Commission minutes. There being none, Mr. Reynolds made a motion to approve the minutes. Mrs. Koppenhoefer seconded, and the minutes were approved by a unanimous voice vote.

**Item Number 1:** The Village Staff will present a Preliminary Plan and schedule for the Ranger/Administration Building improvement project. There is no Planning Commission action being requested.

Mr. Couch announces that George Kipp, Village Project Manager, will be presenting the plans to the Commission. Mr. Burns notes that this is a preliminary viewing, and that the official meeting will be held on June 17, 2008.

Mr. Kipp displays the plans before the Commission. Mr. Kipp reviews the history of the current Ranger Headquarters/Administration Building, noting that the Planning Commission approved the location of the building in 1954. A condition was placed on the approval requiring that an additional 2¼ acres be purchased from the Clippinger Estate and added to the existing lot area in order to comply with the three (3) acre minimum requirement for municipal uses.

Village Council approved the proposed project. In 1956, the Ranger Headquarters/Administration Building was completed and in service.

In 1977, under the continuing jurisdiction of the Planning Commission, the west wing addition of the Ranger Station was approved. The west wing addition provided administrative office space.

Mr. Kipp reviews the zoning, stating that the Village of Indian Hill Ranger/Administration Building operates as an approved special exception under the continuing jurisdiction of the Planning Commission. The facility is located at 6525 Drake Road and is in District "C" – one acre minimum. The total lot acreage is 4.2 acres and is conforming, meeting the three (3) acre minimum requirement for municipal purposes. The building is non-conforming being located approximately 75' from the Drake Road right of way line. The required minimum front yard setback is 100'. With this being a corner lot, there is also a 100' setback requirement along Shawnee Run Road. The rear yard is a 100' setback, and the side yard setback is 25'. However, it's important to note that earlier interpretations of the Indian Hill Zoning Ordinance provided applicants the choice of front lot lines on corner lots. Staff finds that this interpretation was used in locating the original building site. No variances were issued when the building was erected, and no variances will be requested with the proposed additions/renovations.

Mr. Kipp explains that the Village is proposing to remove, renovate, and add building additions to the existing Ranger Station/Administration Building. The existing building footprint totals 8,649 square feet. The proposed footprint will total 18,116 square feet for a total increase of 9,467 square feet.

The Ranger Station improvements include removing 2,323 square feet of existing space and adding 9,408 square feet to the footprint.

The existing footprint of the Administration Building totals 3,740 square feet. The improvements call for an additional 2,382 square feet to be added to the existing footprint which would house a new Council chambers and additional office space.

Staff will provide greater detail of the Preliminary Plan at the June 17, 2008 Planning Commission meeting.

The site plan calls for a re-alignment of the Shawnee Run Road drive entrance, moving the entrance approximately 90' to the west to allow for the future upgrading of the Drake Road and Shawnee Run Road intersection. The Drake Road entrance will remain the same. The existing parking lot will shift to the west approximately 20', with the removal of only one mature tree. One current parking space at the Phinney House will be eliminated, but spaces will be added along the front, and some parallel parking will be added along the building side.

The existing parking lot allows for a total of forty (40) spaces, ten (10) in the south and thirty (30) in the north parking area. The proposed plan calls for a total of forty-seven (47) parking spaces, eighteen (18) spaces in the south and twenty-nine (29) in the north lot.

The lighting for this plan has not yet been completed and will be presented at the June meeting.

The landscape plan will be developed in conjunction with the design of the building. This plan may not be available until such time that the final plan is approved by the Planning Commission.

Mr. Kipp mentions that there are plans to put a basement under the new portion of the building. One area of the basement will include an EOC (Emergency Operation Center) room for training for the Rangers. The new basement area will connect via a hallway to the existing basement area.

Mr. Kipp briefly describes the proposed additions to the Ranger side of the building which would allow for a more secured area for booking, garage space, and additional offices. A courtyard area is proposed that would provide an entrance to the Ranger Station, an entrance to the Council chambers, and the existing entrance which would provide access to Administration. The current main entrance restrooms would remain in place and be upgraded for ADA purposes.

Mr. Kipp concludes his report by stating that Staff will be having an open house for residents to view the plans on June 9, 2008. The Conceptual Plan will be presented to the Commission on June 17, 2008 for review, with the final plans being submitted for approval at the September 16, 2008 Planning Commission meeting.

Bids for the project are estimated to go out toward the end of September and a contract be awarded by the end of October. Construction is planned to start the first of November, taking twelve to fifteen months to complete.

Mr. Burns reminds the Commission that the plans before them are preliminary. A construction manager will soon be hired to review and evaluate a number of things, including whether the Village can afford the proposed plan as it currently exists.

After brief discussion and there being no further business to come before the Commission, Mr. Ottenjohn made a motion to adjourn. Mr. Reynolds seconded, and the motion was approved by a unanimous voice vote.

Respectfully submitted,

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Paul F. Madden, Chairman

ATTEST:

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Michael W. Burns, Secretary