

**2/2/2026 | 6:00 PM**

**Municipal Services Center, Council Chamber  
3600 Tremont Road**

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance Led by Council Member Laura Oldham**
- 3. Consent Agenda**
  - a. Approve City Council Meeting Minutes
- 4. Reports/Presentations**
  - a. Recognition of Upper Arlington High School Girls Soccer Team
  - b. Procurement Update
  - c. Finance Director Report: December 2025
- 5. Legislative Items for First Reading/Public Hearing/Council Action**
  - a. Ordinance No. 1-2026 - To Approve a Plat Amendment for 2521 Charing Road; to Adjust the Parcel Boundaries of Lots 5 and 6 in the Canterbury Woods Subdivision to Create an Additional Lot; and to Amend Plat Language (*Fortkamp*)
  - b. Ordinance No. 2-2026 - To Appropriate and Transfer Funds (*Kulewicz*)
- 6. Legislative Items for First Reading/Public Hearing**
  - a. Ordinance No. 3-2026 - To Authorize the City Manager to Enter into Contract with Franklin County Public Health (FCPH) for 2026 Public Health Services
  - b. Ordinance No. 4-2026 - To Authorize the City Manager to Enter into Contract with Sweet Meadow Farm Drainage for the Renovation of the East Athletic Fields at Northam Park
  - c. Ordinance No. 5-2026 - To Authorize the City Manager to Enter into a Three-Year Contract with Microsoft Corporation for Software Licenses Through Reseller Dell Inc.

- d. Ordinance No. 6-2026 - To Amend the Upper Arlington Code of Ordinances to Enact Chapter 161 - Older Adults Advisory Board, Relative to the Administrative Code

**7. Motions**

- a. To Appoint Kelsey Priebe to the Board of Zoning and Planning for an Unexpired Term (February 2, 2026 - June 30, 2027)

**8. Liquor Control**

- a. Transfer of Liquor Permits from GITTAS Table, LLC to Buckeye SSC-UA LLC, Sunny Street Cafe
- b. Ohio Division of Liquor Control Notice to Legislative Authority: Request for New D5 Liquor Permit for WRWAWP LLC 1695 Old Henderson Road, Ste 101

**9. City Manager Update**

**10. Council Liaison Report**

**11. Adjournment**

**December 15, 2025**

City Council met in regular session in the Council Chamber of the Municipal Services Center, 3600 Tremont Road, and the meeting was called to order by President Awakessien Jeter at 7:03 p.m.

**Members Present:** President Ukeme Awakessien Jeter, Vice President Brian Close, John Kulewicz, Jim Lynch, Heidi Munc, and Todd Walter

**Staff Present:** City Manager Steven Schoeny, City Attorney Darren Shulman, City Clerk Krystal Gonchar, Finance Director Brent Lewis, IT Director Ross Morrow, Community Development Director Chad Gibson, Parks & Recreation Director Debbie McLaughlin, Community Affairs Director Emma Speight, Public Service Director Gary Wilfong, Fire Chief Chris Zimmer, HR Director Don Essex, Economic Analyst James Russell, and Police Chief Keith Hall

**Pledge of Allegiance**

The Pledge of Allegiance was led by Vice President Brian Close.

**Consent Agenda**

- a. **Approve City Council Meeting Minutes for December 8, 2025**
- b. **Ordinance No. 48-2025- An ordinance to appropriate and transfer funds-2025 Budget**
- c. **Resolution No. 16-2025- A resolution setting the 2026 City Council schedule of meetings**

Mr. Kulewicz moved, seconded by Mr. Lynch, to approve the Consent Agenda. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

## Reports/Presentations

### **a) Finance Director Report-November 2025**

Finance Director Brent Lewis provided a summary of the November Finance Director Report (attached as Exhibit A), noting that revenues remain solid and income tax collections have performed well through November. He explained that recent refunds in the range of \$20,000-\$30,000 caused a minor dip, but the City remains up approximately four percent.

### Legislative Items for Third Reading/Public Hearing/Council Action

#### **a. Ordinance No. 44-2025- An ordinance to amend Chapter 155- Personnel Code of the Upper Arlington Code of Ordinances**

In response to President Awakessien Jeter's invitation to speak, there were no questions or comments from the public relative to Ordinance No. 44-2025.

City Attorney Darren Shulman explained that at the request of the Human Resources Director one section originally proposed for amendment has been removed since the last meeting. The proposed change for section 155.07- Wage Continuation Policy was meant to clarify but upon further reflection, only caused further confusion. There is no intent to amend that section in the near future.

Mr. Walter moved, seconded by Ms. Munc, to adopt Ordinance No. 44-2025. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

### Legislative Items for First Reading/Public Hearing/Council Action

#### **a. Ordinance No. 49-2025- An ordinance authorizing salary amendments for the City Manager, City Attorney, and City Clerk**

In response to President Awakessien Jeter's invitation to speak, the following speakers came forward:

Todd Jaquith – Mr. Jaquith commented that, when compared to other salaries in Ohio, the first two proposed salary increases seem high at a total of approximately \$40,000 and stated that he could save the City roughly three times that amount. He expressed concern regarding the Master Plan discussed at the previous meeting, particularly the inclusion of a feature-length film as part of the contract, noting that film production can be costly. He characterized the project as a vanity effort with a predetermined outcome and suggested it appeared to be an exercise in public

relations. He also shared unrelated remarks referencing acquaintances connected to the entertainment industry and expressed personal sentiments regarding Rob Reiner.

Vice President Close commended the three direct Council hires for their work, particularly highlighting the City Manager's accomplishments during an important year with the community center opening, the City Attorney's work that saves the City money, and the City Clerk's ability to make everybody look good. Council Member Munc added that all three demonstrate dedication and a relentless pursuit of improvement, always looking for ways to operate more efficiently. President Awakessien Jeter noted their masterful collaboration with their respective departments and complete dedication to Upper Arlington residents.

Vice President Close moved, seconded by Mr. Lynch, to adopt Ordinance No. 49-2025. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

### **Liquor Control**

**a. Ohio Division of Liquor Control Notice to Legislative Authority: Request for New D2 and D3 Liquor Permit for UMI Buffet of Columbus, LLC 1841 West Henderson Road**

President Awakessien Jeter advised there is no vote required for this item unless there is an objection. There were no objections to the request for new D2 and D3 Liquor Permit for UMI Buffet of Columbus, LLC 1841 West Henderson Road.

**b. Ohio Division of Liquor Control Notice to Legislative Authority: Request for New D3 Liquor Permit for US Restaurant and Catering LLC, 3108 Kingsdale Center, Upper Arlington, OH 43221**

President Awakessien Jeter advised there is no vote required for this item unless there is an objection. There were no objections to the request for new D3 Liquor Permit for US Restaurant and Catering LLC, 3108 Kingsdale Center, Upper Arlington, OH 43221.

**c. A motion to approve the transfer of liquor license (TRES) to Buckeye SSC-UA LLC, Sunny Street, 4733 Reed Road, for economic development purposes**

Vice President Close moved, seconded by Mr. Kulewicz, to approve the transfer of liquor license (TRES) to Buckeye SSC-UA LLC, Sunny Street, 4733 Reed Road, for economic development purposes. The motion carried with the following vote:

**Voting Aye:** Vice President Close, Kulewicz, Lynch, Munc, Walter, and President Awakessien Jeter

## **City Manager Update**

City Manager Steven Schoeny thanked Council for another productive year, which he described as "hugely productive." He also provided an update on a recent water issue at the community center, noting that the facility had experienced water coming down in an unintended location. He complimented the team at the center and the fire department for their quick response, which resulted in the facility reopening within approximately 45 minutes of the incident. He mentioned that such issues are to be expected with a brand-new building, and fortunately this problem was in a self-contained area with limited drywall.

## **Council Liaison Report**

President Awakessien Jeter shared a positive experience attending a holiday event hosted by the CRC (Community Relations Committee) the previous night. She was impressed that the committee members were living out the values they work to promote through their own community placemaking, noting that the committee members genuinely enjoyed working with each other. She suggested this could serve as a positive example for other boards and commissions to find time outside of their official business to build relationships.

## **Recognition of Vice President Brian C. Close and Council Member Jim Lynch**

Resolutions of commendation were presented to Mr. Lynch (attached as Exhibit B) and Vice President Close (attached as Exhibit C) and for recognition of their years of service as City Council Members.

For Council Member Lynch, the commendation highlighted his lifelong residency in Upper Arlington, his expertise in public relations and communications, his commitment to community engagement, his advocacy for both youth sports and senior residents, and his willingness to express different viewpoints when necessary. Fellow Council members shared personal reflections on working with him, noting his mentorship, positive attitude, and ability to bring different perspectives to discussions.

In his remarks, Mr. Lynch thanked his family for their support, especially his wife who shouldered additional responsibilities on Council meeting nights. He explained that he initially ran for office when the city was divided following a recall election, believing he had skills that could help heal the community. He expressed pride in how Council had changed the direction of the city, increasing transparency and citizen engagement, which had resulted in higher public trust in local government. He advised incoming Council members to approach their service as if they would never run for reelection, which he believed leads to better decision-making focused on what's right rather than what's popular.

For Vice President Close, the commendation recognized his intelligence, integrity, and commitment to preserving Upper Arlington's unique character while advancing major community

priorities. His leadership was characterized by thoughtful deliberation, kindness, and creating an atmosphere where everyone feels respected and heard. His economic development work and role in bringing the community center to fruition were also highlighted.

Council members praised Vice President Close for his bridge-building abilities, strategic thinking, attention to detail, and his efforts to help newer members understand complex issues with historical context. In his remarks, Vice President Close thanked his family, particularly his wife who was initially skeptical of his decision to run but became his biggest supporter. He reflected on how Council had improved community engagement and transparency over his tenure, moving from meetings that felt disconnected from residents to a more open approach. He encouraged current and future Council Members to be willing to change procedures if they sense disconnect with the community.

Following the presentation of formal commendations, a video montage featuring messages from former colleagues was shown to honor both departing members.

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There being no further business to come before City Council, President Awakessien Jeter called for a motion to adjourn the meeting. Vice President Close moved to adjourn, seconded by Mr. Lynch. The motion carried unanimously, and the meeting adjourned at 8:14 p.m.

**Monthly Financial Report  
As of November 2025**

**General Fund (101)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Income Tax	\$ 34,595,400	\$ 34,595,400	\$ 32,474,618	\$ 33,645,939	\$ 1,171,321	3.61%
Real & Personal Property Tax	10,230,600	10,285,700	10,285,700	10,054,409	(231,291)	-2.25%
All Other Operating Revenues	14,137,400	14,414,900	12,833,310	15,118,733	2,285,423	17.81%
Transfers/Advances In	10,052,500	10,052,500	8,407,515	8,407,515	-	0.00%
<b>Total Revenues and Other Sources</b>	<b>69,015,900</b>	<b>69,348,500</b>	<b>64,001,143</b>	<b>67,226,596</b>	<b>3,225,453</b>	<b>5.04%</b>
<u>Obligations:</u>						
Police Division	12,262,800	12,262,800	11,322,893	10,985,352	337,541	2.98%
Fire Division	12,519,900	12,519,900	10,528,018	10,260,013	268,005	2.55%
Board of Health	400,000	400,000	393,566	393,566	-	0.00%
Parks and Recreation	8,383,300	8,401,300	7,441,251	6,888,968	552,283	7.42%
Community Development	1,563,300	1,563,300	1,316,526	1,238,470	78,056	5.93%
Public Service Administration	1,397,800	1,397,800	1,431,317	1,362,293	69,024	4.82%
Public Works	1,700,400	1,700,400	1,426,313	1,314,308	112,005	7.85%
City Manager	2,087,400	2,087,400	1,817,348	1,710,521	106,827	5.88%
City Attorney	983,700	1,033,700	820,697	728,839	91,858	11.19%
City Clerk	334,800	334,800	265,050	241,046	24,004	9.06%
City Council	208,900	208,900	174,083	169,897	4,186	2.40%
Finance	1,638,800	1,638,800	1,499,502	1,377,745	121,757	8.12%
Facilities Maintenance	4,818,400	4,818,400	4,772,286	4,369,641	402,645	8.44%
Information Technology	2,522,200	2,522,200	2,218,349	2,043,895	174,454	7.86%
General Administration	3,800,600	4,300,600	3,463,984	3,343,952	120,032	3.47%
Transfers/Advances Out	10,624,300	18,943,300	17,984,931	17,984,931	-	0.00%
<b>Total Obligations</b>	<b>65,246,600</b>	<b>74,133,600</b>	<b>66,876,114</b>	<b>64,413,437</b>	<b>2,462,677</b>	<b>3.68%</b>
Excess of Revenue and Other Sources over Obligations:	3,769,300	(4,785,100)	(2,874,971)	2,813,159		
Total Beginning Fund Balance	34,761,336	34,761,336	34,761,336	34,761,336		
Prior Year Lapsed Encumbrances	-	-	-	285,256		
Anticipated Appropriation Lapses	1,415,000	1,415,000	1,415,000	-		
<b>Total Ending Fund Balance</b>	<b>\$ 39,945,636</b>	<b>\$ 31,391,236</b>	<b>\$ 33,301,365</b>	<b>\$ 37,859,751</b>	<b>\$ 4,558,386</b>	<b>13.69%</b>

**Capital Asset Management Fund (102)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Income Tax	\$ 13,453,700	\$ 13,928,200	\$ 12,629,018	\$ 13,084,895	\$ 455,877	3.61%
<b>Total Revenues and Other Sources</b>	<b>13,453,700</b>	<b>13,928,200</b>	<b>12,629,018</b>	<b>13,084,895</b>	<b>455,877</b>	<b>3.61%</b>
<u>Obligations</u>						
Transfers/Advances Out	9,776,200	9,776,200	3,666,955	3,666,955	303,631	0.00%
<b>Total Obligations</b>	<b>9,776,200</b>	<b>9,776,200</b>	<b>3,666,955</b>	<b>3,666,955</b>	<b>303,631</b>	<b>0.00%</b>
Excess of Revenue and Other Sources over Obligations:	3,677,500	4,152,000	8,962,063	9,417,940		
Beginning Fund Balance	20,368,117	20,368,117	20,368,117	20,368,117		
<b>Ending Fund Balance</b>	<b>\$ 24,045,617</b>	<b>\$ 24,520,117</b>	<b>\$ 29,330,180</b>	<b>\$ 29,786,057</b>	<b>\$ 455,877</b>	<b>1.55%</b>

## Monthly Financial Report As of November 2025

### Capital Equipment Fund (106)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Real & Personal Property Tax	\$ 1,312,400	\$ 1,293,700	\$ 1,293,700	\$ 1,282,155	\$ (11,545)	-0.89%
Homestead & Rollbacks	173,500	170,600	170,600	169,797	(803)	-0.47%
All Other Operating Revenues	-	-	15,818	15,818	-	0.00%
Transfers In	500,000	500,000	500,000	500,000	-	0.00%
<b>Total Revenues and Other Sources</b>	<b>1,985,900</b>	<b>1,964,300</b>	<b>1,980,118</b>	<b>1,967,770</b>	<b>(12,348)</b>	<b>0.00%</b>
<b>Obligations</b>						
Capital Equipment	2,548,300	2,634,900	2,442,595	2,442,595	-	0.00%
<b>Total Obligations</b>	<b>2,548,300</b>	<b>2,634,900</b>	<b>2,442,595</b>	<b>2,442,595</b>	<b>-</b>	<b>0.00%</b>
Excess of Revenue and Other Sources over Obligations:	(562,400)	(670,600)	(462,477)	(474,825)		
Beginning Fund Balance	1,208,768	1,208,768	1,208,768	1,208,768		
<b>Ending Fund Balance</b>	<b>\$ 646,368</b>	<b>\$ 538,168</b>	<b>\$ 746,291</b>	<b>\$ 733,943</b>	<b>\$ (12,348)</b>	<b>-1.65%</b>

### Street Maintenance and Repair Fund (207)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Gasoline Taxes	\$ 1,800,000	\$ 1,800,000	\$ 1,640,765	\$ 1,738,892	\$ 98,127	5.98%
Motor Vehicle License Taxes	450,000	450,000	409,882	417,086	7,204	1.76%
All Other Operating Revenues	138,000	138,000	45,857	66,949	21,092	46.00%
<b>Total Revenues and Other Sources</b>	<b>2,388,000</b>	<b>2,388,000</b>	<b>2,096,504</b>	<b>2,222,927</b>	<b>126,423</b>	<b>6.03%</b>
<b>Obligations</b>						
Public Service Administration	1,129,200	1,129,200	908,636	859,059	49,577	5.46%
Public Works	1,582,700	1,582,700	1,315,772	1,237,880	77,892	5.92%
<b>Total Obligations</b>	<b>2,711,900</b>	<b>2,711,900</b>	<b>2,224,408</b>	<b>2,096,939</b>	<b>127,469</b>	<b>5.73%</b>
Excess of Revenue and Other Sources over Obligations:	(323,900)	(323,900)	(127,904)	125,988		
Beginning Fund Balance	1,927,174	1,927,174	1,927,174	1,927,174		
<b>Ending Fund Balance</b>	<b>\$ 1,603,274</b>	<b>\$ 1,603,274</b>	<b>\$ 1,799,270</b>	<b>\$ 2,053,162</b>	<b>\$ 253,892</b>	<b>14.11%</b>

### Bonded Improvement Fund (402)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Sale of Bonds and Notes	\$ 19,973,700	\$ -	\$ -	\$ -	\$ -	0.00%
All Other Operating Revenues	475,000	475,000	435,417	473,735	38,318	8.80%
<b>Total Revenues and Other Sources</b>	<b>20,448,700</b>	<b>475,000</b>	<b>435,417</b>	<b>473,735</b>	<b>38,318</b>	<b>8.80%</b>
<b>Obligations</b>						
Capital Improvements	9,119,100	7,504,000	6,477,490	6,477,490	-	0.00%
<b>Total Obligations</b>	<b>9,119,100</b>	<b>7,504,000</b>	<b>6,477,490</b>	<b>6,477,490</b>	<b>-</b>	<b>0.00%</b>
Excess of Revenue and Other Sources over Obligations:	11,329,600	(7,029,000)	(6,042,073)	(6,003,755)		
Beginning Fund Balance	7,509,727	7,509,727	7,509,727	7,509,727		
Prior Year Lapsed Encumbrances	-	-	-	2,055,492		
<b>Ending Fund Balance</b>	<b>\$ 18,839,327</b>	<b>\$ 480,727</b>	<b>\$ 1,467,654</b>	<b>\$ 3,561,464</b>	<b>\$ 2,093,810</b>	<b>142.66%</b>

## Monthly Financial Report As of November 2025

### Infrastructure Improvement Fund (404)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
All Other Operating Revenues	\$ 6,700,000	\$ 10,700,000	\$ 10,700,000	\$ 12,026,150	\$ 1,326,150	12.39%
Transfers/Advances In	5,750,000	14,069,000	14,069,000	14,069,100	-	0.00%
<b>Total Revenues and Other Sources</b>	<b>12,450,000</b>	<b>24,769,000</b>	<b>24,769,000</b>	<b>26,095,250</b>	<b>1,326,150</b>	<b>5.35%</b>
<b>Obligations</b>						
Capital Improvements	9,986,900	20,306,500	12,452,906	12,452,906	-	0.00%
Transfers/Advances Out	6,100,000	7,300,000	6,087,977	6,087,977	-	0.00%
<b>Total Obligations</b>	<b>16,086,900</b>	<b>27,606,500</b>	<b>18,540,883</b>	<b>18,540,883</b>	<b>-</b>	<b>0.00%</b>
Excess of Revenue and Other Sources over Obligations:	(3,636,900)	(2,837,500)	6,228,117	7,554,367		
Beginning Fund Balance	5,549,699	5,549,699	5,549,699	5,549,699		
Prior Year Lapsed Encumbrances	-	-	-	428,437		
<b>Ending Fund Balance</b>	<b>\$ 1,912,799</b>	<b>\$ 2,712,199</b>	<b>\$ 11,777,816</b>	<b>\$ 13,532,503</b>	<b>\$ 1,754,687</b>	<b>14.90%</b>

### Solid Waste Management Fund (710)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Charges for Services	\$ 1,900,000	\$ 1,900,000	\$ 2,162,189	\$ 2,162,189	\$ -	0.00%
All Other Operating Revenues	45,000	45,000	41,250	103,724	62,474	151.45%
Transfers/Advances In	2,000,000	2,000,000	2,000,000	2,000,000	-	0.00%
<b>Total Revenues and other sources</b>	<b>3,945,000</b>	<b>3,945,000</b>	<b>4,203,439</b>	<b>4,265,913</b>	<b>62,474</b>	<b>1.49%</b>
<b>Obligations</b>						
Public Works	4,134,100	4,134,100	4,148,102	3,972,827	175,275	4.23%
<b>Total Obligations</b>	<b>4,134,100</b>	<b>4,134,100</b>	<b>4,148,102</b>	<b>3,972,827</b>	<b>175,275</b>	<b>4.23%</b>
Excess of Revenue and Other Sources over Obligations:	(189,100)	(189,100)	55,337	293,086		
Beginning Fund Balance	1,534,635	1,534,635	1,534,635	1,534,635		
<b>Ending Fund Balance</b>	<b>\$ 1,345,535</b>	<b>\$ 1,345,535</b>	<b>\$ 1,589,972</b>	<b>\$ 1,827,721</b>	<b>\$ 237,749</b>	<b>14.95%</b>

### Water Surcharge Fund (720)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Charges for Services	\$ 855,000	\$ 855,000	\$ 761,085	\$ 927,968	\$ 166,883	21.93%
Miscellaneous	-	513,600	513,600	880,345	366,745	0.00%
<b>Total Revenues and other sources</b>	<b>855,000</b>	<b>1,368,600</b>	<b>1,274,685</b>	<b>1,808,313</b>	<b>533,628</b>	<b>41.86%</b>
<b>Obligations</b>						
Public Works	490,700	570,700	527,027	446,137	80,890	15.35%
Capital Equipment	10,000	10,000	-	-	-	0.00%
Capital Improvements	246,000	246,000	212,218	212,218	-	0.00%
Finance (Debt Service)	-	513,600	513,521	513,521	-	0.00%
Transfers Out (including intra-city services)	99,900	99,900	22,944	22,944	-	0.00%
<b>Total Obligations</b>	<b>846,600</b>	<b>1,440,200</b>	<b>1,275,710</b>	<b>1,194,820</b>	<b>80,890</b>	<b>6.34%</b>
Excess of Revenue and Other Sources over Obligations:	8,400	(71,600)	(1,025)	613,493		
Beginning Fund Balance	1,778,865	1,778,865	1,778,865	1,778,865	-	
<b>Ending Fund Balance</b>	<b>\$ 1,787,265</b>	<b>\$ 1,707,265</b>	<b>\$ 1,777,840</b>	<b>\$ 2,392,358</b>	<b>\$ 614,518</b>	<b>34.57%</b>

## Monthly Financial Report As of November 2025

### Sanitary Sewer Surcharge Fund (730)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 1,333,000	\$ 1,333,000	\$ 1,202,294	\$ 1,470,890	\$ 268,596	22.34%
All Other Operating Revenues	1,500	45,400	45,400	46,631	1,231	2.71%
<b>Total Revenue</b>	<b>1,334,500</b>	<b>1,378,400</b>	<b>1,247,694</b>	<b>1,517,521</b>	<b>269,827</b>	<b>21.63%</b>
<u>Obligations</u>						
Public Works	1,214,000	1,214,000	1,199,638	1,075,397	124,241	10.36%
Capital Equipment	13,000	13,000	-	-	-	0.00%
Capital Improvements	315,000	315,000	165,966	165,966	-	0.00%
Finance (Debt Service)	-	43,900	43,880	43,880	-	0.00%
Transfers Out (including intra-city services)	27,600	27,600	18,631	18,631	-	0.00%
<b>Total Obligations</b>	<b>1,569,600</b>	<b>1,613,500</b>	<b>1,428,115</b>	<b>1,303,874</b>	<b>124,241</b>	<b>8.70%</b>
Excess of Revenue and Other Sources over Obligations:	(235,100)	(235,100)	(180,421)	213,647		
Beginning Fund Balance	2,831,202	2,831,202	2,831,202	2,831,202		
<b>Ending Fund Balance</b>	<b>\$ 2,596,102</b>	<b>\$ 2,596,102</b>	<b>\$ 2,650,781</b>	<b>\$ 3,044,849</b>	<b>\$ 394,068</b>	<b>14.87%</b>

### Stormwater Management Fund (740)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 753,000	\$ 753,000	\$ 753,403	\$ 780,346	\$ 26,943	3.58%
Investment Earnings	70,000	70,000	64,167	105,067	40,900	63.74%
Miscellaneous income	-	365,900	365,900	374,732	8,832	100.00%
<b>Total Revenues and other sources</b>	<b>823,000</b>	<b>1,188,900</b>	<b>1,183,470</b>	<b>1,260,145</b>	<b>76,675</b>	<b>6.48%</b>
<u>Obligations</u>						
Public Works	690,000	690,000	614,299	529,125	85,174	13.87%
Capital Equipment	470,000	470,000	103,287	103,287	-	0.00%
Capital Improvements	449,800	449,800	343,586	350,000	(6,414)	0.00%
Finance (Debt Service)	-	365,900	365,854	365,854	-	0.00%
Transfers Out (including intra-city services)	77,600	77,600	23,949	23,949	-	0.00%
<b>Total Obligations</b>	<b>1,687,400</b>	<b>2,053,300</b>	<b>1,450,975</b>	<b>1,372,215</b>	<b>78,760</b>	<b>5.43%</b>
Excess of Revenue and Other Sources over Obligations:	(864,400)	(864,400)	(267,505)	(112,070)		
Beginning Fund Balance	2,987,559	2,987,559	2,987,559	2,987,559		
<b>Ending Fund Balance</b>	<b>\$ 2,123,159</b>	<b>\$ 2,123,159</b>	<b>\$ 2,720,054</b>	<b>\$ 2,875,489</b>	<b>\$ 155,435</b>	<b>5.71%</b>

### Swimming Pool Fund (750)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 1,013,800	\$ 1,013,800	\$ 1,011,933	\$ 884,088	\$ (127,845)	-12.63%
Transfers/Advances In	300,000	300,000	300,000	300,000	-	0.00%
<b>Total Revenues and other sources</b>	<b>1,313,800</b>	<b>1,313,800</b>	<b>1,311,933</b>	<b>1,184,088</b>	<b>(127,845)</b>	<b>-9.74%</b>
<u>Obligations</u>						
Parks and Recreation	1,140,600	1,140,600	1,061,351	942,852	118,499	11.16%
<b>Total Obligations</b>	<b>1,140,600</b>	<b>1,140,600</b>	<b>1,061,351</b>	<b>942,852</b>	<b>118,499</b>	<b>11.16%</b>
Excess of Revenue and Other Sources over Obligations:	173,200	173,200	250,582	241,236		
Beginning Fund Balance	397,663	397,663	397,663	397,663		
<b>Ending Fund Balance</b>	<b>\$ 570,863</b>	<b>\$ 570,863</b>	<b>\$ 648,245</b>	<b>\$ 638,899</b>	<b>\$ (9,346)</b>	<b>-1.44%</b>

## Monthly Financial Report As of November 2025

### Statement of Receipts and Disbursements (cash basis rounding)

Fund	Beginning Balance	Year to Date & Transfer In	Year to Date & Transfer Out	Ending Balance	Percentage Change
General	\$ 43,870,708	\$ 67,226,596	\$ 62,034,252	\$ 49,063,052	11.8%
Capital Asset Management	24,410,352	13,084,895	3,666,955	33,828,292	38.6%
Police Pension	1,499,760	871,172	435,378	1,935,554	29.1%
Fire Pension	1,499,759	871,172	435,377	1,935,554	29.1%
Self Insurance	1,084,300	76,646	21,766	1,139,180	5.1%
Capital Equipment	1,720,307	1,967,770	2,046,828	1,641,249	-4.6%
Police & Fire Pension	1,422,653	1,486,239	1,448,783	1,460,109	2.6%
Technology Fund	425,843	141,125	446,302	120,666	-71.7%
Street Maintenance and Repair Fund	1,965,631	2,222,927	2,044,058	2,144,500	9.1%
EMS Billing Fund	1,691,000	1,034,578	155,134	2,570,444	52.0%
Law Enforcement	2,739,032	470,563	248,360	2,961,235	8.1%
Tree Planting Fund	92,965	34,060	(1)	127,026	36.6%
Enforcement Education	20,650	521	(1)	21,172	2.5%
Mayor's Court Computer	45,728	9,915	-	55,643	21.7%
Mayor's Court Special Project	171,505	15,225	4,335	182,395	6.3%
Local Fiscal Recovery Fund	2,192,062	-	2,122,498	69,564	-96.8%
OneOhio Opioid Fund	141,353	56,843	9,564	188,632	33.4%
Economic Development	2,078,781	2,500,000	18,883	4,559,898	119.4%
Arlington Centre TIF Fund	116,976	25,759	16,253	126,482	8.1%
Tremont Road TIF Fund	18,760	40,534	397	58,897	213.9%
Lane Avenue Mixed Use TIF Fund	738,355	1,035,934	568,337	1,205,952	63.3%
Lane Avenue TIF Fund	304,986	79,348	75,177	309,157	1.4%
Arlington Crossing TIF Fund	1,068,524	110,878	126,609	1,052,793	-1.5%
Horizon TIF Fund	1,053,912	448,247	255,465	1,246,694	18.3%
Kingsdale West TIF Fund	395,386	57,924	568	452,742	14.5%
Kingsdale CORE TIF Fund	668,801	1,818,042	1,043,144	1,443,699	115.9%
Civil Service	60,960	-	10,280	50,680	-16.9%
Riverside North TIF Fund	19,946	2,891	28	22,809	14.4%
Riverside South TIF Fund	224,430	44,861	440	268,851	19.8%
W. Lane Northwest TIF Fund	22,542	18,115	178	40,479	79.6%
Lane II TIF Fund	1,265,563	1,307,566	553,916	2,019,213	59.6%
Kingsdale Center TIF Fund	30,032	534,043	475,791	88,284	194.0%
Gateway TIF Fund	39,409	1,814,496	441,951	1,411,954	3482.8%
Neighborhood Lighting Utility	318,423	77,169	44,199	351,393	10.4%
Clerk of Courts Fund	21,343	6,417	2,947	24,813	16.3%
UA Visitor's Bureau Fund	572,453	124,805	50,000	647,258	13.1%
General Bond Retirement	315,716	33,053,187	33,166,101	202,802	-35.8%
Bonded Improvements	13,072,564	473,736	9,805,619	3,740,681	-71.4%
Infrastructure Improvement Fund	25,102,125	26,095,251	25,707,689	25,489,687	1.5%
Estate Tax Fund	85	-	-	85	0.0%
Community Fiber Optic Fund	352,606	263,916	71,037	545,485	54.7%
Employee Benefit	2,014,911	4,693,427	4,702,985	2,005,353	-0.5%
BWC Administration Fund	1,340,044	338,637	278,987	1,399,694	4.5%
Solid Waste Management	1,919,144	4,265,913	3,644,313	2,540,744	32.4%
Water Surcharge	1,952,948	1,808,313	973,484	2,787,777	42.7%
Sanitary Sewer Surcharge	3,532,735	1,517,521	1,047,737	4,002,519	13.3%
Stormwater Management	3,301,276	1,260,145	1,230,402	3,331,019	0.9%
UA Swimming Pools	397,663	1,184,088	921,799	659,952	66.0%
Unclaimed Funds	8,491	713	-	9,204	8.4%
Revolving Fund	53,814	1,394,310	1,368,569	79,555	47.8%
Construction Withholding	3,108,854	711,048	3,182,013	637,889	-79.5%
Payroll Clearing Fund	330,833	30,844,259	30,519,214	655,878	98.3%
<b>Totals (ROUNDED)</b>	<b>\$ 150,816,999</b>	<b>\$ 207,521,740</b>	<b>\$ 195,424,100</b>	<b>\$ 162,914,639</b>	<b>ROUNDED TOTALS</b>

## Monthly Financial Report As of November 2025

### Income Tax Comparisons

	Projections	Year to date	Difference	% Difference
Withholdings	\$ 28,353,525	\$ 30,210,393	\$ 1,856,868	6.55%
Individuals	10,792,876	10,185,035	(607,841)	-5.63%
Net Profits	5,957,234	6,335,406	378,172	6.35%
<b>Total</b>	<b>\$ 45,103,635</b>	<b>\$ 46,730,834</b>	<b>\$ 1,627,199</b>	<b>3.61%</b>

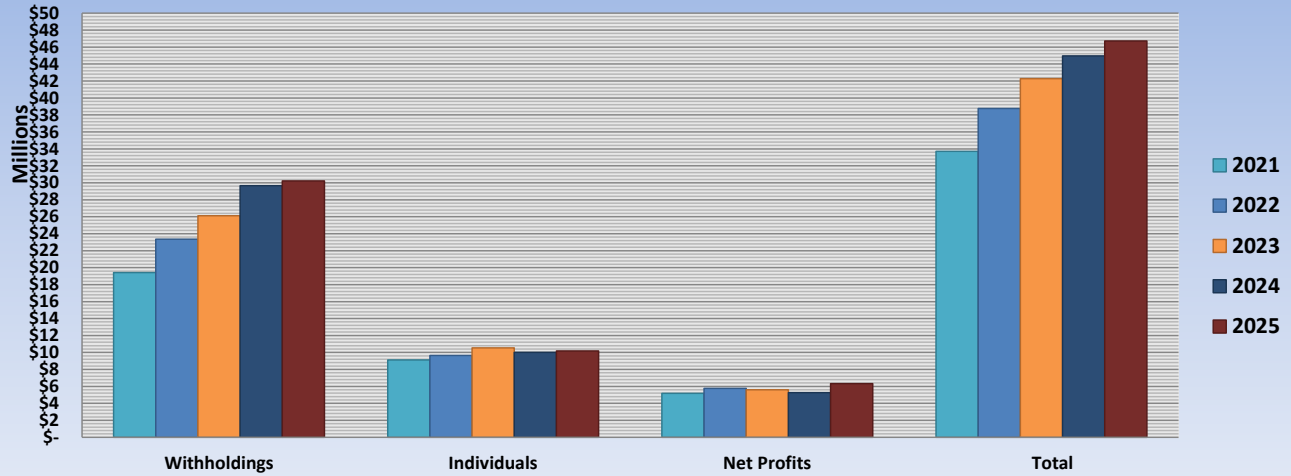
### Income Tax Five Year Comparison

	2021	2022	2023	2024	2025
Withholdings	\$ 19,409,869	\$ 23,363,689	\$ 26,131,300	\$ 29,673,555	\$ 30,210,393
Individuals	9,113,234	9,638,748	10,554,124	10,006,083	10,185,035
Net Profits	5,187,108	5,774,326	5,590,296	5,276,938	6,335,406
<b>Total</b>	<b>\$ 33,710,211</b>	<b>\$ 38,776,763</b>	<b>\$ 42,275,720</b>	<b>\$ 44,956,576</b>	<b>\$ 46,730,834</b>

### Percentage Increase (Decrease) From Prior Year

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Withholdings	14.34%	20.37%	11.85%	13.56%	1.81%
Individuals	27.85%	5.77%	9.50%	-5.19%	1.79%
Net Profits	13.44%	11.32%	-3.19%	-5.61%	20.06%
<b>Total</b>	<b>17.55%</b>	<b>15.03%</b>	<b>9.02%</b>	<b>6.34%</b>	<b>3.95%</b>

### Income Tax Five Year Trend vs Prior YTD Monthly



**Interest & Investment Income**  
**Nov-25**

<b>General Investments</b>	<b>Beginning Balance</b>	<b>Purchased</b>	<b>Matured/Sold</b>	<b>Deposited/Withdrawn</b>	<b>Investment Acct.</b>	<b>Ending Balance</b>
Municipal Securities	5,552,786.00					\$ 5,552,786.00
Corporate / General Investments	9,622,955.50		(727,455.00)			\$ 8,895,500.50
Federal Agency	55,105,302.17	3,633,996.00	(4,646,758.63)			\$ 54,092,539.54
US Government Bonds	25,123,693.28	1,430,351.57	(198,304.69)			\$ 26,355,740.16
<b>Total Bonds</b>	<b>\$ 95,404,736.95</b>	<b>\$ 5,064,347.57</b>	<b>\$ (5,572,518.32)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 94,896,566.20</b>
Short Term Fixed Maturity Commercial Paper	-					\$ -
Other Assets (Savings Cert - Market Traded)	\$ 3,439,988.55	737,152.50				\$ 4,177,141.05
<b>Bond and Investments:</b>						
<b>CIP Bonds</b>						
Federal Agency	-					\$ -
Corporate / General Investments	-					\$ -
Short Term Fixed Maturity Commercial Paper	-					\$ -
US Government Bonds	-					\$ -
<b>Total Bonds &amp; Investments</b>	<b>\$ 98,844,725.50</b>	<b>\$ 5,801,500.07</b>	<b>\$ (5,572,518.32)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,073,707.25</b>
<b>Money Markets:</b>						
General	52,504.70	(5,801,500.07)	5,588,843.83	(8,900.18)	245,883.72	\$ 76,832.00
CIP Bonds	-					\$ -
<b>Total Money Markets</b>	<b>\$ 52,504.70</b>	<b>\$ (5,801,500.07)</b>	<b>\$ 5,588,843.83</b>	<b>\$ (8,900.18)</b>	<b>\$ 245,883.72</b>	<b>\$ 76,832.00</b>
General Investment	55,786,607.82			(10,731,733.85)	184,274.02	\$ 45,239,147.99
Bond Proceeds	50,294.36			(10,449.61)	154.20	\$ 39,998.95
Federal ARPA (Gen. Inv.)	1,323,904.54			(1,254,340.86)	2,796.35	\$ 72,360.03
Gateway	1,010,749.02				3,430.92	\$ 1,014,179.94
Kingsdale	238,407.09				809.26	\$ 239,216.35
Community Center	2,606,774.92				8,848.52	\$ 2,615,623.44
Office (Comm. Center)	1,085,010.63			(3,475.68)	3,678.29	\$ 1,085,213.24
<b>Total STAR Ohio</b>	<b>\$ 62,101,748.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (12,000,000.00)</b>	<b>\$ 203,991.56</b>	<b>\$ 50,305,739.94</b>
<b>Total Investments</b>	<b>\$ 160,998,978.58</b>	<b>\$ 0.00</b>	<b>\$ 16,325.51</b>	<b>\$ (12,008,900.18)</b>	<b>\$ 449,875.28</b>	<b>\$ 149,456,279.19</b>
<b>NW Huntington Bank</b>	<b>\$ 1,618,522.73</b>					<b>\$ 13,458,363.39</b>
<b>Total Cash &amp; Investments</b>	<b>\$ 162,617,501.31</b>					<b>\$ 162,914,642.58</b>

**ITEMS PURCHASED BETWEEN \$25,000 & \$150,000 NOVEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/4/25	Loth, Inc.	Furniture for Station 72 Renovation	\$30,533.85
11/11/25	Water Technology	Reed Road Water Park Finish Replacement	\$38,071.00
11/17/25	Bright Light Technologies	EVOLV Metal Detectors	\$104,986.00
11/17/25	DHDC	Subsurface Utility Eng Services	\$51,750.00
11/21/25	Chuck's Septic Tank Sewer	Sidewalk and Concrete Pads	\$38,217.00
11/25/25	CESO, Inc.	Curb Ramp Improvements Detailed Design	\$40200.00

**QUALITY BASED SELECTION CONSULTANTS – NOVEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/25/25	V3 Companies, Ltd	Task Order Design Services for On-Call Roadway Design	\$150,000.00



**NOTIFICATION OF CHANGE ORDERS: NON-CONSTRUCTION, CITY MANAGER APPROVAL NOVEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>CHANGE ORDER AMOUNT</u>	<u>New Total</u>
None				

**GRANTS NOVEMBER 2025**

<u>DATE</u>	<u>ORGANIZATION</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
None			

***COUNCIL OF THE CITY OF UPPER ARLINGTON  
RESOLUTION OF COMMENDATION***

**Honoring the Dedicated Service of Council Member**

***Jim Lynch***

**2018-2026**

**WHEREAS**, Jim Lynch has faithfully served the City of Upper Arlington as a member of City Council from 2018 to 2026, and as Council Designate from 2024 to 2026, and as a lifelong resident of Upper Arlington and a proud graduate of Upper Arlington High School, Jim has a deep and enduring commitment to the community he calls home; and

**WHEREAS**, Jim has brought his expertise in public relations, communications, and reputation management to City Council, providing guidance and insight that has served the City well and strengthened the relationship between the City and its residents; and

**WHEREAS**, Jim approaches every task with a spirit of excellence and prudence, ensuring that public funds are thoughtfully managed while pursuing initiatives that benefit the community; and

**WHEREAS**, Jim's good spirit and energy lift every room he enters, inspiring colleagues, staff, and community members alike, while fostering an atmosphere of collaboration, optimism, and respect; and

**WHEREAS**, Jim's commitment to community engagement extends beyond the Council chamber, demonstrated through his service on the Financial Policies Committee, as former Director of the Upper Arlington Civic Association, and as Co-Chair of UA Civic Pride Day; and

**WHEREAS**, Jim kept Council and the community connected to the accomplishments of residents of all ages, regularly updating us on UAHS sports and proudly bringing championship teams into Council Chambers to be recognized, while also being a strong supporter of the City's CARES program and a consistent advocate for senior residents, championing services that promote dignity, support, and meaningful connection; and

**WHEREAS**, Jim demonstrated integrity and courage in his role as a Council member, never shying away from expressing a differing viewpoint and, when necessary, standing as the sole dissent, doing so with respect, positivity, and a commitment to what he believed was in the best interest of the community; and

**WHEREAS**, throughout his service, Jim was instrumental in advancing major initiatives for the community, including the creation of a Citizen Review Financial Task Force; the Lane Avenue Planning Study; an updated Park and Recreation Comprehensive Plan; the River Ridge/Kingsdale West Study; and the resident-led Community Center Feasibility Task Force study process, resulting in nearly 80% voter approval of the Robert Crane Community Center; and

**WHEREAS**, Jim's engaging personality resonated far beyond the Council chamber, earning his guest episode on the City's official podcast the highest ratings of the entire fourth quarter of 2025, a testament to the community's appreciation for his insight, humor, and deep-rooted passion for Upper Arlington.

**WHEREAS**, Jim shattered records in both 2017 and 2021 by knocking on virtually every resident's door during his successful City Council campaigns, a pursuit he carried out with unmatched determination, most memorably demonstrated by knocking after dark in River Ridge and leaving personal messages on Ring door cameras; and

**WHEREAS**, Jim was known to give impassioned speeches from the dais, always starting with his folksy "look," often mentioning "threading the needle," and tending to tie his point back to a Woody Hayes quote, but his infamous speeches never seemed to offend anyone and always left his audiences liking him more; and

**WHEREAS**, after eight years of dedicated service, Jim reached a memorable milestone on November 10, 2025, when he proudly chaired his first City Council meeting in his role as Council Designate, presiding with confidence and, at times, a notably forceful gavel that left a lasting impression; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Upper Arlington, Ohio expresses its deepest gratitude to Jim Lynch for his years of dedicated service, leadership, and unwavering commitment to this community; and

**BE IT FURTHER RESOLVED**, that we honor Jim's contributions, celebrate his good spirit and excellence-driven approach to public service, and extend our warmest appreciation as he concludes his tenure on City Council. May this Resolution of Commendation be spread upon the minutes of Council on this 15th day of December 2025.

***COUNCIL OF THE CITY OF UPPER ARLINGTON***  
***RESOLUTION OF COMMENDATION***

**Honoring the Dedicated Service of Council Member & Vice President**  
***Brian C. Close***  
**2018-2026**

**WHEREAS**, Brian C. Close has faithfully served the City of Upper Arlington as a member of City Council for two full terms beginning in 2018, and since 2022 has served as Vice President of Council; and

**WHEREAS**, throughout his eight years of elected service, Brian has been a model public servant as an accomplished attorney guided by intelligence, curiosity, integrity, and an unwavering commitment to the well-being of this community; and

**WHEREAS**, Brian takes pride in work that not only advances major community priorities, but also preserves the unique character of Upper Arlington for future generations; and

**WHEREAS**, Brian's leadership has been marked not only by sound judgment and thoughtful deliberation, but also by kindness, compassion, and a genuine desire to ensure every person feels comfortable, respected, and heard, whether in quiet conversation or during public meetings; and

**WHEREAS**, behind the scenes, Brian is known for his humor, humility, and ability to bring levity to challenging moments, fostering an atmosphere of collegiality and civility within the elected body; and

**WHEREAS**, during his tenure, Brian has played a central role in ensuring the city remains healthy and vibrant, championing strategic economic development that has generated historic revenues, nearly doubled annual capital investments, strengthened parks and recreational services, and helped bring to life a long-held community dream, a true multi-generational community center; and

**WHEREAS**, during his tenure on City Council, Brian played a key role in numerous significant endeavors that strengthened the City, including the creation of a Citizen Review Financial Task Force, the Lane Avenue Planning Study, an updated Park and Recreation Comprehensive Plan, the River Ridge/Kingsdale West Study, and the resident-led Community Center Feasibility Task Force, which culminated in nearly 80% voter approval of the Bob Crane Community Center; and

**WHEREAS**, Brian's dedication extends far beyond the Council chambers, reflected in years of service to numerous community organizations and committees, including: the Upper Arlington Community Improvement Corporation; the Council Rules Review Committee; the Upper Arlington Rotary Club; the Upper Arlington School Levy Committee (Treasurer from 2012–2016); the Upper Arlington Board of Tax Review; Leadership UA; and the Columbus Bar Association Business Tax Committee, where he served as Chair (2010–2011) and Vice Chair (2009–2010); and

**WHEREAS**, Brian's commitment to a thorough examination of the issues before Council, well, maybe not all issues, but most issues, led him to ask questions that explored all sides of an issue, as well as all of the ancillary ideas that might pop into someone's head in the course of asking a question that started out as a question but somehow turned into a statement, but once you got through the detours, Brian did ask really good questions.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Upper Arlington, Ohio expresses its deepest gratitude to Brian C. Close for his extraordinary service, leadership, and heartfelt dedication to this community; and

**BE IT FURTHER RESOLVED**, that we celebrate Brian's many contributions, honor the civility and compassion he has brought to public life, and extend our warmest appreciation as he concludes his tenure on City Council. May this Resolution of Commendation be spread upon the minutes of Council on this 15th day of December 2025.

**January 12, 2026**

City Council met for their organizational meeting in the Council Chamber at 7:00 p.m. After the oaths of office were administered President Awakessien Jeter called the meeting to order at 7:19 p.m.

**Members Present:** Ukeme Awakessien Jeter, Nic Fortkamp, John J. Kulewicz, Heidi Munc, Laura Oldham, Ben Tracy, and Todd Walter

**Staff Present:** City Manager Steven Schoeny, Assistant City Manager Jackie Thiel, City Attorney Darren Shulman, City Clerk Krystal Grove, Deputy City Clerk Brooke Bowman, IT Director Ross Morrow, Public Service Director Gary Wilfong, Police Chief Keith Hall, Fire Chief Chris Zimmer, Community Development Director Chad Gibson, Parks & Recreation Director Debbie McLaughlin, Community Affairs Director Emma Speight, and Economic Development Analyst James Russell

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Columbus, Ohio Ephesus Pathfinder Club.

### **OATHS OF OFFICE**

Yvette McGee Brown administered the Oath of Office to Ukeme Awakessien Jeter.

Robert Weiler administered the Oath of Office to Nic Fortkamp. In his remarks, Mr. Fortkamp expressed gratitude to the Upper Arlington community, those who supported him during his campaign, and his family. He spoke about his journey, mentioning his past struggles with learning, anxiety, and depression. Mr. Fortkamp encouraged everyone to support and uplift community members, emphasizing the importance of patience and grace when helping others find their voice.

Anna Mae Blankemeyer administered the Oath of Office to Laura Oldham. In her remarks, Ms. Oldham thanked her friends, family, and supporters, including her parents who traveled for the ceremony and her husband. She noted that her child was watching online while sick at home. Ms. Oldham expressed her gratitude for the opportunity to collaborate with colleagues to make the community safe and welcoming for all, stating her hope to help residents connect more with each other and the community.

John J. Kulewicz administered the Oath of Office to Ben Tracy. In his remarks, Mr. Tracy thanked those in attendance and said that he was deeply honored and aware of the grave responsibility of the position. He acknowledged key supporters including his campaign manager, social media manager (a UA High School senior), his treasurer, and those who opened their homes during his campaign. Mr. Tracy also thanked his parents and gave special recognition to his wife and daughter for their patience during the campaign. He concluded by saying, "Let's get to work."

## ELECTION OF VICE PRESIDENT OF COUNCIL

Ms. Awakessien Jeter advised that nominations were in order for Vice President of Council for a one-year term expiring January 11, 2027.

Ms. Awakessien Jeter nominated Heidi Munc to serve as Vice President of Council for a one-year term expiring January 11, 2027. Ms. Munc accepted the nomination for Vice President.

There being no further nominations, Ms. Awakessien Jeter declared nominations for Vice President of Council closed and called for a vote. Ms. Munc moved, seconded by Ms. Oldham.

<b>Voting Aye:</b>	Awakessien Jeter, Fortkamp, Kulewicz, Munc, Oldham, Tracy, and Walter
<b>Voting Nay:</b>	None
<b>Absent:</b>	None
<b>Abstain:</b>	None

The motion carried and Ms. Munc was duly elected Vice President of Council for a one-year term expiring January 11, 2027.

Ms. Awakessien Jeter advised that nominations were in order for Vice President of Council for a one-year term expiring January 10, 2028.

Ms. Munc nominated Ukeme Awakessien Jeter to serve as Vice President of Council for a one-year term expiring January 10, 2028. Ms. Awakessien Jeter accepted the nomination for Vice President.

There being no further nominations, Ms. Awakessien Jeter declared nominations for Vice President of Council closed and called for a vote. Mr. Fortkamp moved, seconded by Ms. Munc.

<b>Voting Aye:</b>	Awakessien Jeter, Fortkamp, Kulewicz, Munc, Oldham, Tracy, and Walter
<b>Voting Nay:</b>	None
<b>Absent:</b>	None
<b>Abstain:</b>	None

The motion carried and Ms. Awakessien Jeter was duly elected Vice President of Council for a one-year term expiring January 10, 2028.

## ELECTION OF PRESIDENT OF COUNCIL

Ms. Awakessien Jeter announced that nominations were in order for President of Council for a one-year term expiring January 11, 2027.

Ms. Munc nominated Ukeme Awakessien Jeter to serve as President of Council for a one-year term expiring January 11, 2027. Ms. Awakessien Jeter accepted the nomination for President of Council.

There being no further nominations offered, Ms. Awakessien Jeter declared nominations for President of Council closed and called for a vote. Mr. Tracy moved, seconded by Mr. Fortkamp.

**Voting Aye:** Awakessien Jeter, Fortkamp, Kulewicz, Munc, Oldham, Tracy, and Walter  
**Voting Nay:** None  
**Absent:** None  
**Abstain:** None

The motion carried and Ms. Awakessien Jeter was duly elected President of Council for a one-year term expiring January 11, 2027.

Ms. Awakessien Jeter announced that nominations were in order for President of Council for a one-year term expiring January 10, 2028.

Ms. Awakessien Jeter nominated Heidi Munc to serve as President of Council for a one-year term expiring January 10, 2028. Ms. Munc accepted the nomination for President of Council.

There being no further nominations, Ms. Awakessien Jeter declared nominations for President of Council closed and called for a vote. Mr. Tracy moved, seconded by Mr. Walter.

**Voting Aye:** Awakessien Jeter, Fortkamp, Kulewicz, Munc, Oldham, Tracy, and Walter  
**Voting Nay:** None  
**Absent:** None  
**Abstain:** None

The motion carried and Ms. Munc was duly elected President of Council for a one-year term expiring January 10, 2028.

### **OATHS OF OFFICE**

Mr. Walter administered the Oath of Office for Vice-President of Council Heidi Munc. Vice President Munc thanked those in attendance, her colleagues on Council, her parents for never limiting her potential, her son and daughter, and her husband who has been her partner for over 30 years. She highlighted how unique it is to be on a functional City Council where members listen to each other, respect different perspectives, and are willing to compromise, in contrast to dysfunctional government at other levels. She expressed excitement about the opportunities ahead for Upper Arlington.

Yvette McGee Brown administered the Oath of Office for President of Council Ukeme Awakessien Jeter. President Awakessien Jeter expressed her gratitude for the privilege of being reelected and for the trust of her colleagues in allowing her to continue to lead. She noted the historic significance of the moment, stating that for the first time in the city's 107-year history, it would be led by two women as President and Vice President. She thanked her mentor Yvette McGee Brown,

the first black woman to serve on the Ohio Supreme Court, for swearing her in, her children for enduring her absences while she serves, her parents for their courage in letting her explore a new world at 18, her sisters, her campaign team, and her friends. President Awakessien Jeter acknowledged the challenging times we live in but promised that in local government, she and her colleagues would focus on ensuring that life in Upper Arlington is better for every citizen and resident, not just for some people or the well-connected.

### **ELECTION OF COUNCIL MEMBER DESIGNATE**

In accordance with Section IX of the City Charter, Council may designate another Member to perform the duties of the President and to act as Mayor in the event both the President and Vice President are temporarily unable to perform their duties.

President Awakessien Jeter announced that nominations were in order for Council Member Designate for a two-year term expiring January 10, 2028.

Vice President Munc nominated Todd Walter to serve as Council Member Designate for a two-year term expiring January 10, 2028. Mr. Walter accepted the nomination for Council Member Designate.

There being no further nominations, President Awakessien Jeter declared nominations for Council Member Designate closed and called for a vote. Ms. Oldham moved, seconded by Vice President Munc.

<b>Voting Aye:</b>	President Awakessien Jeter, Fortkamp, Kulewicz, Vice President Munc, Oldham, Tracy, and Walter
<b>Voting Nay:</b>	None
<b>Absent:</b>	None
<b>Abstain:</b>	None

The motion carried and Mr. Walter was duly elected Council Member Designate for a two-year term expiring January 10, 2028.

### **PRESIDENT OF COUNCIL APPOINTMENTS**

President Awakessien Jeter made the following appointments:

- a) Board of Education Liaison: Heidi Munc
- b) Board of Health Representative: John Kulewicz
- c) City Council Financial Policies Subcommittee: Nic Fortkamp, Ben Tracy, Todd Walter
- d) City Council Rules Review Subcommittee: Laura Oldham, Ben Tracy, Todd Walter
- e) Community Relations Committee Liaison: Nic Fortkamp

f) Mid-Ohio Regional Planning Commission Representative: Laura Oldham

\* \* \*

There being no further business to come before City Council, Vice President Munc moved, seconded by Mr. Walter, to adjourn. The motion carried unanimously and the meeting was adjourned at 7:44 p.m.



**Authors:** Brent Lewis, Finance Department Director

**Council Meeting Date:** February 2, 2026

**Subject/Legislative Item:** Finance Director Report: December 2025

**Purpose:** To keep City Council informed about the City's financial status and assist them with the monitoring of the current year's budget.

**Executive Summary:** As required by City Council's adopted financial accounting and reporting policies, the Finance Director is presenting the 2025 fourth quarter (December) financial report for Council Review. No legislative action is required.

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**Purpose and Impact**  
**General Fund Overview**

**Ending Fund Balance (Q4 2025):** \$44.9 million  
- \$8.1M over projection, and \$2.96M greater than the Jan. 1st fund balance

**Reserve Requirement:** \$16.7M minimum reserve (30% of the annual operating budget);  
\$31.1M maximum reserve (30% of the annual operating budget)  
- Approximately \$17M eligible for transfer per new reserve policy (projected at \$11.1M in 2026 budget)

**Revenues:**

- \$3.3M greater than projected
- Income taxes: 4.08% above projections (details below)
- Real estate taxes: Slightly below projection due Kingsdale Center TIF adjustments that were not included in original estimates.
- Other Revenue
  - Investment earnings: \$4.7M, exceeded projections by \$1.9M
  - Charges for services (includes parks fees and various other sources): \$4.29M, slightly less than projected.

**Expenditures:** All departments are within budget with no notable variances  
- \$5.75M in unused appropriations — significant portion of this related to unused personal services appropriations.

**Income Tax Overview**



## **Total Income Tax Receipts through Q4: \$50M**

- 4.07% above projection
- 3.59% higher than Q4 2024

## **Income Tax Breakdown**

- Withholding Tax: +1.25% above 2024 total
  - Will monitor this closely as this is the most stable source of income tax, and it only saw a moderate increase after several years of double-digit % increases.
- Individual Filers: 2.50% above 2024 total
  - Solid increase from an unpredictable source (self-employment income, rentals, etc.)
- Business Net Profits: +19.69% over 2024 total
  - Strong increase from an unpredictable source. This source is always subject to refunds due to possible overpaying estimated payments.

## **Income Tax Fund Allocation:**

- General Fund: \$36M
- Capital Asset Management Fund: \$14M

## **Other Funds & Notes**

**Citywide Cash Position:** Decreased from \$150.8M at the beginning of the year to \$148.3M

- Driven by strong income tax collections and property tax receipts, offset by spending on capital projects and debt service payments.

**Infrastructure Improvement Fund (CIP spending):** Fund balance ended the year \$2.4M above what was projected in the budget book.

- Having an overage is not unusual. Additional amounts will be available to cover changes in the CIP, any approved overages, and/or worked into the future CIP plan.

**Estate Tax Capital Project Fund:** Has now been officially spent down and closed.

## **EMS Billing Receipts:**

- Collected \$1.1M vs. \$667K in 2024
- Includes a mix of delayed and new payments

## **Upcoming Items:**

- First half of utility bills (trash, storm, lighting) will be sent out to residents in late January/early February.
- CIP bond rating and pricing will occur in mid to late February (required legislation passed in December).
- 2025 financial audit is just now beginning.
- Police/Fire Pension Levy will need to go on the ballot this November. The process for this will occur over the summer.

## **History**

N/A



**Alternatives**

N/A

**Attachments**

1.	12. December 2025 Finance Director Report
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**Monthly Financial Report  
As of December 2025**

**General Fund (101)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Income Tax	\$ 34,595,400	\$ 34,595,400	\$ 34,595,400	\$ 36,005,488	\$ 1,410,088	4.08%
Real & Personal Property Tax	10,230,600	10,285,700	10,285,700	10,054,409	(231,291)	-2.25%
All Other Operating Revenues	14,137,400	14,414,900	14,414,900	16,652,240	2,237,340	15.52%
Transfers/Advances In	10,052,500	9,858,500	9,858,500	9,714,451	(132,026)	-1.34%
<b>Total Revenues and Other Sources</b>	<b>69,015,900</b>	<b>69,154,500</b>	<b>69,154,500</b>	<b>72,426,588</b>	<b>3,284,111</b>	<b>4.75%</b>
<b>Obligations:</b>						
Police Division	12,262,800	12,262,800	12,262,800	11,794,757	468,043	3.82%
Fire Division	12,519,900	12,519,900	12,519,900	11,402,592	1,117,308	8.92%
Board of Health	400,000	400,000	400,000	393,566	6,434	0.00%
Parks and Recreation	8,383,300	8,401,300	8,401,300	7,355,563	1,045,737	12.45%
Community Development	1,563,300	1,563,300	1,563,300	1,331,558	231,742	14.82%
Public Service Administration	1,397,800	1,430,100	1,430,100	1,311,592	118,508	8.29%
Public Works	1,700,400	1,668,100	1,668,100	1,490,405	177,695	10.65%
City Manager	2,087,400	2,687,400	2,687,400	1,833,681	853,719	31.77%
City Attorney	983,700	1,033,700	1,033,700	784,744	248,956	24.08%
City Clerk	334,800	334,800	334,800	262,333	72,467	21.64%
City Council	208,900	208,900	208,900	182,403	26,497	12.68%
Finance	1,638,800	1,638,800	1,638,800	1,444,461	194,339	11.86%
Facilities Maintenance	4,818,400	4,818,400	4,818,400	4,762,491	55,909	1.16%
Information Technology	2,522,200	2,522,200	2,522,200	2,222,675	299,525	11.88%
General Administration	3,800,600	4,300,600	4,300,600	3,475,298	825,302	19.19%
Transfers/Advances Out	10,624,300	19,943,300	19,943,400	19,934,798	8,602	0.04%
<b>Total Obligations</b>	<b>65,246,600</b>	<b>75,733,600</b>	<b>75,733,700</b>	<b>69,982,917</b>	<b>5,750,783</b>	<b>7.59%</b>
Excess of Revenue and Other Sources over Obligations:	3,769,300	(6,579,100)	(6,579,200)	2,443,671		
Total Beginning Fund Balance	41,959,476	41,959,476	41,959,476	41,959,476		
Prior Year Lapsed Encumbrances	-	-	-	508,258		
Anticipated Appropriation Lapses	1,415,000	1,415,000	1,415,000	-		
<b>Total Ending Fund Balance</b>	<b>\$ 47,143,776</b>	<b>\$ 36,795,376</b>	<b>\$ 36,795,276</b>	<b>\$ 44,911,405</b>	<b>\$ 8,116,129</b>	<b>22.06%</b>

**Capital Asset Management Fund (102)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Income Tax	\$ 13,453,700	\$ 13,453,700	\$ 13,453,700	\$ 13,998,556	\$ 544,856	4.05%
<b>Total Revenues and Other Sources</b>	<b>13,453,700</b>	<b>13,453,700</b>	<b>13,453,700</b>	<b>13,998,556</b>	<b>544,856</b>	<b>4.05%</b>
<b>Obligations</b>						
Transfers/Advances Out	11,405,400	10,105,400	10,105,400	10,037,472	67,928	0.67%
<b>Total Obligations</b>	<b>11,405,400</b>	<b>10,105,400</b>	<b>10,105,400</b>	<b>10,037,472</b>	<b>67,928</b>	<b>0.67%</b>
Excess of Revenue and Other Sources over Obligations:	2,048,300	3,348,300	3,348,300	3,961,084		
Beginning Fund Balance	24,410,352	24,410,352	24,410,352	24,410,352		
<b>Ending Fund Balance</b>	<b>\$ 26,458,652</b>	<b>\$ 27,758,652</b>	<b>\$ 27,758,652</b>	<b>\$ 28,371,436</b>	<b>\$ 612,784</b>	<b>2.21%</b>

## Monthly Financial Report As of December 2025

### Capital Equipment Fund (106)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Real & Personal Property Tax	\$ 1,312,400	\$ 1,293,700	\$ 1,293,700	\$ 1,282,155	\$ (11,545)	-0.89%
Homestead & Rollbacks	173,500	170,600	170,600	169,797	(803)	-0.47%
All Other Operating Revenues	-	-	-	15,818	15,818	100.00%
Transfers In	500,000	500,000	500,000	500,000	-	0.00%
<b>Total Revenues and Other Sources</b>	<b>1,985,900</b>	<b>1,964,300</b>	<b>1,964,300</b>	<b>1,967,770</b>	<b>3,470</b>	<b>0.00%</b>
<u>Obligations</u>						
Capital Equipment	2,548,300	2,634,900	2,634,900	2,445,097	189,803	7.20%
<b>Total Obligations</b>	<b>2,548,300</b>	<b>2,634,900</b>	<b>2,634,900</b>	<b>2,445,097</b>	<b>189,803</b>	<b>7.20%</b>
Excess of Revenue and Other Sources over Obligations:	(562,400)	(670,600)	(670,600)	(477,327)		
Beginning Fund Balance	1,208,768	1,208,768	1,208,768	1,208,768		
Prior Year Lapsed Encumbrances	-	-	-	28,667		
<b>Ending Fund Balance</b>	<b>\$ 646,368</b>	<b>\$ 538,168</b>	<b>\$ 538,168</b>	<b>\$ 760,108</b>	<b>\$ 221,940</b>	<b>41.24%</b>

### Street Maintenance and Repair Fund (207)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Gasoline Taxes	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,912,587	\$ 112,587	6.25%
Motor Vehicle License Taxes	450,000	450,000	450,000	449,223	(777)	-0.17%
All Other Operating Revenues	138,000	138,000	138,000	75,076	(62,924)	-45.60%
<b>Total Revenues and Other Sources</b>	<b>2,388,000</b>	<b>2,388,000</b>	<b>2,388,000</b>	<b>2,436,886</b>	<b>48,886</b>	<b>2.05%</b>
<u>Obligations</u>						
Public Service Administration	1,129,200	1,129,200	1,129,200	925,859	203,341	18.01%
Public Works	1,582,700	1,582,700	1,582,700	1,294,425	288,275	18.21%
<b>Total Obligations</b>	<b>2,711,900</b>	<b>2,711,900</b>	<b>2,711,900</b>	<b>2,220,284</b>	<b>491,616</b>	<b>18.13%</b>
Excess of Revenue and Other Sources over Obligations:	(323,900)	(323,900)	(323,900)	216,602		
Beginning Fund Balance	1,927,174	1,927,174	1,927,174	1,927,174		
Prior Year Lapsed Encumbrances	-	-	-	20,934		
<b>Ending Fund Balance</b>	<b>\$ 1,603,274</b>	<b>\$ 1,603,274</b>	<b>\$ 1,603,274</b>	<b>\$ 2,164,710</b>	<b>\$ 561,436</b>	<b>35.02%</b>

### Bonded Improvement Fund (402)

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Sale of Bonds and Notes	\$ 19,973,700	\$ -	\$ -	\$ -	\$ -	0.00%
All Other Operating Revenues	475,000	475,000	475,000	486,194	11,194	2.36%
<b>Total Revenues and Other Sources</b>	<b>20,448,700</b>	<b>475,000</b>	<b>475,000</b>	<b>486,194</b>	<b>11,194</b>	<b>2.36%</b>
<u>Obligations</u>						
Capital Improvements	9,119,100	7,504,000	7,504,000	6,470,942	1,033,058	13.77%
<b>Total Obligations</b>	<b>9,119,100</b>	<b>7,504,000</b>	<b>7,504,000</b>	<b>6,470,942</b>	<b>1,033,058</b>	<b>13.77%</b>
Excess of Revenue and Other Sources over Obligations:	11,329,600	(7,029,000)	(7,029,000)	(5,984,748)		
Beginning Fund Balance	7,509,727	7,509,727	7,509,727	7,509,727		
Prior Year Lapsed Encumbrances	-	-	-	2,006,062		
<b>Ending Fund Balance</b>	<b>\$ 18,839,327</b>	<b>\$ 480,727</b>	<b>\$ 480,727</b>	<b>\$ 3,531,041</b>	<b>\$ 3,050,314</b>	<b>634.52%</b>

**Monthly Financial Report  
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**Infrastructure Improvement Fund (404)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
All Other Operating Revenues	\$ 6,700,000	\$ 11,700,000	\$ 11,700,000	\$ 12,030,935	\$ 330,935	2.83%
Transfers/Advances In	5,750,000	14,069,000	14,069,000	14,069,100	-	0.00%
<b>Total Revenues and Other Sources</b>	<b>12,450,000</b>	<b>25,769,000</b>	<b>25,769,000</b>	<b>26,100,035</b>	<b>330,935</b>	<b>1.28%</b>
<u>Obligations</u>						
Capital Improvements	9,986,900	20,206,500	20,206,500	14,147,116	6,059,384	29.99%
Transfers/Advances Out	6,100,000	7,106,000	7,106,000	6,087,977	1,018,023	0.00%
<b>Total Obligations</b>	<b>16,086,900</b>	<b>27,312,500</b>	<b>27,312,500</b>	<b>20,235,093</b>	<b>7,077,407</b>	<b>25.91%</b>
Excess of Revenue and Other Sources over Obligations:	(3,636,900)	(1,543,500)	(1,543,500)	5,864,942		
Beginning Fund Balance	5,549,699	5,549,699	5,549,699	5,549,699		
Prior Year Lapsed Encumbrances	-	-	-	2,565,377		
<b>Ending Fund Balance</b>	<b>\$ 1,912,799</b>	<b>\$ 4,006,199</b>	<b>\$ 4,006,199</b>	<b>\$ 13,980,018</b>	<b>\$ 9,973,819</b>	<b>248.96%</b>

**Solid Waste Management Fund (710)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 1,900,000	\$ 2,200,000	\$ 2,200,000	\$ 2,168,593	\$ (31,407)	-1.43%
All Other Operating Revenues	45,000	45,000	45,000	111,571	66,571	147.94%
Transfers/Advances In	2,000,000	2,000,000	2,000,000	2,000,000	-	0.00%
<b>Total Revenues and other sources</b>	<b>3,945,000</b>	<b>4,245,000</b>	<b>4,245,000</b>	<b>4,280,164</b>	<b>35,164</b>	<b>0.83%</b>
<u>Obligations</u>						
Public Works	4,134,100	4,134,100	4,134,100	3,983,712	150,388	3.64%
<b>Total Obligations</b>	<b>4,134,100</b>	<b>4,134,100</b>	<b>4,134,100</b>	<b>3,983,712</b>	<b>150,388</b>	<b>3.64%</b>
Excess of Revenue and Other Sources over Obligations:	(189,100)	110,900	110,900	296,452		
Beginning Fund Balance	1,534,635	1,534,635	1,534,635	1,534,635		
Lapsed encumbrances	-	-	-	3,965		
<b>Ending Fund Balance</b>	<b>\$ 1,345,535</b>	<b>\$ 1,645,535</b>	<b>\$ 1,645,535</b>	<b>\$ 1,835,052</b>	<b>\$ 189,517</b>	<b>11.52%</b>

**Water Surcharge Fund (720)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<u>Revenues and Other Sources</u>						
Charges for Services	\$ 855,000	\$ 855,000	\$ 855,000	\$ 951,838	\$ 96,838	11.33%
Miscellaneous	-	943,600	943,600	880,345	(63,255)	-6.70%
<b>Total Revenues and other sources</b>	<b>855,000</b>	<b>1,798,600</b>	<b>1,798,600</b>	<b>1,832,183</b>	<b>33,583</b>	<b>1.87%</b>
<u>Obligations</u>						
Public Works	490,700	620,000	620,000	456,103	163,897	26.44%
Capital Improvements	256,000	256,000	256,000	212,218	43,782	17.10%
Finance (Debt Service)	-	513,600	513,600	513,521	79	0.02%
Transfers Out (including intra-city services)	99,900	100,600	100,600	95,935	4,665	4.64%
<b>Total Obligations</b>	<b>846,600</b>	<b>1,490,200</b>	<b>1,490,200</b>	<b>1,277,777</b>	<b>212,423</b>	<b>14.25%</b>
Excess of Revenue and Other Sources over Obligations:	8,400	308,400	308,400	554,406		
Beginning Fund Balance	1,778,865	1,778,865	1,778,865	1,778,865	-	
Prior Year Lapsed Encumbrances	-	-	-	128,118		
<b>Ending Fund Balance</b>	<b>\$ 1,787,265</b>	<b>\$ 2,087,265</b>	<b>\$ 2,087,265</b>	<b>\$ 2,461,389</b>	<b>\$ 374,124</b>	<b>17.92%</b>

**Monthly Financial Report  
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**Sanitary Sewer Surcharge Fund (730)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Charges for Services	\$ 1,333,000	\$ 1,473,000	\$ 1,473,000	\$ 1,505,510	\$ 32,510	2.21%
All Other Operating Revenues	1,500	45,400	45,400	46,631	1,231	2.71%
<b>Total Revenue</b>	<b>1,334,500</b>	<b>1,518,400</b>	<b>1,518,400</b>	<b>1,552,141</b>	<b>33,741</b>	<b>2.22%</b>
<b>Obligations</b>						
Public Works	1,214,000	1,230,300	1,230,300	1,048,881	181,419	14.75%
Capital Equipment	13,000	13,000	13,000	-	13,000	100.00%
Capital Improvements	315,000	315,000	315,000	165,966	149,034	47.31%
Finance (Debt Service)	-	43,900	43,880	43,880	-	0.00%
Transfers Out (including intra-city services)	27,600	31,300	31,300	30,714	586	1.87%
<b>Total Obligations</b>	<b>1,569,600</b>	<b>1,633,500</b>	<b>1,633,480</b>	<b>1,289,441</b>	<b>344,039</b>	<b>21.06%</b>
Excess of Revenue and Other Sources over Obligations:	(235,100)	(115,100)	(115,080)	262,700		
Beginning Fund Balance	2,831,202	2,831,202	2,831,202	2,831,202		
Prior Year Lapsed Encumbrances	-	-	-	678		
<b>Ending Fund Balance</b>	<b>\$ 2,596,102</b>	<b>\$ 2,716,102</b>	<b>\$ 2,716,122</b>	<b>\$ 3,094,580</b>	<b>\$ 378,458</b>	<b>13.93%</b>

**Stormwater Management Fund (740)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Charges for Services	\$ 753,000	\$ 753,000	\$ 753,000	\$ 802,010	\$ 49,010	6.51%
Investment Earnings	70,000	70,000	70,000	116,008	46,008	65.73%
Miscellaneous income	-	365,900	365,900	374,733	8,833	2.41%
<b>Total Revenues and other sources</b>	<b>823,000</b>	<b>1,188,900</b>	<b>1,188,900</b>	<b>1,292,751</b>	<b>103,851</b>	<b>8.74%</b>
<b>Obligations</b>						
Public Works	690,000	715,000	715,000	558,613	156,387	21.87%
Capital Equipment	470,000	470,000	470,000	103,287	366,713	78.02%
Capital Improvements	449,800	449,800	449,800	350,000	99,800	22.19%
Finance (Debt Service)	-	365,900	365,900	365,854	46	0.01%
Transfers Out (including intra-city services)	77,600	82,600	82,600	79,274	3,326	4.03%
<b>Total Obligations</b>	<b>1,687,400</b>	<b>2,083,300</b>	<b>2,083,300</b>	<b>1,457,028</b>	<b>626,272</b>	<b>30.06%</b>
Excess of Revenue and Other Sources over Obligations:	(864,400)	(894,400)	(894,400)	(164,277)		
Beginning Fund Balance	2,987,559	2,987,559	2,987,559	2,987,559		
<b>Ending Fund Balance</b>	<b>\$ 2,123,159</b>	<b>\$ 2,093,159</b>	<b>\$ 2,093,159</b>	<b>\$ 2,823,282</b>	<b>\$ 730,123</b>	<b>34.88%</b>

**Swimming Pool Fund (750)**

	Original Budget	Amended Budget	Projected To Date	Actual	Dollar Variance	Percentage Variance
<b>Revenues and Other Sources</b>						
Charges for Services	\$ 1,013,800	\$ 913,800	\$ 913,800	\$ 892,720	\$ (21,080)	-2.31%
Transfers/Advances In	300,000	300,000	300,000	300,000	-	0.00%
<b>Total Revenues and other sources</b>	<b>1,313,800</b>	<b>1,213,800</b>	<b>1,213,800</b>	<b>1,192,720</b>	<b>(21,080)</b>	<b>-1.74%</b>
<b>Obligations</b>						
Parks and Recreation	1,140,600	1,140,600	1,140,600	970,820	169,780	14.89%
<b>Total Obligations</b>	<b>1,140,600</b>	<b>1,140,600</b>	<b>1,140,600</b>	<b>970,820</b>	<b>169,780</b>	<b>14.89%</b>
Excess of Revenue and Other Sources over Obligations:	173,200	73,200	73,200	221,900		
Beginning Fund Balance	397,663	397,663	397,663	397,663		
<b>Ending Fund Balance</b>	<b>\$ 570,863</b>	<b>\$ 470,863</b>	<b>\$ 470,863</b>	<b>\$ 619,563</b>	<b>\$ 148,700</b>	<b>31.58%</b>

## Monthly Financial Report As of December 2025

### Statement of Receipts and Disbursements (cash basis rounding)

Fund	Beginning Balance	Year to Date & Transfer In	Year to Date & Transfer Out	Ending Balance	Percentage Change
General	\$ 43,870,708	\$ 72,426,588	\$ 67,927,798	\$ 48,369,498	10.3%
Capital Asset Management	24,410,352	13,998,556	10,037,471	28,371,437	16.2%
Police Pension	1,499,760	871,172	735,378	1,635,554	9.1%
Fire Pension	1,499,759	871,172	774,813	1,596,118	6.4%
Self Insurance	1,084,300	81,607	21,966	1,143,941	5.5%
Capital Equipment	1,720,307	1,967,770	2,145,568	1,542,509	-10.3%
Police & Fire Pension	1,422,653	1,486,239	1,563,783	1,345,109	-5.5%
Technology Fund	425,843	244,111	446,777	223,177	-47.6%
Street Maintenance and Repair Fund	1,965,631	2,436,886	2,166,480	2,236,037	13.8%
EMS Billing Fund	1,691,000	1,173,631	1,012,217	1,852,414	9.5%
Law Enforcement	2,739,032	484,863	270,213	2,953,682	7.8%
Tree Planting Fund	92,965	36,211	-	129,176	39.0%
Enforcement Education	20,650	526	-	21,176	2.5%
Mayor's Court Computer	45,728	11,307	-	57,035	24.7%
Mayor's Court Special Project	171,505	16,470	8,835	179,140	4.5%
Local Fiscal Recovery Fund	2,192,062	-	2,122,498	69,564	-96.8%
OneOhio Opioid Fund	141,353	56,843	10,764	187,432	32.6%
Economic Development	2,078,781	2,500,000	18,227	4,560,554	119.4%
Arlington Centre TIF Fund	116,976	25,759	32,253	110,482	-5.6%
Tremont Road TIF Fund	18,760	40,534	37,897	21,397	14.1%
Lane Avenue Mixed Use TIF Fund	738,355	1,035,934	996,962	777,327	5.3%
Lane Avenue TIF Fund	304,986	79,348	120,177	264,157	-13.4%
Arlington Crossing TIF Fund	1,068,524	110,878	201,609	977,793	-8.5%
Horizon TIF Fund	1,053,912	448,247	405,465	1,096,694	4.1%
Kingsdale West TIF Fund	395,386	57,924	50,568	402,742	1.9%
Kingsdale CORE TIF Fund	668,801	1,818,042	1,458,172	1,028,671	53.8%
Civil Service	60,960	-	12,260	48,700	-20.1%
Riverside North TIF Fund	19,946	2,891	1,828	21,009	5.3%
Riverside South TIF Fund	224,430	44,861	50,440	218,851	-2.5%
W. Lane Northwest TIF Fund	22,542	18,115	15,178	25,479	13.0%
Lane II TIF Fund	1,265,563	1,307,566	1,200,066	1,373,063	8.5%
Kingsdale Center TIF Fund	30,032	1,534,043	1,340,026	224,049	646.0%
Gateway TIF Fund	39,409	1,814,496	1,696,701	157,204	298.9%
Neighborhood Lighting Utility	318,423	78,371	44,272	352,522	10.7%
Clerk of Courts Fund	21,343	6,792	2,947	25,188	18.0%
UA Visitor's Bureau Fund	572,453	136,411	92,500	616,364	7.7%
General Bond Retirement	315,716	44,315,244	44,316,067	314,893	-0.3%
Bonded Improvements	13,072,564	486,195	9,799,071	3,759,688	-71.2%
Infrastructure Improvement Fund	25,102,125	26,100,036	28,536,529	22,665,632	-9.7%
Estate Tax Fund	85	-	85	-	-100.0%
Community Fiber Optic Fund	352,606	263,916	231,186	385,336	9.3%
Employee Benefit	2,014,911	5,107,982	5,268,435	1,854,458	-8.0%
BWC Administration Fund	1,340,044	369,664	282,574	1,427,134	6.5%
Solid Waste Management	1,919,144	4,280,164	3,994,313	2,204,995	14.9%
Water Surcharge	1,952,948	1,832,183	1,056,440	2,728,691	39.7%
Sanitary Sewer Surcharge	3,532,735	1,552,141	1,136,502	3,948,374	11.8%
Stormwater Management	3,301,276	1,292,751	1,458,560	3,135,467	-5.0%
UA Swimming Pools	397,663	1,192,720	948,162	642,221	61.5%
Unclaimed Funds	8,491	713	-	9,204	8.4%
Revolving Fund	53,814	1,402,658	1,377,351	79,121	47.0%
Construction Withholding	3,108,854	730,122	3,238,523	600,453	-80.7%
Payroll Clearing Fund	330,833	33,644,238	33,617,696	357,375	8.0%
<b>Totals (ROUNDED)</b>	<b>\$ 150,816,999</b>	<b>\$ 229,794,891</b>	<b>\$ 232,283,603</b>	<b>\$ 148,328,287</b>	<b>ROUNDED TOTALS</b>

## Monthly Financial Report As of December 2025

### Income Tax Comparisons

	Projections	Year to date	Difference	% Difference
Withholdings	\$ 30,906,228	\$ 32,932,711	\$ 2,026,483	6.56%
Individuals	11,107,113	10,579,906	(527,207)	-4.75%
Net Profits	6,035,759	6,491,427	455,668	7.55%
<b>Total</b>	<b>\$ 48,049,100</b>	<b>\$ 50,004,044</b>	<b>\$ 1,954,944</b>	<b>4.07%</b>

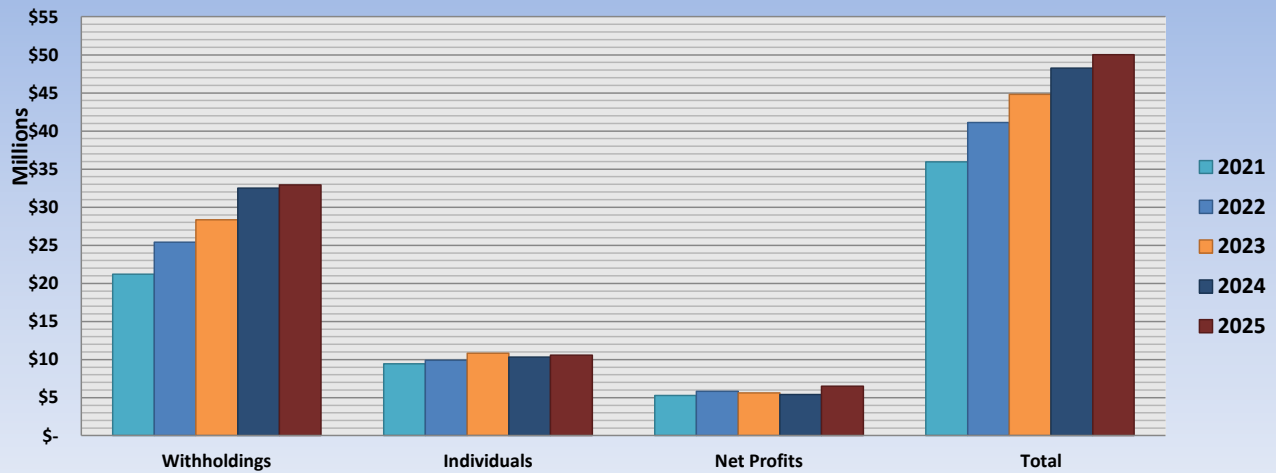
### Income Tax Five Year Comparison

	2021	2022	2023	2024	2025
Withholdings	\$ 21,205,704	\$ 25,411,131	\$ 28,362,150	\$ 32,526,921	\$ 32,932,711
Individuals	9,443,872	9,905,520	10,849,741	10,321,599	10,579,906
Net Profits	5,294,648	5,820,432	5,616,990	5,423,517	6,491,427
<b>Total</b>	<b>\$ 35,944,224</b>	<b>\$ 41,137,083</b>	<b>\$ 44,828,881</b>	<b>\$ 48,272,037</b>	<b>\$ 50,004,044</b>

### Percentage Increase (Decrease) From Prior Year

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Withholdings	13.91%	19.83%	11.61%	14.68%	1.25%
Individuals	28.85%	4.89%	9.53%	-4.87%	2.50%
Net Profits	13.09%	9.93%	-3.50%	-3.44%	19.69%
<b>Total</b>	<b>17.36%</b>	<b>14.45%</b>	<b>8.97%</b>	<b>7.68%</b>	<b>3.59%</b>

### Income Tax Five Year Trend vs Prior YTD Monthly



**Interest & Investment Income**  
**Dec-25**

General Investments	Beginning Balance	Purchased	Matured/Sold	Deposited/Withdrawn	Investment Acct.	Ending Balance
Municipal Securities	5,552,786.00					\$ 5,552,786.00
Corporate / General Investments	8,895,500.50		(566,952.00)			\$ 8,328,548.50
Federal Agency	54,092,539.54	2,991,400.00	(500,000.00)			\$ 56,583,939.54
US Government Bonds	26,355,740.16		(1,012,421.88)			\$ 25,343,318.28
<b>Total Bonds</b>	\$ 94,896,566.20	\$ 2,991,400.00	\$ (2,079,373.88)	\$ -	\$ -	\$ 95,808,592.32
Short Term Fixed Maturity Commercial Paper	-					\$ -
Other Assets (Savings Cert - Market Traded)	\$ 4,177,141.05		(743,140.50)			\$ 3,434,000.55
<b>Bond and Investments:</b>						
<b>CIP Bonds</b>						
Federal Agency	-					\$ -
Corporate / General Investments	-					\$ -
Short Term Fixed Maturity Commercial Paper	-					\$ -
US Government Bonds	-					\$ -
<b>Total Bonds &amp; Investments</b>	\$ 99,073,707.25	\$ 2,991,400.00	\$ (2,822,514.38)	\$ -	\$ -	\$ 99,242,592.87
<b>Money Markets:</b>						
General	76,832.00	(2,991,400.00)	2,823,429.78	(3,609.69)	349,704.87	\$ 254,956.96
CIP Bonds	-					\$ -
<b>Total Money Markets</b>	\$ 76,832.00	\$ (2,991,400.00)	\$ 2,823,429.78	\$ (3,609.69)	\$ 349,704.87	\$ 254,956.96
<b>Star Ohio:</b>						
General Investment	45,239,147.99			(2,997,049.45)	148,133.41	\$ 42,390,231.95
Bond Proceeds	39,998.95			(154.20)	134.38	\$ 39,979.13
Federal ARPA (Gen. Inv.)	72,360.03			(2,796.35)	238.52	\$ 69,802.20
Gateway	1,014,179.94				3,414.23	\$ 1,017,594.17
Kingsdale	239,216.35				805.32	\$ 240,021.67
Community Center	2,615,623.44				8,805.49	\$ 2,624,428.93
Office (Comm. Center)	1,085,213.24				3,653.37	\$ 1,088,866.61
<b>Total STAR Ohio</b>	\$ 50,305,739.94	\$ -	\$ -	\$ (3,000,000.00)	\$ 165,184.72	\$ 47,470,924.66
<b>Total Investments</b>	\$ 149,456,279.19	\$ -	\$ 915.40	\$ (3,003,609.69)	\$ 514,889.59	\$ 146,968,474.49
<b>NW Huntington Bank</b>	\$ 13,458,363.39					\$ 1,359,818.11
<b>Total Cash &amp; Investments</b>	\$ 162,914,642.58					\$ 148,328,292.60

**ITEMS PURCHASED BETWEEN \$25,000 & \$150,000 DECEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/1/25	JCORR Mechanical	Coach Rd. HVAC Replacement	\$39,632.00
12/3/25	Tolliver & Curl Paving	Parking Lot Repairs- Thompson Park	\$33,175.00
12/5/25	Insight Public Sector	Silverfort	\$37,621.30
12/5/25	Midstates Recreation	Westover & Northam Park Repairs	\$88,965.38

**QUALITY BASED SELECTION CONSULTANTS – DECEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
None			

**NOTIFICATION OF CHANGE ORDERS: NON-CONSTRUCTION, CITY MANAGER APPROVAL DECEMBER 2025**

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>CHANGE ORDER AMOUNT</u>	<u>New Total</u>
12/23/25	Steven R. Copeland Architect	Commercial Project Plan Review	\$4,837.50	\$64,837.50

**GRANTS DECEMBER 2025**

<u>DATE</u>	<u>ORGANIZATION</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
None			



<b>Authors:</b>	Chad Gibson, AICP, Community Development Director
<b>Council Meeting Date:</b>	February 2, 2026
<b>Subject/Legislative Item:</b>	Ordinance No. 1-2026 - To Approve a Plat Amendment for 2521 Charing Road; to Adjust the Parcel Boundaries of Lots 5 and 6 in the Canterbury Woods Subdivision to Create an Additional Lot; and to Amend Plat Language ( <i>Fortkamp</i> )
<b>Purpose:</b>	The purpose of this plat amendment application is to adjust parcel boundaries and plat language to facilitate creation of an additional lot.
<b>Executive Summary:</b>	This application seeks to amend the parcel boundaries of Lots #5 and #6 of the Canterbury Woods subdivision plat, as well as language relating to the number of units permitted to be constructed. The proposal would increase the number of buildable lots on the subject property from two to three. No changes are proposed to other properties located within the subdivision. The Board of Zoning and Planning (BZAP) provided a positive recommendation on this request at its January 21, 2026 meeting.

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### **Purpose and Impact**

The Canterbury Woods subdivision is located at the northeast corner of Riverside Drive and W. Lane Avenue, northwest of Scioto Country Club. The subdivision was platted in 1957 as nine lots and includes parcels with frontage on Leeds Road, Charing Road, Riverside Drive, and W. Lane Avenue. The subdivision includes seven properties zoned R-1c, One-Family Residence District, and two parcels zoned R-2, One-to-Four Family Residential District. Five of the seven single-family zoned parcels include homes; two are vacant, including the subject property, 2521 Charing Road. Condominiums are built on two multi-family-zoned properties, which are bounded by Riverside Drive and Charing Road. Charing Road and Leeds Road are both 'unimproved streets' which do not include curb and gutter. Lot sizes in the subdivision largely range between 0.40 and 0.65 acres; most parcels are wider than they are deep, and some have been combined with other lots. Typical building setbacks include 40 feet along Leeds Road, 25 feet to 40 feet along Charing Road, 40 feet along Riverside Drive, and 75 to 125 feet along W. Lane Avenue. Mature trees are located throughout the subdivision, including a large wooded area along W. Lane Avenue. The entire subdivision slopes dramatically from its western edge down toward Riverside Drive (30+ feet). A shared-use path was recently installed by the City within W. Lane Avenue right-of-way, and will connect to a new path being installed this summer along the west side of Riverside Drive (connection to



Quarry Trail Metro Park).

The impact of this proposed plat amendment would be that three homes could be built on the subject property, instead of two. All new homes in Upper Arlington are subject to the Neighborhood Compatibility provisions of [UDO Article 7.17](#) and to the Policy for [Neighborhood Compatibility, adopted in August 2022](#).

## History

- 1957: Canterbury Woods subdivision is platted/recorded.
- 2012: City Council approved a plat amendment to reduce the building setback along W. Lane Avenue from 125 feet to 50 feet (Lot #5) and 75 feet (Lot #6). This included a landscape preservation buffer along W. Lane Avenue.
- Jan. 2014: The City administratively approved a lot line adjustment to accommodate the setbacks for the house proposed at 2521 Charing Road. Unbeknownst to the City, the Franklin County Auditor notated this as a separate 0.091-acre piece of land as being subdivided from Lot #6. No changes were made to the subdivision plat language concerning "*Single units shall be constructed on all other lots.*"
- 2013-14: A permit was approved for a new single-family home, but it was never built. This permit has long since expired.
- 2014: The previous single-family home was demolished.
- July 2023: The applicant petitioned the Franklin County Common Pleas Court to vacate the subdivision plat under R.C. 711.19 and adopt an amended plat allowing the lot configuration sought in the current application. The City intervened and objected to the request, as it did not provide for any City review of the proposed changes and avoided the City's legislative processes as to plat amendments. This matter remains pending.
- December 2025: This plat amendment application was submitted, and notification to property owners within the subdivision plat occurred on December 31, 2025. A 'Ready for Change' sign was also posted at the site around this time.
- January 7, 2026: The applicant attended the BZAP Work Session to introduce and discuss the plat amendment application. Staff provided an overview and history of the application, which included past plat amendments and other reviews by the Board. The Board appeared supportive of the proposed plan, and no comments were submitted to the City from neighbors relative to this application.
- January 21, 2026: BZAP voted (5-0) to provide a positive recommendation to City Council.

## Alternatives

If the plat amendment is disapproved, the applicant could build two houses, one on existing Lot #5 and Lot #6, or wait on the outcome of the pending court case which seeks a plat revision. The applicant could also choose to wait to redevelop these properties at a future time, or sell them.

## Attachments

1.	1.21.26 BZAP Staff Report 2521 Charing Rd
2.	BZAP Staff Presentation 2521 Charing Rd



3.	1.7.26 BZAP Staff Report - 2521 Charing Rd
4.	Canterbury Woods Original Plat
5.	2521 Charing Rd_Sanitary Sewer Access Memo
6.	2521 Charing Road - Letter of Adequacy
7.	Project Narrative or Other Information
8.	Ordinance No. 1-2026
9.	Ord. 1-2026 Exhibit A - Charing Road RePlat





**Authors:** Justin Milam, AICP, Senior Planner

**BZAP Meeting Date:** January 21, 2026

**Subject:** 2521 Charing Road (Ord-1-26) - Review of a plat amendment application to adjust the parcel boundaries of Lots #5 and #6 to create three lots, as well as its guiding language.

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### Site Description/History

The Canterbury Woods subdivision is located at the northeast corner of Riverside Drive and W. Lane Avenue, northwest of the Scioto Country Club. The subdivision was platted in 1957 as nine lots and includes parcels with frontage on Leeds Road, Charing Road, Riverside Drive, and W. Lane Avenue. Lot sizes largely range between 0.40 and 0.65 acres; most parcels are wider than they are deep, some have been combined with other lots. Typical building setbacks include 40 feet along Leeds Road, 25 feet to 40 feet along Charing Road, 40 feet along Riverside Drive, and 75 to 125 feet along W. Lane Avenue. The subdivision includes seven properties zoned R-1c, One-Family Residence District, and two parcels zoned R-2, One-to-Four Family Residential District. Five of the seven single-family zoned parcels include homes; two are vacant, including the subject property, 2521 Charing Road. Condominiums are built on two multi-family residentially-zoned properties, which are bounded by Riverside Drive and Charing Road. Charing and Leeds Road are unimproved streets and do not include curb and gutter. Mature trees are located throughout the subdivision, including a large wooded area along W. Lane Avenue. The entire subdivision slopes dramatically from the western edge to Riverside Drive (30+ feet). A shared-use path was recently installed by the City within W. Lane Avenue right-of-way, and will connect to a new path being installed this summer along the west side of Riverside Drive.

The applicant is seeking to amend the parcel boundaries of Lots #5 and #6 (from the original plat), as well as language relating to the number of units permitted to be constructed. No changes are proposed to any other property located within the subdivision. The applicant is seeking a recommendation from the Board to City Council to approve the plat amendment. Review by City Council is tentatively scheduled for January 26, 2026.

The applicant attended the January 7, 2026, BZAP Work Session to introduce and discuss the application. Staff provided an overview and history of the application, which included past plat amendments and other reviews by the Board. Staff explained that the originally published Work Session summary had been updated after determining that this is only a plat amendment application and does not include a minor subdivision with variances. The minor subdivision standards may be used by the Board to aid in its determination whether to recommend approval of the plat amendment. The Board appeared to be largely supportive of



the proposed plan. No comments have been submitted to the City relative to this application.

#### Abbreviated History:

- 2012: BZAP and City Council approved a plat amendment to reduce the building setback along W. Lane Avenue from 125 feet to 50 feet (Lot #5) and 75 feet (Lot #6). This includes a landscape preservation buffer along W. Lane Avenue;
- Jan. 2014 - The City administratively approved a lot line adjustment to accommodate the setbacks for the house proposed at 2521 Charing Rd. Unbeknownst to the City, the Franklin County Auditor notated this as a separate 0.091-acre piece of land as being subdivided from Lot #6. No changes were made to the subdivision plat language concerning "Single units shall be constructed on all other lots."
- 2013-14: A new single-family home was approved, but never built. The permit has long since expired.
- July 2023: The applicant petitioned the Franklin County Common Pleas Court to vacate the subdivision plat under R.C. 711.19 and adopt an amended plat allowing the lot configuration sought in the current application. The City intervened and objected to the request, as it did not provide for any City review of the proposed changes and avoided the City's legislative processes as to plat amendments. This matter remains pending.
- December 2025: This plat amendment application was submitted, and notice to property owners within the subdivision plat occurred on December 31, 2025.

#### Proposal

This plat amendment application amends the parcel boundaries of Lot #5 (#070-009485), Lot #6 (#070-009486), and Parcel #070-014789 to create three "through" parcels (Lots 5A, 5B, and 6A) instead of two. A "through" parcel is a property that has frontage on two opposite streets; Lots #5A and 6A will have frontage on Charing Road and W. Lane Avenue, while Lot #5B will have three street frontages. It also amends the subdivision plat language so that single-family homes could be built on each of those three lots.

All three proposed parcels meet minimum R-1c zoning standards for minimum lot area (9,000 SF or 0.21 acre) and minimum lot frontage (75 feet):

- Lot 5B = 0.469 acres w/ 97, 160, and 135 feet of frontage
- Lot 5A = 0.491 acres w/ 92 and 103 feet of frontage
- Lot 6A = 0.609 acres w/ 91 and 103 feet of frontage

Exhibits demonstrating buildable areas have been provided, confirming building setbacks and preservation areas. Requested exhibits for schematic home footprints and designs were unfortunately not provided. If approved, Building Permits will undergo review to ensure they adhere to the City's neighborhood compatibility standards, which also include building, engineering, and forestry reviews. Considering existing structures and the proposed property measurements, new homes could reach a height of 35 feet. Brick or stone serves as the main building material, with a mix of architectural designs present.



The City Engineer and Fire Chief have stated that access for the three parcels must be from Charing Road only; the applicant has agreed to this condition. Visual clearance from its intersection with Leeds Road will be important due to mature trees and topography.

## **Zoning Code Requirements**

Article 4.06(F) states:

*Final plat amendment:* Upon the application of an owner(s) of land described in a plat within the corporation limits of the City of Upper Arlington, the City Council may amend the final plat, in whole or in part, where unusual or exceptional factors or conditions require the amendment to avoid undue hardship.

(1) *Plat amendment defined:* A plat amendment is a change that does not substantially alter the final plat including but not limited to changes in lot and block numbers, setback lines, or subdivision names. The vacation or alteration of any street, road highway, alley, park, or easement by the City is not a plat amendment subject to the requirements of this section.

(2) *Filing requirements:* The applicant(s) shall file with the Director of Community Development, at least twenty (20) working days before the BZAP meeting, a final plat amendment which meets the requirements of Subsection [4.05\(H\)](#), and other city ordinances as applicable, together with an application for approval thereof and a fee for the review of said plat amendment.

(3) *Procedure:* The procedure for a final plat amendment shall be, as follows:

(a) The applicant(s) shall file with the Director of Community Development an application including required submittals, which sets forth the location and description of the proposed plat amendment and the reason(s) why the amendment of the plat is sought. A copy of the application shall be filed along with the required sets of amended plat drawings proposed by the applicant(s).

(b) The applicant(s) shall provide proof of notification upon filing as required below. Proper notification requires that the applicant(s) shall send a copy of the application to all other landowners within the plat to be amended. The certified mail certificates shall be presented to the Director of Community Development with all other submittal requirements.

(c) The City shall give notice of the proposed plat amendment application posting on the City website at least ten (10) days before the date of the hearing. Such notices shall set forth the part or the plat to be amended and briefly describe the proposed amendment, the date(s) of the BZAP meeting hearing(s) on the application and the date(s) City Council will consider the application.

(4) *Letter of adequacy, service director:* Within ten (10) days after the final plat amendment application has been filed with the planning officer, a copy thereof shall be transmitted to the technical review committee (TRC), who will check said plat to determine adequacy with existing street, storm, sanitary, water and utility services. If said final plat amendment does so conform, the TRC, within ten (10) days working days after said plat has been transmitted to him/her, will return said plat to the Director of Community Development, together with a report verifying adequacy of the proposed amendment. The Director of Community Development shall thereupon transmit the report to BZAP for its consideration.

(5) *BZAP review:* At the first meeting of BZAP after a copy of the final plat amendment application, together with the report, has been received by BZAP, it shall consider the final plat amendment and forward its recommendation to City Council. If BZAP recommends disapproval of the final plat amendment, it shall enter in its minutes the reason(s) for such



disapproval.

(6) *City Council acceptance of plat amendment:* BZAP's recommendation and the plat shall be transmitted to the City Council, together with all certificates and endorsements herein required. The Council shall take action regarding the plat amendment request at its next regular meeting after the plat amendment has been reviewed by BZAP. If the plat amendment is approved by City Council, the applicant(s) shall follow all final plat filing requirements.

The City's Public Service Director issued a Letter of Adequacy (see #4 above), which advised that adequate access and capacity exist for all utilities except sanitary sewer. An issue was identified where the easternmost lot did not have access to it. The property will be serviced via a lateral and easement across the middle parcel, and will tie in directly to the main line under Charing Road. This plan has been approved by the Public Services Director and City Engineer.

### Alternatives

If the plat amendment is not approved, the applicant could build two houses on the two lots (using the triangle parcel as approved for setback lines on that home), or wait on the outcome of the pending court case seeking a plat revision. Alternatively, the applicant may choose to wait to redevelop these properties at a future time.

### Requested Action and Findings

The code does not offer specific conditions of approval for plat amendments, but notes that the City Council may amend the plat, in whole or in part, where unusual or exceptional factors or conditions require the amendment to avoid undue hardship. The code does require a Letter of Adequacy from the City's Public Services Director, which noted concerns about sanitary sewer access for Lot #5B, and has been addressed and approved. The applicant intends to utilize a private utility easement and sewer lateral from Lot #5A to Lot #5B, and to the existing main line north of Lot #5A, to provide service to this property.

In its recommendation for approval or denial recommendation to City Council, the Board will have to identify those unusual or exceptional factors that are present to avoid undue hardship. Some potential factors to consider include, but are not limited to: lot sizes and frontages meeting minimum zoning standards, the preservation of mature trees along the south portion of the subdivision, or limited access to/from a neighborhood street only.

### Attachments

1.	2521 Charing Rd_Application
2.	2521 Charing Rd_Notice
3.	2521 Charing Rd_Existing Canterbury Woods Plat
4.	2521 Charing Rd_Proposed Plat
5.	Work Session Summary - 2521 Charing Road revised





# 2521 Charing Road Plat Amendment

Board of Zoning and Planning Review | Ord 1-26



# Google Maps ® Aerial – Looking North

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# Existing Conditions (from Charing Road)

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# Existing Conditions (from middle of site)

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# Summer Conditions (from W. Lane Avenue)

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# Area Zoning Map



R-1c, One-Family Residence District

Scioto Country Club, Residential Suburban District

R-2, One-to-Four Family Residential District



# Plat Amendment, 2012

**RECORD OF ORDINANCES**  
CITY OF UPPER ARLINGTON  
STATE OF OHIO

**ORDINANCE NO. 75-2012**

**TO ACCEPT A PLAT AMENDMENT TO REDUCE THE BUILDING SETBACK LINE ALONG WEST LANE AVENUE FROM 125 FEET TO 50 FEET FOR LOT 5 AND FROM 125 FEET TO 75 FEET FOR LOT 6 OF THE CANTERBURY WOODS SUBDIVISION AND DECLARING AN EMERGENCY**

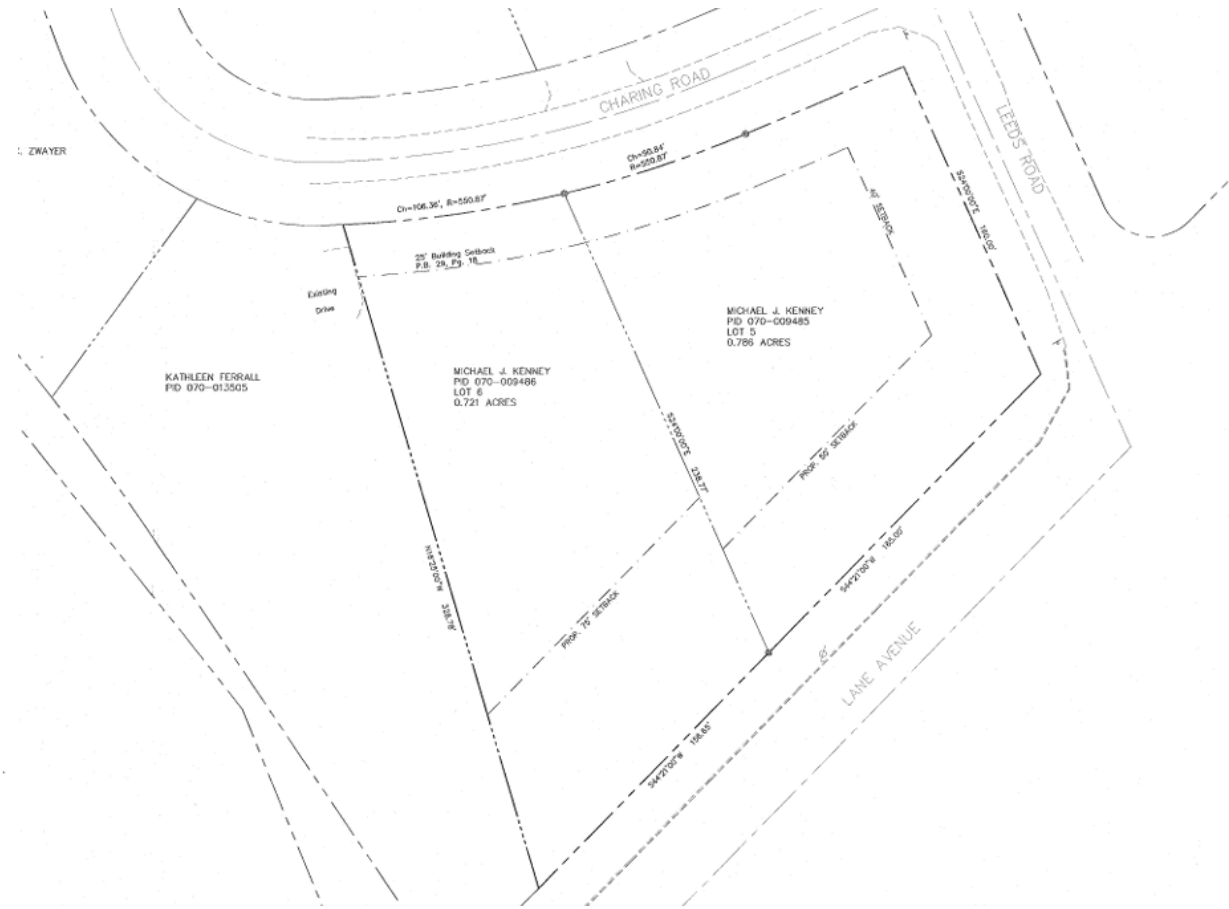
**WHEREAS,** the applicant has made application for a plat amendment in accordance with the Codified Ordinances of the City of Upper Arlington; and

**WHEREAS,** the Board of Zoning and Planning reviewed the application at their November 19, 2012 meeting and has made a recommendation of approval to City Council subject to one condition: *that the established landscape buffer along West Lane Avenue be maintained at a minimum 75 percent opacity,*

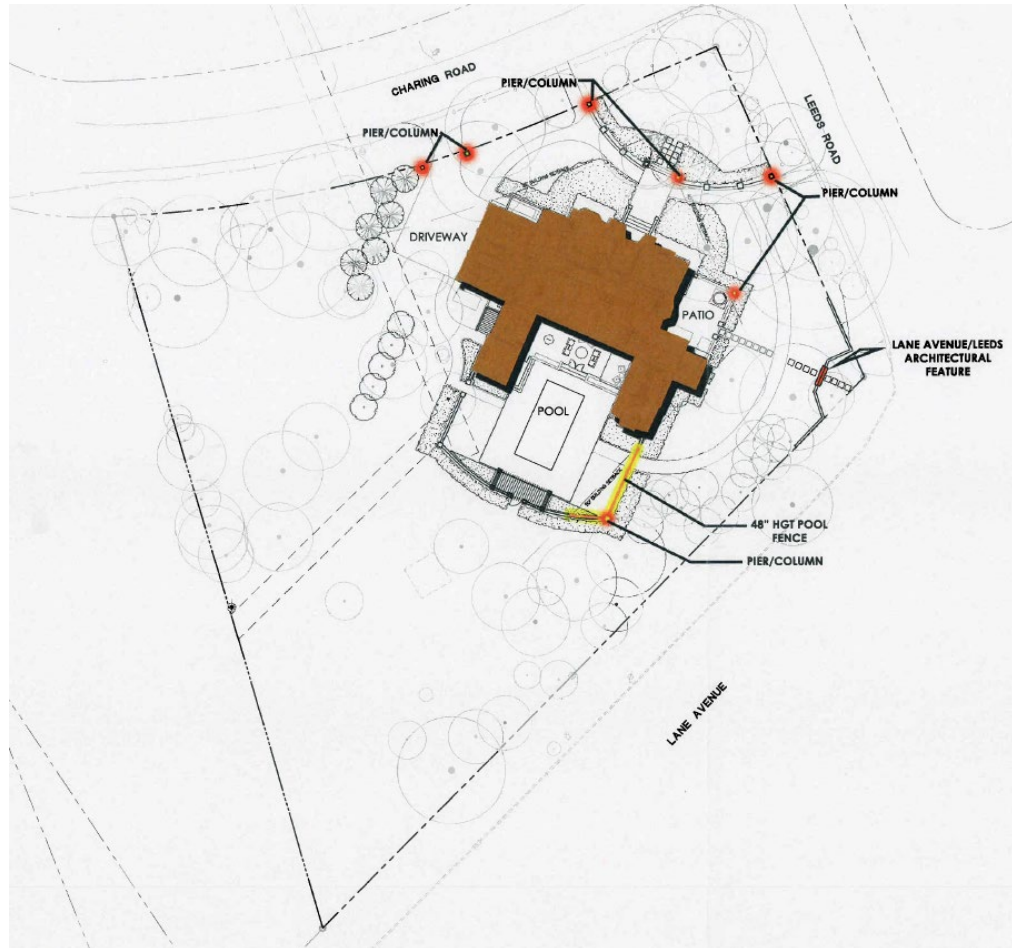
**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** That the plat amendment to reduce the building setback line along West Lane Avenue from 125 feet to 50 feet for Lot 5 and from 125 feet to 75 feet for Lot 6 of the Canterbury Woods Subdivision, approved by the Board of Zoning and Planning on November 19, 2012, is hereby accepted subject to the landscape buffer along West Lane Avenue being maintained at a minimum 75 percent opacity.

**SECTION 2.** That this ordinance is hereby declared to be an emergency measure for the preservation of the public peace, health and safety in this City, therefore this Ordinance shall take effect immediately upon passage.



# Proposed House, 2013-14



2014

CK# 3656 #161

UDO 4.05(P) and 4.07(S)

Filing Date: 12/02/2013	1-6-14	Application No.: 2014-00000002	Filing Fee: PAID <input checked="" type="checkbox"/> \$1700	#350.00
Submission Requirements: See attached for information required. Note: Information may be submitted electronically.				
<b>Minor Subdivision Types</b> LOT LINE ADJUSTMENT: means the sale or exchange of land between adjoining lots, where such sale or exchange does not create an additional buildable lot or lots and where the lot or lots resulting are not reduced below what is the minimum required to constitute a buildable lot. LOT SPLIT: means the division of a parent lot into not more than 4 additional lots, for the purpose of transfer of ownership of all or a portion thereof and where the lot or lots resulting are not reduced below the minimum standards required to constitute a buildable lot. A lot split of more than 4 additional lots or involving the opening, widening of any street or easement of access must go through major process.				
Applicant(s) Name: Thomas M. Warner		Email: twarner@advancedcivildesign.com		Phone: 614-428-7743
Applicant(s) Mailing Address(es): 422 Beecher Road, Gahanna, Oh 43230				
Owner(s) Name(s): Michael J. Kenney		Email: mkenney@triangle-drk.com		Phone: 614-901-2400
Owner(s) Mailing Address(es): 470 Olde Worthington Road Suite 470, Westerville, Oh 43082				

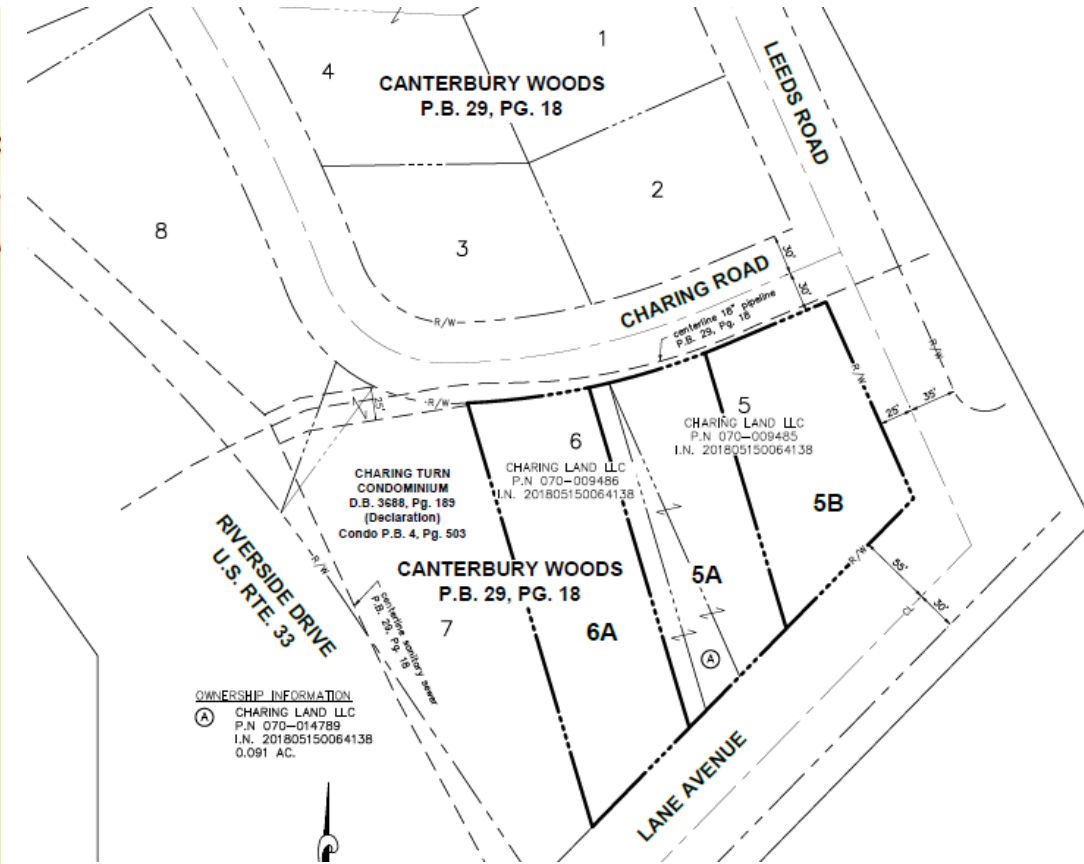
**LOCATION, ZONING, SIZE, AND USE:**

Property Located At: (street no. and name)	2521 Charing Road
Side of Street: (N, S, E, W)	South
Between What Streets, or	Charing Road, Leeds Road & Lane Avenue
At What Intersection:	Charing Road, Leeds Road & Lane Avenue
Present Zoning Classification:	R-1C One-Family Residence
Present Land Use: (single family residence, office, commercial, etc.)	Single Family Residence
No. of Existing Acres Affected:	1.507 Acres

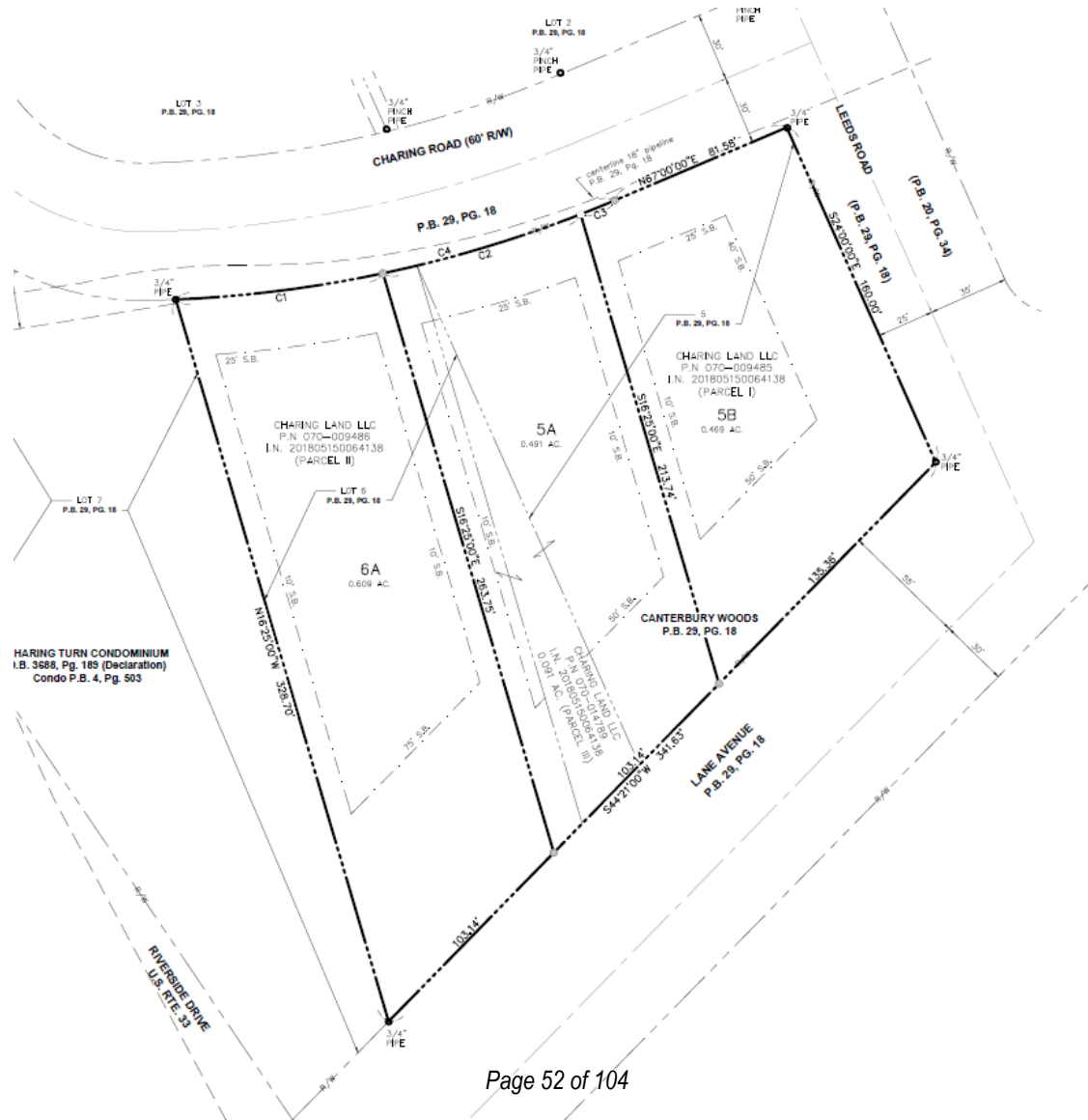
**ANSWER THE FOLLOWING QUESTIONS REGARDING YOUR LOT LINE ADJUSTMENT and/or LOT SPLIT REQUEST:**

Does this property front on an existing public street? Yes	Street Name: Charing Road
--	---------------------------

# Existing and Proposed Parcel Boundaries



# Proposed Buildable Areas



# Existing and Proposed Plat Language

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## Existing:

*LINES" indicate the distance the houses must be set back from the street. A maximum of six units shall be constructed on Lot No. 7 and a maximum of eight units shall be constructed on Lot No. 8. Single units shall be constructed on all other lots.*

*IN WITNESS WHEREOF said Robert R. Royce and Helen S. Royce, husband and wife,*

## Proposed:

### NOTE:

THIS PLAT AMENDMENT MODIFIES THE PARCELS MAKING UP THE ORIGINAL CANTERBURY WOODS PLAT AS LOTS 5 AND 6, WHICH INCLUDE THREE SEPARATE PARCELS, PARCEL NOS. 070-009485-00, 070-009486-00, AND 070-014789-00. THE AMENDMENT REDRAWNS THE LINES FOR LOTS 5 AND 6 INTO THREE SEPARATE LOTS - LOTS 5A, 5B, AND 6A - SUCH THAT ONE SINGLE-FAMILY HOME MAY BE CONSTRUCTED ON EACH OF THE THREE LOTS. IT DOES NOT MAKE ANY CHANGES TO OTHER LOT LINES ON THE PLAT, NOR DOES IT ALTER ANY PREVIOUSLY APPROVED REVISIONS, RESTRICTIONS, OR OTHER ALTERATIONS TO ANY PROPERTY LOCATED WITHIN THE CANTERBURY WOODS PLAT, INCLUDING, BUT NOT LIMITED TO, ANY PRIOR PLAT AMENDMENTS OR THE RESTRICTION OF THE NUMBER OF UNITS PERMITTED FOR ANY OTHER LOTS WITHIN THE CANTERBURY WOODS PLAT. THIS PLAT AMENDMENT EXPRESSLY INCORPORATES ANY PRIOR PLAT AMENDMENTS, REVISIONS, RESTRICTIONS, OR OTHER ALTERATIONS AS IF THEY WERE FULLY SET FORTH HEREIN, EXCEPT TO THE EXTENT THE ABOVE MODIFICATIONS TO LOTS 5 AND 6 NOW CONTROL

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# Development Standards

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R-1c minimum lot area = 9,000 SF (0.21 acre)

R-1c minimum lot frontage = 75'

Lot 5B = 0.469 acres w/ 97, 160 and 135 feet of frontage

Lot 5A = 0.491 acres w/ 92 and 103 feet of frontage

Lot 6A = 0.609 acres w/ 91 and 103 feet of frontage



# City Reviews

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## City Engineer:

- Access approved only from Charing Road
- Stormwater Management approved via future Building Permit applications
- Sanitary Sewer lateral via easement to main line, not manhole

## Fire Division:

- Emergency access approved for access only from Charing Road



# Next Steps

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## Recommendation to City Council

- Plat amendment approval or denial to City Council
- City Council may amend the plat, in whole or in part, where unusual or exceptional factors or conditions require the amendment to avoid undue hardship.

## City Council review:

- Tentatively scheduled for January 26, 2026





**Authors:** Justin Milam, AICP, Senior Planner

**BZAP Meeting Date:** January 7, 2026

**Subject:** 2521 Charing Road (Ord-1-26) - Review of a plat amendment application to adjust the parcel boundaries of Lots #5 and #6 to create three nonconforming lots. [Scheduled for a vote at the January 21st BZAP meeting.]

### Overview

Representatives from Charing Land LLC will be present to introduce a proposed plat amendment of the Canterbury Woods subdivision with variances. The applicant is seeking to amend the parcel boundaries of Lots #5 and #6 (from the original plat), as well as language relating to the number of units permitted to be constructed. No changes are proposed to any other property located within the 1957 subdivision. The applicant will seek a recommendation from the Board to City Council, at the January 21, 2026 hearing.

The code does not offer specific conditions of approval for plat amendments, but notes that the City Council may amend the plat, in whole or in part, where unusual or exceptional factors or conditions require the amendment to avoid undue hardship. The code does require a Letter of Adequacy from the City's Public Services Director, which noted concerns about sanitary sewer access for Lot #5B (see attached). The applicant intends to utilize a private utility easement and sewer lateral to provide service to this property — this has not yet been approved by the City Engineer.

### Recent History

- 2012: Council approved a plat amendment to reduce the building setback along W. Lane Avenue from 125 feet to 50 feet (Lot #5) and 75 feet (Lot #6);
- Jan. 2014 - The City administratively approved a lot line adjustment to accommodate the setbacks for the house proposed at 2521 Charing Rd. Unbeknownst to the City, the Auditor's office notated this as a separate 0.091-acre piece of land as being subdivided from Lot #6. No changes were made to the subdivision plat language concerning "Single units shall be constructed on all other lots."
- 2013-14: A new single-family home was approved, but never built. The permit has long since expired.
- July 2023: The applicant petitioned the Franklin County Common Pleas Court to vacate the plat under R.C. 711.19 and adopt an amended plat allowing the lot configuration sought in the current application. The City intervened and objected to the request, as it



did not provide for any City review of the proposed changes and avoided the City's legislative processes as to plat amendments. This matter remains pending.

- December 2025: This plat amendment application was submitted and notice to property owners within the subdivision plat occurred on December 31, 2025.

## Proposal

- Amends the parcel boundaries of Lot #5 (#070-009485), Lot #6 (#070-009486), and Parcel #070-014789 to create three "through" parcels (Lots 5A, 5B, and 6A) instead of two. A "through" parcel is a property that has frontage on two opposite streets.
- Amends the subdivision plat language so that single-family homes could be built on each of those three lots.

## By the Numbers (in comparison to code requirements)

- Lot 5B is 0.469 acres (vs. 0.59 acres) with 97 feet of frontage on Charing Road (vs. 140 feet), 150 feet on Leeds Road (vs. 217 feet) and 135 feet on W. Lane Avenue (vs. 211 feet);
- Lot 5A is 0.491 acres (vs. 0.59 acres) with 92 feet of frontage on Charing Road (vs. 140 feet) and 103 feet on W. Lane Avenue (vs. 211 feet); and
- Lot 6A is 0.609 acres (vs. 0.59 acres) with 91 feet of frontage on Charing Road (vs. 140 feet) and 103 feet on W. Lane Avenue (vs. 211 feet).

## Zoning Code Requirements

Article 4.06(F) states:

*Final plat amendment:* Upon the application of an owner(s) of land described in a plat within the corporation limits of the City of Upper Arlington, the City Council may amend the final plat, in whole or in part, where unusual or exceptional factors or conditions require the amendment to avoid undue hardship.

(1) *Plat amendment defined:* A plat amendment is a change that does not substantially alter the final plat including but not limited to changes in lot and block numbers, setback lines, or subdivision names. The vacation or alteration of any street, road highway, alley, park, or easement by the City is not a plat amendment subject to the requirements of this section.

(2) *Filing requirements:* The applicant(s) shall file with the Director of Community Development, at least twenty (20) working days before the BZAP meeting, a final plat amendment which meets the requirements of Subsection [4.05\(H\)](#), and other city ordinances as applicable, together with an application for approval thereof and a fee for the review of said plat amendment.

(3) *Procedure:* The procedure for a final plat amendment shall be, as follows:

(a) The applicant(s) shall file with the Director of Community Development an application including required submittals, which sets forth the location and description of the proposed plat amendment and the reason(s) why the amendment of the plat is sought. A copy of the application shall be filed along with the required sets of amended plat drawings proposed by



the applicant(s).

(b) The applicant(s) shall provide proof of notification upon filing as required below. Proper notification requires that the applicant(s) shall send a copy of the application to all other landowners within the plat to be amended. The certified mail certificates shall be presented to the Director of Community Development with all other submittal requirements.

(c) The City shall give notice of the proposed plat amendment application posting on the City website at least ten (10) days before the date of the hearing. Such notices shall set forth the part or the plat to be amended and briefly describe the proposed amendment, the date(s) of the BZAP meeting hearing(s) on the application and the date(s) City Council will consider the application.

(4) *Letter of adequacy, service director:* Within ten (10) days after the final plat amendment application has been filed with the planning officer, a copy thereof shall be transmitted to the technical review committee (TRC), who will check said plat to determine adequacy with existing street, storm, sanitary, water and utility services. If said final plat amendment does so conform, the TRC, within ten (10) days working days after said plat has been transmitted to him/her, will return said plat to the Director of Community Development, together with a report verifying adequacy of the proposed amendment. The Director of Community Development shall thereupon transmit the report to BZAP for its consideration.

(5) *BZAP review:* At the first meeting of BZAP after a copy of the final plat amendment application, together with the report, has been received by BZAP, it shall consider the final plat amendment and forward its recommendation to City Council. If BZAP recommends disapproval of the final plat amendment, it shall enter in its minutes the reason(s) for such disapproval.

(6) *City Council acceptance of plat amendment:* BZAP's recommendation and the plat shall be transmitted to the City Council, together with all certificates and endorsements herein required. The Council shall take action regarding the plat amendment request at its next regular meeting after the plat amendment has been reviewed by BZAP. If the plat amendment is approved by City Council, the applicant(s) shall follow all final plat filing requirements.

Because the proposed amendment involves a lot split, Article 4.05(P) of the Unified Development Ordinance (UDO) also applies:

(P)Subdivision, minor: A minor subdivision is a division of a parcel of land that is approved by BZAP and does not meet the definition of a major subdivision requiring a plat approval. Lot line adjustments that meet all requirements of the UDO and do not constitute a minor subdivision or lot split can be approved by the Director of Community Development and do not require review by BZAP.

(1)Standards for approval: The following standards shall be considered in the review of minor subdivision applications:

(a)The proposed subdivision is not contrary to the applicable standards of the UDO;

(b)The lot width and lot size of all proposed lots shall meet or exceed both the lot width and lot size of the median measurements of the lots on the street segment and have adequate area to accommodate the building area and other site requirements. For a proposed minor subdivision of a lot on the corner of a street segment, the proposed lots must meet the median measurements of both street segments that comprise the corner lot. If two (2) or more lots or a combination of lots and portions of lots with continuous frontage in the same ownership exist on the street segment, then such lots shall be considered one (1) lot for purposes of this



subsection (b);

(c)The property has been surveyed and an acceptable sketch, legal description and other information relating to the property has been submitted with the application;

(d)The proposed lots have been approved for access management by the City Engineer; and

(e)The proposed lots have been approved for stormwater management by the City Engineer;

(f)The proposed lots have been approved for emergency access by the Fire Chief.

As to these requirements:

- The proposed lots do not satisfy (b) above, as two of the three lots fail to meet the minimum street segment median area requirement, and all seven street frontages fall short of the minimum street segment median requirement.
- The proposed lots have not been approved by the City Engineer and/or the Fire Chief.

As a plat amendment, BZAP can take the subdivision requirements into consideration in approving the modification to three buildable lots and will need to make a recommendation to Council at the public hearing on this matter.

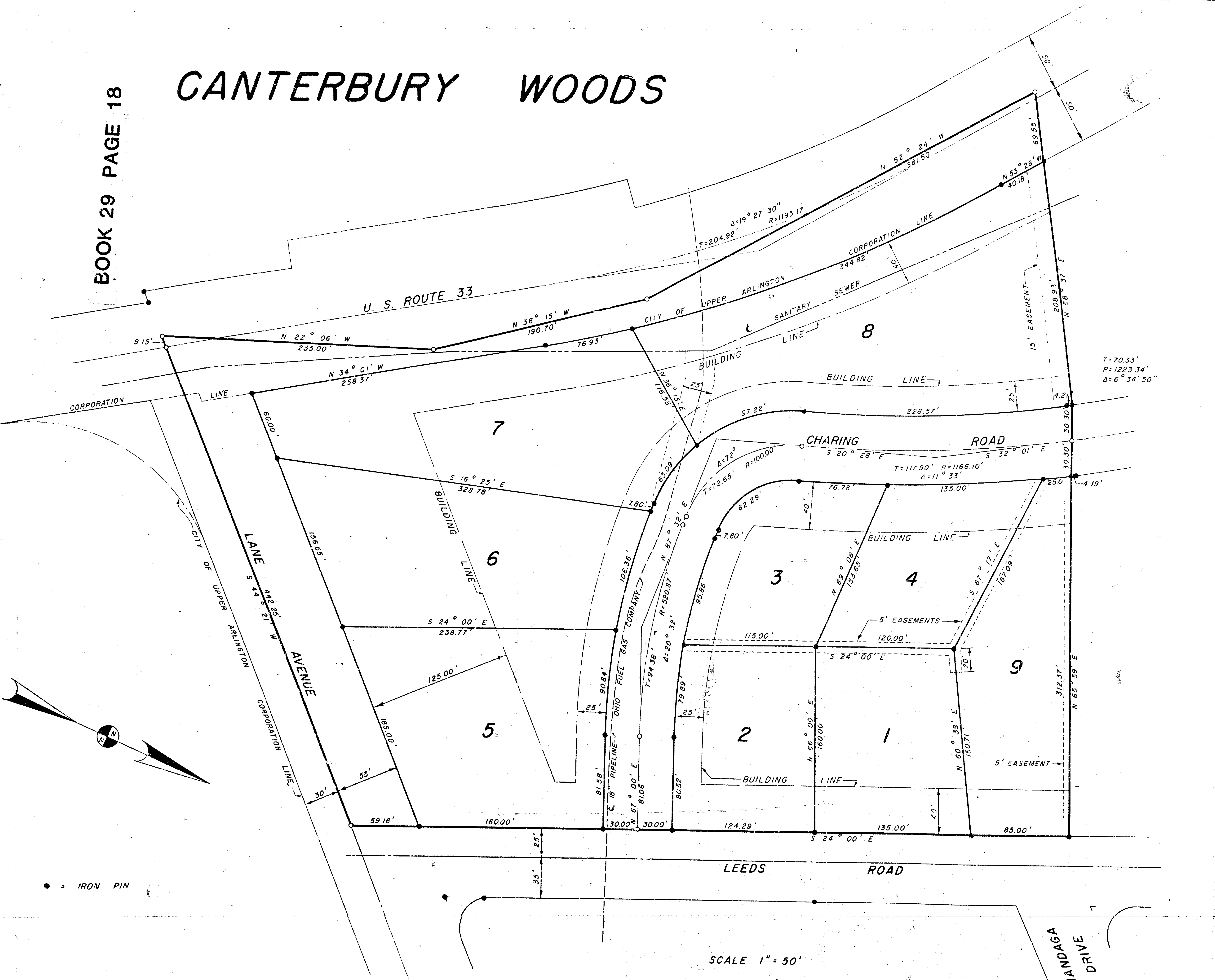
### Attachments

1.	2521 Charing Rd_ Letter of Adequacy
2.	2521 Charing Rd_ Proposed Plat Amendment
3.	Canterbury Woods subdivision plat
4.	2521 Charing Rd_ Application





# CANTERBURY WOODS



We, the undersigned, Robert R. Royce and Helen S. Royce, his wife, owners of 6.73 acres conveyed to said Robert R. Royce by deed dated June 18, 1957 and recorded in Deed Book 2040, Page 364, Recorder's Office Franklin County, Ohio; and Harold F. Zieg and Jessie R. Zieg, his wife, owners of 1.30 acres, conveyed to said Harold F. Zieg and Jessie R. Zieg by deed dated June 18, 1957, and recorded in Deed Book 2040, Page 365, Recorder's Office, Franklin County, Ohio, do hereby certify that the annexed plat of "CANTERBURY WOODS" is a true and correct representation of a subdivision of the lands herein described in the State of Ohio, County of Franklin, and the City of Upper Arlington.

All roads, streets or drives or parts of same shown on the annexed plat and not heretofore dedicated are hereby dedicated to public use as such road, street or drive, and in the event that portion of Charing Road as shown on the annexed plat is at any time abandoned and no longer used as a public road and thoroughfare, title thereto shall vest in the said City of Upper Arlington, a municipal corporation. Lot lines are shown as solid lines. Dashed lines marked "EASEMENT" indicate the boundaries of easements reserved for public or quasi-public service. Dashed lines marked "BUILDING LINES" indicate the distance the houses must be set back from the street or streets. A maximum of six units shall be constructed on Lot No. 7 and a maximum of eight units shall be constructed on Lot No. 8. Single units shall be constructed on all other lots.

IN WITNESS WHEREOF, said Robert R. Royce and Helen S. Royce, husband and wife, and Harold F. Zieg and Jessie R. Zieg, husband and wife, have hereunto set their names this 18 day of June, 1957.

Signed and sealed in the presence of:

Grant S. Richards  
Grant S. Richards

George H. Simons  
George H. Simons

Robert R. Royce  
Robert R. Royce

Helen S. Royce  
Helen S. Royce

Harold F. Zieg  
Harold F. Zieg

Jessie R. Zieg  
Jessie R. Zieg

STATE OF OHIO  
FRANKLIN COUNTY, SS:

Before me, a Notary Public in and for said county, personally came Robert R. Royce, Helen S. Royce, Harold F. Zieg and Jessie R. Zieg, who acknowledged the signing of the foregoing instrument to be their voluntary act and deed for the uses and purposes therein expressed.

I, John B. Hennessey, Notary Public, State of Ohio, do hereby certify that the foregoing instrument was signed and sealed in my presence on this 18 day of June, 1957.

My commission expires August 30, 1958

John B. Hennessey  
Notary Public, State of Ohio  
John B. Hennessey

This instrument prepared by:  
Grant S. Richards, Attorney.

We do hereby certify that we have surveyed and staked the subdivision described herein and that the attached plat is correct. The dimensions of lots and width of roads are shown on the plat in feet and decimal parts thereof. Distances shown along curves are chord dimensions.

BURGESS & NIPLE, Consulting Engineers  
Columbus, Ohio

B. G. Sprague  
Registered Surveyor No. 3311

Approved this 1st day of June, 1957.

Ben K. Bare  
Ben K. Bare, City Engineer  
Upper Arlington, Ohio

Approved by the Planning Commission of the City of Upper Arlington, Ohio, this 6th day of May, 1957.

P. Z. Blaser  
Parker Z. Blaser, Chairman

Approved and accepted by Ordinance No. 50-57, passed by the Council of the City of Upper Arlington, Ohio, on this 27th day of May, 1957, and the Roads, Drives and Avenues thereon, shown and located within the limits of the City of Upper Arlington, Ohio, and herein dedicated to public use, are hereby accepted as such for this City of Upper Arlington, Franklin County, Ohio.

P. Z. Blaser  
Parker Z. Blaser, Mayor  
City of Upper Arlington, Ohio

Transferred this 18th day of June, 1957.

Fred C. Dunn  
Fred C. Dunn, County Auditor  
Franklin County, Ohio

Filed for record this 18th day of June, 1957. AT 3:50 P.M.

Instrument No. 5588  
Fee 25.10

Recorded in Plat Book 29, Page 18, on this 19th day of June, 1957

James A. Shafer  
James A. Shafer, Recorder  
Franklin County, Ohio

Ray E. Ely  
Deputy Recorder

George H. Simons  
Received Original 6/18/57



**M E M O R A N D U M**

**TO:** Justin Milam  
The City of Upper Arlington  
3600 Tremont Road  
Upper Arlington, OH 43221

**CC:** Elizabeth A. Alexander  
Vorys, Sater, Seymour & Pease LLP

Jared Smith  
Chief Development Officer, Preferred Living

Tom Warner  
Advanced Civil Design

**FROM:** Joseph R. Miller

**DATE:** January 14, 2026

**RE:** Charing Land LLC’s Plan for Sanitary Sewer Access

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During the City’s review of plat amendment application number 25-5095 (the “Plat Amendment”) filed by Charing Land LLC (“Charing Land”), the City has requested Charing Land’s plan for sanitary sewer access for proposed lot 5B. To provide sanitary sewer access for proposed lot 5B, Charing Land will have proposed lot 5A grant an easement to proposed lot 5B. Proposed lot 5B will construct a lateral sanitary sewer line, run that lateral line across proposed lot 5A pursuant to the easement, and connect the lateral line to the main sanitary sewer line. This lateral sewer line and easement plan will ensure that all proposed lots have sanitary sewer access.



December 5, 2025

Mr. Chad Gibson  
Development Director  
City of Upper Arlington

**Re: Charing Road Lot Split – Letter of Adequacy**

Pursuant to the Unified Development Ordinance (UDO) 4.06(F)(4), I have reviewed the proposed lot split located at 2521 Charing Road to determine the adequacy with existing street, storm, sanitary, water, and utility services. Adequacy can be confirmed for all except sanitary sewer.

Due to the location of the existing sanitary sewer, it is not clear how proposed lot 5B will achieve sanitary access. Given its location, making this connection may require easements from adjacent lots or non-standard installation, which may or may not be feasible or may be cost prohibitive. Given that, additional details must be provided prior to confirming its adequacy.

Sincerely,

*Gary D. Wilfong*

Gary D. Wilfong, PE  
Public Service Director

CC: Aaron Scott, PE, City Engineer  
Rory Stimpson, PE, Assistant City Engineer  
Justin Milam, AICP, Senior Planner



### **Project Narrative or Other Information**

As explained in its Petition to Vacate Original Plat and Adopt Revised Amended Plat, Charing Land has satisfied all requirements for judicial amendment. *In re Charing Land, LLC, et al.*, Franklin C.P. No. 23CV005408 (June 17, 2024). Two-thirds of the proprietors of land in Canterbury Woods joined Charing Land in its Petition, and Charing Land published the appropriate notice of the Petition in the Columbus Dispatch. Therefore, Charing Land is entitled to judicial amendment of the plat per Ohio Revised Code 711.17, *et seq.*

Nevertheless, Charing Land continues to work in good faith with the City to address any of the City's concerns, evidenced by Charing Land's agreement to include the language requested by the City on the amended plat. As the judicial petition remains pending, Charing Land hereby submits this application under protest for legislative amendment of the plat. Charing Land expressly reserves all rights to judicial amendment of the plat as set forth in the ongoing litigation.

# RECORD OF ORDINANCES

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## ORDINANCE NO. 1-2026

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**TO APPROVE A PLAT AMENDMENT FOR 2521 CHARING ROAD; TO ADJUST THE PARCEL BOUNDARIES OF LOTS 5 AND 6 IN THE CANTERBURY WOODS SUBDIVISION TO CREATE AN ADDITIONAL LOT; AND TO AMEND PLAT LANGUAGE**

**WHEREAS,** the Canterbury Woods Subdivision, located within the City of Upper Arlington, was originally platted on June 18, 1957, by approval of City Council; and

**WHEREAS,** the property owner has submitted an application requesting an amendment to the approved final plat; and

**WHEREAS,** the Board of Zoning and Planning (BZAP) reviewed the request and has recommended approval of the final plat amendment in accordance with Upper Arlington Unified Development Ordinance Article 4.06(F)(5); and

**WHEREAS,** pursuant to Upper Arlington Unified Development Ordinance Article 4.06 (F)(6), the recommendation must be presented to City Council at their first meeting immediately following BZAP's recommendation; and

**WHEREAS,** City Council finds that the applicant has demonstrated that unusual or exceptional factors or conditions exist that require the requested plat amendment in order to avoid undue hardship; and

**WHEREAS,** City Council has determined that the proposed amendment is in the best interest of the City and consistent with applicable laws, regulations, and planning standards.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** The amendment to the final plat of Lots 5 and 6 of Canterbury Woods Subdivision, as submitted by the property owner and recommended by the Board of Zoning and Planning (as described in Exhibit A), is hereby approved.

**SECTION 2.** The City Clerk is hereby directed to certify a copy of this ordinance for filing with the Franklin County Recorder's Office as required by law.

**SECTION 3.** This ordinance shall take effect immediately upon passage.

SITUATED IN THE STATE OF OHIO, COUNTY OF FRANKLIN, CITY OF UPPER ARLINGTON, BEING IN QUARTER TOWNSHIP 4, TOWNSHIP 1, RANGE 19, UNITED STATES MILITARY DISTRICT, AND BEING A RESUBDIVISION OF LOT 5 AND LOT 6 OF CANTERBURY WOODS FINAL PLAT AS RECORDED IN PLAT BOOK 29, PAGE 18, ALL CONVEYED TO CHARING LAND LLC IN INSTRUMENT NUMBER 201805150064138, FRANKLIN COUNTY RECORDER'S OFFICE.

THE UNDERSIGNED, CHARING LAND LLC, BY NICHOLAS KING, AUTHORIZED SIGNATORY FOR THE LANDS BEING RE-PLATTED HEREON, DULY AUTHORIZED IN THE PREMISES, DOES HEREBY CERTIFY THAT THIS RE-PLAT OF LOTS 5 AND 6 CANTERBURY WOODS CORRECTLY REPRESENTS A RE-PLAT OF LOTS 5 AND 6 IN SAID CANTERBURY WOODS, A RE-SUBDIVISION CONTAINING LOTS NUMBERED 6A, 5A AND 5B AS SHOWN HEREON.

IN WITNESS WHEREOF, NICHOLAS KING, AUTHORIZED SIGNATORY OF CHARING LAND LLC, HAS HEREUNTO SET HIS HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

WITNESS BY: NICHOLAS KING  
AUTHORIZED SIGNATORY

STATE OF OHIO  
COUNTY OF FRANKLIN, SS:

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED NICHOLAS KING, AUTHORIZED SIGNATORY OF CHARING LAND LLC WHO ACKNOWLEDGED THE SIGNING OF THE FOREGOING INSTRUMENT TO BE HIS VOLUNTARY ACT AND DEED AND THE VOLUNTARY ACT AND DEED OF SAID CHARING LAND LLC, FOR THE USES AND PUPOSES EXPRESSED HEREIN.

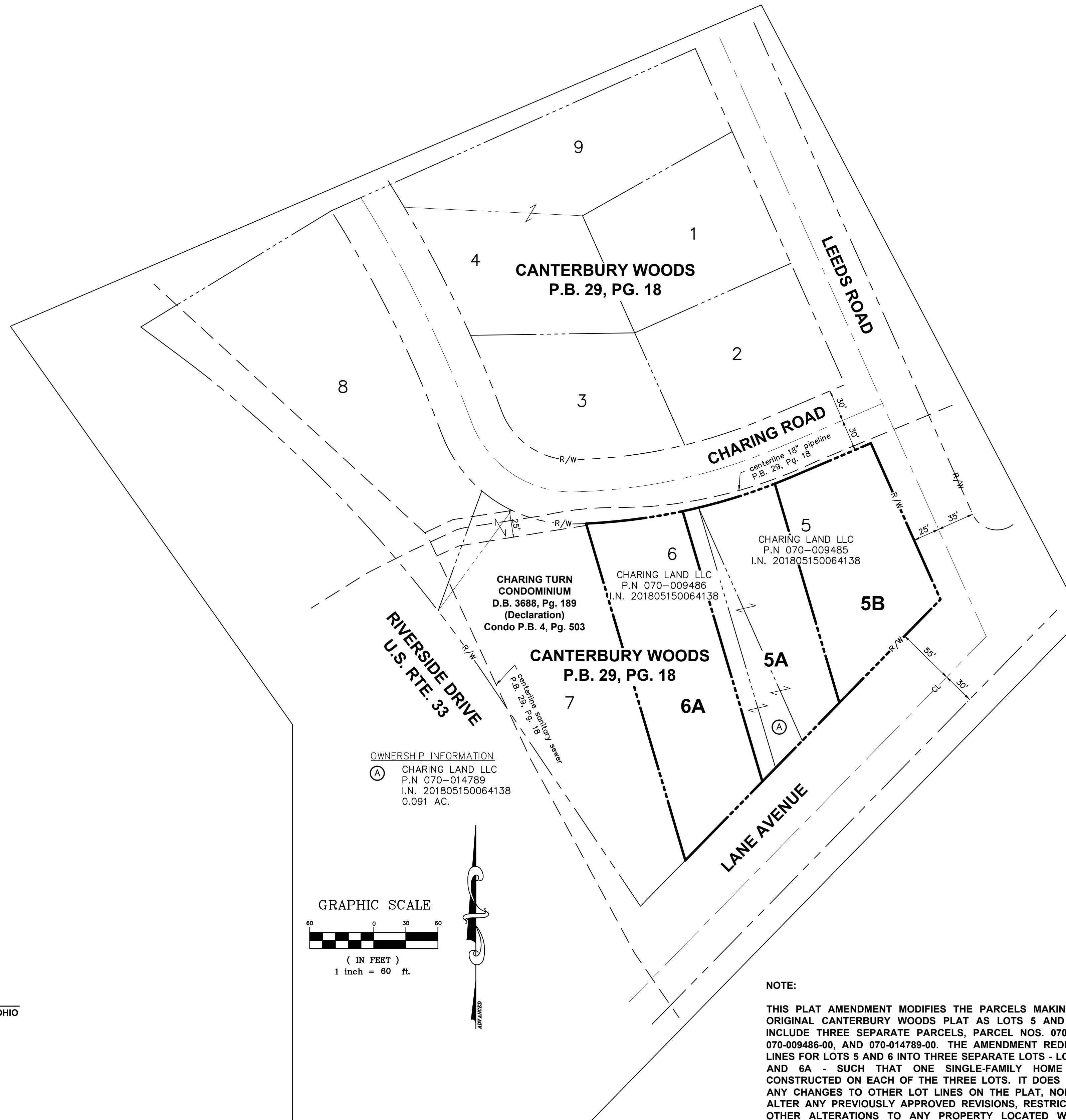
WITNESS THEREOF, I HAVE HERUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

MY COMMISSION EXPIRES \_\_\_\_\_

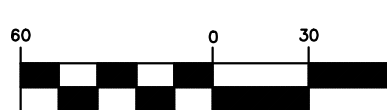
NOTARY PUBLIC, STATE OF OHIO

# RE-PLAT OF LOTS 5 AND 6 CANTERBURY WOODS

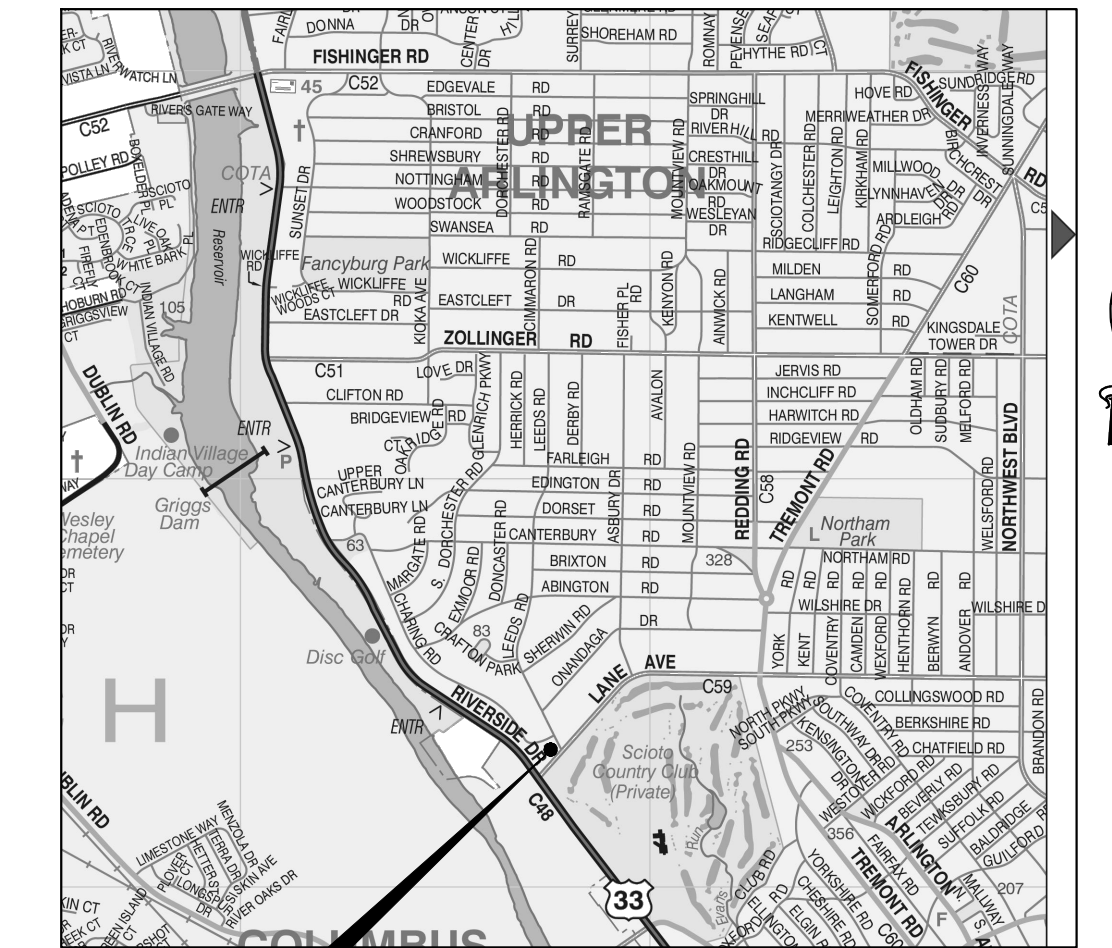
QUARTER TOWNSHIP 4, TOWNSHIP 1, RANGE 19,  
UNITED STATES MILITARY DISTRICT  
CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO



GRAPHIC SCALE



( IN FEET )  
1 inch = 60 ft.



**LOCATION MAP**  
Not to Scale

**SURVEY DATA:**

A BEARING OF S 44° 21' 00" W WAS HELD FOR THE NORTH RIGHT-OF-WAY LINE OF LANE AVENUE AS SHOWN ON P.B. 29, PG. 18.

SOURCE OF DATA: THE SOURCES OF RECORDED SURVEY DATA ARE THE RECORDS OF THE FRANKLIN COUNTY, OHIO, RECORDER, REFERENCED IN THE PLAN AND TEXT OF THIS PLAT.

IRON PINS, WHERE INDICATED, ARE TO BE SET AND ARE IRON PIPES, THIRTEEN-SIXTEENTHS INCH INSIDE DIAMETER, THIRTY INCHES LONG WITH A PLASTIC CAP PLACED IN THE TOP BEARING THE INSCRIPTION "ADVANCED". THESE MARKERS SHALL BE SET FOLLOWING THE COMPLETION OF THE CONSTRUCTION/INSTALLATION OF THE STREET PAVEMENT AND UTILITIES.

PERMANENT MARKERS, WHERE INDICATED, ARE TO BE SET AND ARE ONE-INCH DIAMETER, THIRTY-INCH LONG, SOLID IRON PINS, WITH THE TOP END FLUSH WITH THE SURFACE OF THE GROUND AND THEN CAPPED WITH AN ALUMINUM CAP STAMPED "ADVANCED". ONCE INSTALLED, THE TOP OF THE CAP SHALL BE MARKED (PUNCHED) TO RECORD THE ACTUAL LOCATION OF THE POINT. THESE MARKERS SHALL BE SET FOLLOWING THE COMPLETION OF THE CONSTRUCTION/INSTALLATION OF THE STREET PAVEMENT AND UTILITIES.

**SITE STATISTICS**

TOTAL AREA: 1.569 ACRES  
LOTS (3) AREA: 1.569 ACRES

ACREAGE IN:  
PIN: 070-009486 0.701 ACRES  
PIN: 070-009485 0.777 ACRES  
PIN: 070-014789 0.091 ACRES  
TOTAL: 1.569 ACRES

I DO HEREBY CERTIFY THAT THIS SURVEY IS BASED ON ACTUAL FIELD MEASUREMENTS AND IS CORRECT TO THE BEST OF MY KNOWLEDGE. ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF.

JONATHAN E. PHELPS, P.S. DATE  
REG. NO. 8241

**NOTE:**

THIS PLAT AMENDMENT MODIFIES THE PARCELS MAKING UP THE ORIGINAL CANTERBURY WOODS PLAT AS LOTS 5 AND 6, WHICH INCLUDE THREE SEPARATE PARCELS, PARCEL NOS. 070-009485-00, 070-009486-00, AND 070-014789-00. THE AMENDMENT REDRAW THE LINES FOR LOTS 5 AND 6 INTO THREE SEPARATE LOTS - LOTS 5A, 5B, AND 6A SUCH THAT ONE SINGLE-FAMILY HOME MAY BE CONSTRUCTED ON EACH OF THE THREE LOTS. IT DOES NOT MAKE ANY CHANGES TO OTHER LOT LINES ON THE PLAT, NOR DOES IT ALTER ANY PREVIOUSLY APPROVED REVISIONS, RESTRICTIONS, OR OTHER ALTERATIONS TO ANY PROPERTY LOCATED WITHIN THE CANTERBURY WOODS PLAT, INCLUDING, BUT NOT LIMITED TO, ANY PRIOR PLAT AMENDMENTS OR THE RESTRICTION OF THE NUMBER OF UNITS PERMITTED FOR ANY OTHER LOTS WITHIN THE CANTERBURY WOODS PLAT. THIS PLAT AMENDMENT EXPRESSLY INCORPORATES ANY PRIOR PLAT AMENDMENTS, REVISIONS, RESTRICTIONS, OR OTHER ALTERATIONS AS IF THEY WERE FULLY SET FORTH HEREIN, EXCEPT TO THE EXTENT THE ABOVE MODIFICATIONS TO LOTS 5 AND 6 NOW CONTROL.

- LEGEND**
- = IRON PIN SET
  - ⊙ = PERMANENT MARKER
  - ⊗ = PK NAIL SET
  - = IRON PIN FOUND
  - ⊗ = PK NAIL FOUND

**RE-PLAT**

**ADVANCED**  
CIVIL DESIGN  
ENGINEERS SURVEYORS

PLAN PREPARED BY: JEP  
CHECKED BY: JEP

781 Science Blvd., Suite 100  
Gahanna, Ohio 43230  
ph 614.428.7750  
fax 614.428.7755

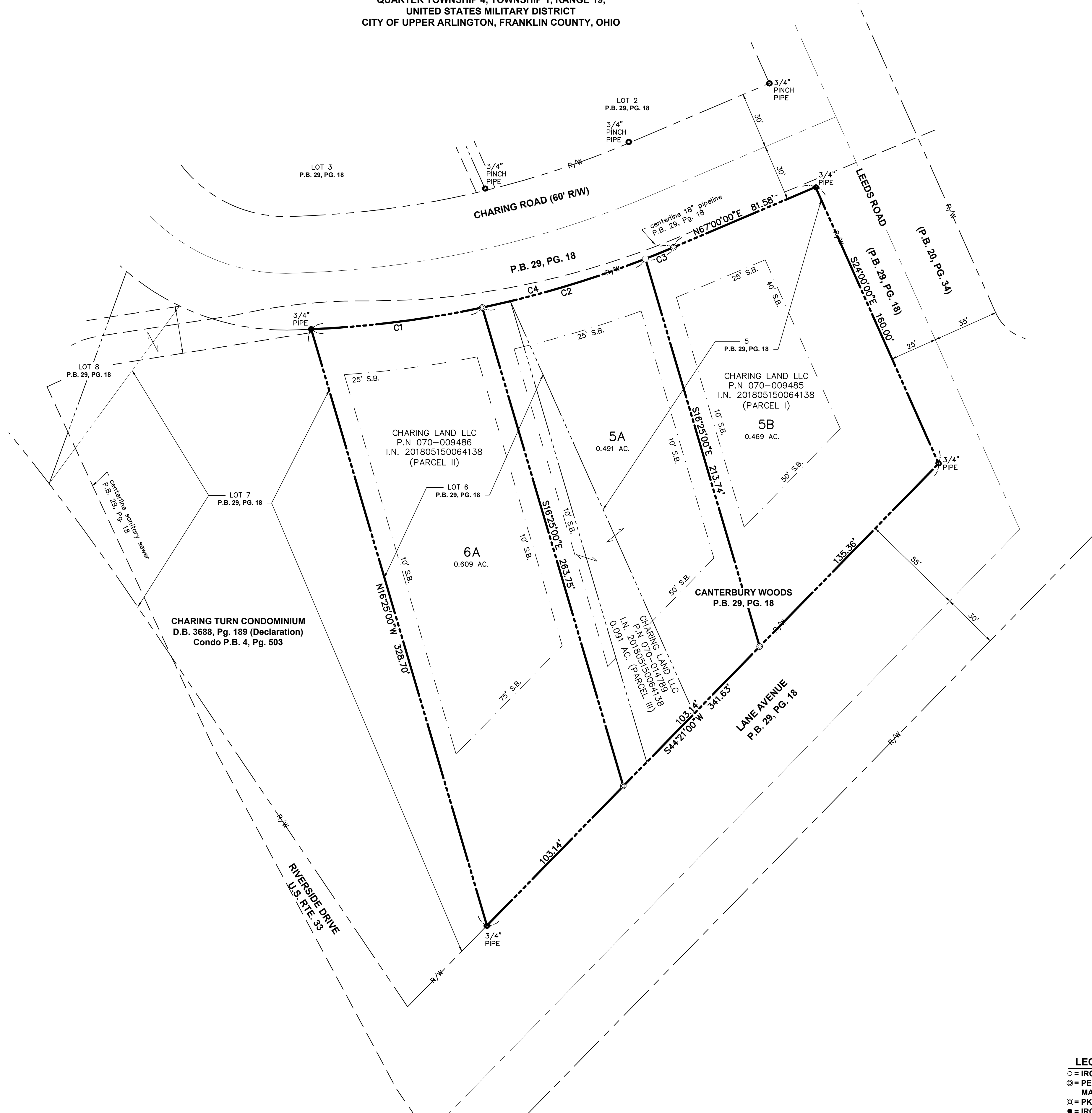
DATE: October 28, 2025 SHEET 1 / 2  
JOB NO.: 12-0045-65

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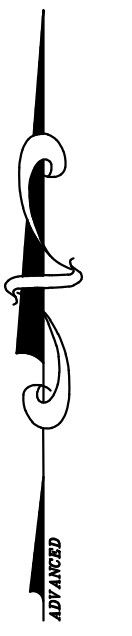
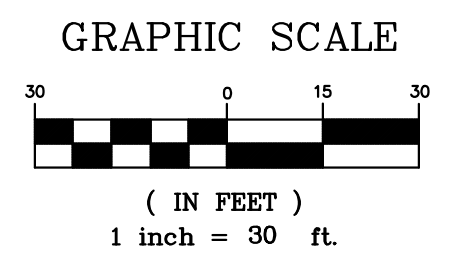
# RE-PLAT OF LOTS 5 AND 6 CANTERBURY WOODS

QUARTER TOWNSHIP 4, TOWNSHIP 1, RANGE 19,  
 UNITED STATES MILITARY DISTRICT  
 CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO

CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DIST.
C1	9°29'38"	550.87'	91.28'	N82°47'11"E	91.17'
C2	9°22'17"	550.87'	90.10'	N73°21'14"E	90.00'
C3	1°40'05"	550.87'	16.04'	N67°50'03"E	16.04'
C4	20°32'00"	550.87'	197.42'	N77°16'00"E	196.36'



SITE STATISTICS	
TOTAL AREA:	1.569 ACRES
LOTS (3) AREA:	1.569 ACRES
ACREAGE IN:	
PIN: 070-009486	0.701 ACRES
PIN: 070-009485	0.777 ACRES
PIN: 070-014789	0.091 ACRES
TOTAL:	1.569 ACRES



### RE-PLAT

PLAN PREPARED BY: JEP  
 CHECKED BY: JEP

781 Science Blvd., Suite 100  
 Gahanna, Ohio 43230  
 ph 614.428.7750  
 fax 614.428.7755

**ENGINEERS SURVEYORS**

DATE: October 28, 2025

SHEET 2 / 2

JOB NO.: 12-0045-65

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**Authors:** Brent Lewis, Finance Department Director

**Council Meeting Date:** February 2, 2026

**Subject/Legislative Item:** Ordinance No. 2-2026 - To Appropriate and Transfer Funds (*Kulewicz*)

**Purpose:** To have the City Council authorize certain amendments to the 2025 adopted budget as required by City Code.

**Executive Summary:** Staff is recommending an amendment of the 2026 appropriations to properly budget for the master plan consulting contract and to correct an error within the appropriations of the Mayor's Court Collection Fund.

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### Purpose and Impact

Staff is requesting adoption of the following 2026 appropriations:

- 1. An addition of \$5,904,000 in appropriation in the General Fund — Fund Transfers — Fund Transfers category (and authorization of the additional transfer of funds).** In accordance with the newly adopted reserve policy (Resolution 14-2025), any excess funds above 50% of the General Fund operating budget should be transferred to the Facilities Maintenance Reserve and Capital Asset Management Funds. The amounts utilized in the 2026 budget, and the corresponding appropriation ordinance, were based on projections. Now that the 2025 books have been closed, it has been determined that that transfer amount is greater than projected. Thus, the additional appropriations need to be authorized. The budgeted transfer to the Facilities Maintenance Reserve was \$5,579,000. The revised amount is \$5,642,300. The budgeted transfer to the Capital Asset Management Fund was \$5,533,900. The revised amount is \$11,374,100.
- 2. An addition of \$600,000 in appropriations in the General Fund — City Manager — Other Than Personal Services category.** Ordinance 45-2025 authorized the City Manager to enter into a contract with OHM Advisors for the Master Plan Update. Additionally, this ordinance appropriated \$600,000 within the 2025 Budget for said contract. Due to timing delays in the processing of the contract, the contract was not processed until January 2026. Therefore, this contract now applies to the 2026 Budget, instead of the 2025 Budget. The amount appropriated for this contract within the 2025 Budget went unspent and has expired.
- 3. A decrease of \$300,000 in appropriations in the Mayor's Court Collection Fund — Finance — Other Than Personal Services category.** During the entry of the 2026 Budget in the accounting system, it was noted that there was a typographical error



within Ordinance 43-2025 regarding this fund. The appropriations for this fund, which accounts for the activities of the City's Mayor's Court, should have been set at \$300,000, as opposed to \$600,000 as stated in the ordinance. This error does not have any financial impact or implications. It is being proposed for correction now only due to the items noted above.

4. **An addition of \$1,000,000 in appropriation in the Rotary Fund — Finance — Other Than Personal Services category.** During the entry of the 2026 Budget in the accounting system, it was noted that there was a typographical error within Ordinance 43-2025 regarding this fund. The appropriations for this fund, which accounts for the agency-type activities (i.e. collecting various building permit fees on behalf of the State/Columbus and PACE assessments received from Franklin County — these receipts are not considered the City's funds are distributed directly to the appropriate party), should have been set at \$1,000,000, as opposed to \$150,000 as stated in the ordinance. This error does not have any financial impact or implications. It is being proposed for correction now only due to the items noted above.

### History

No additional history — see the references above.

### Alternatives

There are no alternatives at this time.

### Attachments

1.	Ordinance No. 2-2026
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# RECORD OF ORDINANCES

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## ORDINANCE NO. 2-2026

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### TO APPROPRIATE AND TRANSFER FUNDS

**WHEREAS,** it is necessary to make adjustments to appropriations and effect certain transfers.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** The Finance Director is hereby authorized and directed to appropriate \$5,904,000 from the unappropriated balance of the General Fund to the Fund Transfers – Fund Transfers category.

**SECTION 2.** The Finance Director is hereby authorized and directed to transfer the additional appropriation of funds, as noted in Section 1, to the Facilities Maintenance Reserve and the Capital Asset Management Fund.

**SECTION 3.** The Finance Director is hereby authorized and directed to appropriate \$600,000 from the unappropriated balance of the General Fund to the City Manager – Other than Personal Services category.

**SECTION 4.** The Finance Director is hereby authorized and directed to *decrease* appropriations by \$300,000 within the Mayor’s Court Collection Fund – Finance – Other than Personal Services category.

**SECTION 5.** The Finance Director is hereby authorized and directed to appropriate \$1,000,000 from the unappropriated balance of the Rotary Fund to the Finance – Other than Personal Services category.

**SECTION 6.** This ordinance shall take effect immediately upon passage.



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<b>Authors:</b>	Jacolyn Thiel, Assistant City Manager
<b>Council Meeting Date:</b>	February 2, 2026
<b>Subject/Legislative Item:</b>	Ordinance No. 3-2026 - To Authorize the City Manager to Enter into Contract with Franklin County Public Health (FCPH) for 2026 Public Health Services
<b>Purpose:</b>	To authorize the City Manager to enter into a contract with Franklin County Public Health (FCPH) for public health services (2026) for an amount not to exceed \$372,780.96.
<b>Executive Summary:</b>	The City is requesting passage of this ordinance to enter into a one-year contract for public health services (2026).

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### **Purpose and Impact**

Staff respectively requests the passage of this legislation that authorizes the City Manager to enter into the contract with FCPH and authorizes expenditure not to exceed \$372,780.96 to FCPH for 2026 health services.

FCPH provides public health services as provided in the Ohio Revised Code to protect people from disease and injury, promote healthy lifestyles and ensure a safe and healthy environment. These services include inspections of our food establishments, swimming pools, commercial and residential plumbing, removal of dead animals, rabies control regulation, rat control and enforcement of health regulations. (Note: this contract covers all services except for mosquito monitoring and spraying. FCPH contracts for these services and the City pays this vendor directly.) The 2026 contract (commencing January 1, 2026 and ending December 31, 2026) for these services is in the amount of \$372,780.96 (\$10.4923 per capita x 35,529), which is an increase of \$9,140.89 from the previous contract.

### **History**

The City has contracted with FCPH for many years for public health services and conducts quarterly meetings with the Upper Arlington Board of Health.

### **Alternatives**

While there are no viable alternatives for 2026, the City could explore options to partner with the City of Columbus Department of Health. Previously, the City of Columbus has not been able to provide these services to Upper Arlington due to their staffing capacity.

### **Attachments**



1.	2026 Upper Arlington Health Services Contract
2.	Ordinance No. 3-2026





October 31, 2025

On behalf of the Franklin County Board of Health and pursuant to ORC 3709.08, please find enclosed our 2026 contract between the city of Upper Arlington and Franklin County Public Health (FCPH) for Public Health Services and/or Plumbing Services.

The funding from our cities, townships, and villages allows FCPH to serve your community demonstrating national standards in the areas of nursing, public health nuisance, health education, health promotion, community engagement, communications, workforce development, quality improvement, epidemiology and assessment, behavioral health and addiction, as well as emergency preparedness. This critical support has resulted in Franklin County Public Health ensuring your community is served by highly trained staff carrying out the critical functions of public health.

Building on core funding from our local jurisdictional partners, FCPH continues to diversify its resources. In 2025, FCPH received direct funding through grants from the Ohio Department of Health, Ohio Commission on Minority Health, Centers for Disease Control and Prevention, and the Franklin County Board of Commissioners.

In addition to these projects, we continually carry out all state-mandated services such as communicable disease investigations as well as licenses, permits and inspections (e.g., food, pools, body art, and private water). More information about all FCPH programs and services can be found on our website: [www.myfcph.org](http://www.myfcph.org). For a closer look at how we work in your community, please visit the About Your Community page on the FCPH Data Hub (<https://fcph-data-hub-fca.hub.arcgis.com/pages/about-your-community>).

As we look ahead, our work continues to implement our Community Health Improvement Plan, build an interactive data hub to inform future initiatives, and utilize technology to improve efficiencies. We remain focused on improving our programs and services while ensuring the best value for our community.

Thank you for your continued partnership to serve the residents of your community. Please feel free to reach out to our office if you have any questions or if we can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Mazzola', is written over a light blue horizontal line.

Joe Mazzola, MPA  
Health Commissioner  
Franklin County Public Health

**PUBLIC HEALTH SERVICES CONTRACT**

Between  
FRANKLIN COUNTY BOARD OF HEALTH  
And  
CITY OF Upper Arlington

This Public Health Services Contract (the "Contract") entered into by and between the City of Upper Arlington (hereafter referred to as "City"), with its principal address being 3600 Tremont Road, Upper Arlington, OH 43221, and the Board of Health of the Franklin County Public Health (hereafter referred to as "Board" or "FCPH") for 2026 Public Health Services (the "Services") under the approval of Resolution No. 25-128, dated August 12, 2025.

WHEREAS, FCPH is a general health district as defined under Ohio Revised Code ("ORC") Section 3709.01.

WHEREAS, ORC Section 3709.08 authorizes cities in Franklin County, Ohio to contract with the Board to provide the Services to and within the City.

WHEREAS, the District Advisory Council (hereafter referred to as "Council") of the Franklin County Public Health, created by ORC 3709.03, after giving due notice by publication, as required by law, held a public meeting on March 18, 2025 at which members representing the Council voted affirmatively to provide public health services to the cities in Franklin County, by a majority vote, and authorized the Chairman of the Council to enter into a contract with the Mayor of each city to provide public health services therein.

WHEREAS, FCPH is engaged in the governance of providing public health services as described in this Contract and the Scope of Work, attached hereto and incorporated herein as Exhibit A, and has the knowledge, skills and resources to provide such services in accordance with Ohio law and the terms and conditions of this Contract.

WHEREAS, pursuant to ORC 3709.08(C), the Contract was submitted to the State of Ohio's director of health. FCPH is organized and equipped to provide the services and shall have the powers and shall perform all the duties required of the board of health or the authority having the duties of a board of health within the City.

WHEREAS, the City is willing to contract with the Board for such services in accordance with Ohio law and the terms and conditions of this Contract.

NOW THEREFORE, for the mutual considerations herein specified, the City and FCPH, hereby agree to the terms and conditions, as follows:

**SECTION 1 – SERVICES**

The Board shall, for the consideration hereinafter stated, furnish to the City, and inhabitants thereof, all such public health services as are furnished to all villages and townships and the inhabitants thereof, of Franklin County, Ohio. The Services shall include

Franklin County Public Health - Health Services Contract (2026)  
General Health Services Contract Template  
FCPO Approved 12.30.22  
Edited 10.08.2025

all services as allowed by law according to the most current version of the Ohio Revised Code and as listed in Exhibit A. The Services shall meet the minimum standards and optimal achievable standards for boards of health and local health departments, pursuant to ORC Section 3701.342, and shall include enforcement of all rules and regulations, pursuant to the Ohio Administrative Code and the enforcement of the following Franklin County Public Health Regulations:

- (100) Definitions
- (103) Plumbing and Medical Gas for Commercial, Public and Residential Buildings and Places
- (104) Rabies Control
- (105) Approval of Building Plans
- (106) Sewage Treatment Systems
- (199) Administration and Enforcement

The current version of the above-referenced regulations of Franklin County Public Health shall apply to, and be enforceable within, the jurisdiction of the Franklin County Public Health and the City.

The City Attorney shall be responsible for any litigation involving enforcement of Health Regulations within the corporate limits of the City.

## **SECTION 2 – TERM AND TERMINATION**

The term of this Contract shall begin on January 1, 2026, and end on December 31, 2026, subject to the termination provisions herein. Either party to this Contract shall have the right to terminate the Contract upon 120 days written notice. This Contract shall not have any renewal terms.

## **SECTION 3 – COMMUNICATION**

The Board will provide ongoing communication with the Mayor/City Manager and his or her designees through notification at least quarterly. This communication will provide information on timely public health topics, upcoming events, and featured services. Reports and other information about direct services that are being provided to the City will be provided upon request.

## **SECTION 4 – PUBLIC HEALTH PAYMENT, FEES & CHARGES**

The City shall pay the Board for Services furnished to the City. The fee for such payment shall be based on a per capita rate of \$10.4923. The total cost for the Services for 2026 shall not exceed \$ 372,780.96 (the "Fee"), notwithstanding any fee established pursuant to the sections set forth below.

Such Fee shall be paid to the Board in installments of 50% of the total contract amount in January 2026 and 50% of the total contract amount in June 2026 through the process of withholding such amounts from the semi-annual real estate tax settlement distribution to be received by the City and transferred to the Board by the Settlement Officer of the Franklin County Auditor.

In any instance where the Board expends funds to abate a nuisance within the City, pursuant to Section 1 above, the Board may invoice the City for the costs of such nuisance abatement and the City shall pay such cost. The cost of any such abatement shall be in addition to the Fee set forth herein.

The Board agrees to certify such nuisance abatement costs to the Franklin County Auditor to be recorded as a lien upon the property and shall reimburse all funds recovered under such a lien to the City, less the cost of abatement services.

## **SECTION 5 – PLUMBING AND MEDICAL GAS SERVICES AND FEES**

### **5.01 Plumbing Services and Fees**

The City, through its Building Department, shall issue plumbing permits and collect fees for such permits. The fees to be charged by the City shall be the most current fees charged by the FCPH. The City shall pay FCPH sixty (60) percent of all plumbing permit fees collected by the City. FCPH shall then invoice the City for sixty (60) percent of the permit fees collected based on the City's monthly statements. The City shall pay said amount, within thirty (30) days after receipt of the invoice.

FCPH shall receive all plumbing plans, conduct review of such plans, and collect and retain fees for plan review, and conduct inspections for all plumbing installations within the City. Inspectors shall be state certified Plumbing Inspectors and Plumbing Plans Examiners by the Ohio Board of Building Standards.

### **5.02 Medical Gas Services and Fees**

FCPH shall receive all medical gas plans and shall provide plan review and inspections for all medical gas installations within the City. FCPH will issue permits, and collect and retain fees, for such medical gas plans and permits. Inspectors shall be certified by the American Society of Safety Engineers (ASSE) and the Ohio Board of Building Standard as Medical Gas Inspectors.

## **SECTION 6 – ACTUAL LIABILITIES**

The City shall be responsible for any litigation involving enforcement of health regulations within the corporate limits of the City.

Each party to this Contract shall be responsible for any liability, claim, loss, damage or expenses, including without limitation, reasonable attorney fees, arising from its negligent acts or omissions in connection with its performance of this Contract, or its failure to comply with the terms of this Contract, as determined by a court of competent jurisdiction. Nothing in this section shall be construed as an obligation of the either party to defend, hold harmless, or indemnify any other party, entity, or individual, even for claims that are the result of negligent acts or omissions of such other party.

## **SECTION 7 – GOVERNING LAW AND VENUE**

This Contract and any claims arising in any way out of this Contract shall be governed by the laws of the State of Ohio. Any litigation arising out of or relating in any way to this Contract or the performance hereunder shall be brought only in an Ohio court of

competent jurisdiction in Franklin County, Ohio, and the City hereby irrevocably consents to such jurisdiction.

**SECTION 8 – APPROVAL**

This Contract is approved by a majority of the members of the legislative authority of the City, pursuant to the provisions of Ordinance \_\_\_\_\_ dated \_\_\_\_\_.

The City has determined that Franklin County Public Health is organized and equipped to adequately provide the Services that are the subject of this Contract.

**IN WITNESS WHEREOF**, the parties to this agreement have hereunto set their hands and seals and have executed this agreement the day and year written below.

DISTRICT ADVISORY COUNCIL OF THE  
FRANKLIN COUNTY GENERAL HEALTH DISTRICT

\_\_\_\_\_  
Joe Martin Date  
Chairman

FRANKLIN COUNTY PUBLIC HEALTH

\_\_\_\_\_  
Joe Mazzola, MPA Date  
Health Commissioner

THE CITY OF Upper Arlington, OHIO

\_\_\_\_\_  
Mayor/City Manager/Administrator Date

APPROVED AS TO FORM:

Shayla D. Favor  
Prosecuting Attorney  
Franklin County, Ohio

\_\_\_\_\_  
Assistant Prosecuting Attorney Date  
Attorney for Franklin County Public Health

\_\_\_\_\_  
City Attorney Date  
City of Upper Arlington, Ohio

Franklin County Public Health - Health Services Contract (2026)  
General Health Services Contract Template  
FCPO Approved 12.30.22  
Edited 10.08.2025

**FINANCIAL CERTIFICATE**

It is hereby certified that the amount required to meet the contract agreement, obligation, payment of expenditure for the above has been lawfully appropriated, authorized or directed for such purpose and is in the treasury or in the process of collection to the credit of the proper fund and is free from any obligation or certificated now outstanding.

\_\_\_\_\_  
Finance Director  
City of Upper Arlington, Ohio

\_\_\_\_\_  
Date

**EXHIBIT A  
SCOPE OF WORK**

Franklin County Public Health ("Board"), hereby agrees to provide health services for the City for the calendar year 2026 as set forth below ("Services").

- The Board shall have full authority to be and act as the public health authority for the City
- The Services described in the schedule listed below in this Exhibit will be provided by the Board to the City.
- The Services will include all necessary medical, nursing, sanitary, laboratory and such other health services as are required by the Statutes of the State of Ohio.

The followings specific services shall be a part of the Services provided under this Contract:

<b>List of Functions, Programs and Services</b>
<b>Administrative Services:</b>
Administration
Budget, Accounts Payable, Accounts Receivable
Communication & Marketing
Grant Writing & Management
Records Management
Reports - Financial & Statistical
<b>Data Services:</b>
Community Health Assessment
Health Data
<b>Environmental Health:</b>
Body Art Business Approval, Inspection and Education
Food Service Operation Licensing, Inspection & Education
Healthy Homes (Lead, Radon) Inspection & Education
Vector Control Education
Public Health Nuisance Enforcement & Education
Plumbing & Medical Gas Inspections
Public Swimming Pool & Spa Licensing, Inspection & Education
Rabies Surveillance - Animal bite investigation and follow up
Retail Food Establishment Licensing, Inspection & Education
School Facilities Inspection & Education
Sewage Treatment System Permitting, Inspection & Education
Solid Waste, Construction and Demolition Facility, Transfer Station Inspection & Enforcement
Sustainability Education and Efforts
Temporary Park Camp Licensing, Enforcement & Inspection
Water Quality Permitting, Testing & Education
<b>Epidemiology, Surveillance, Investigation Services:</b>
Reportable Infectious Disease investigation and follow-up(excluding

HIV/AIDS; STD; TB)
Disease Outbreak Management
<b>Health Systems &amp; Planning:</b>
Community Health Action Teams
Community Outreach and Education
Nutrition & Physical Activity Education Programs
Safe Routes To Schools
Tobacco Prevention
Injury Prevention/Opiate Crisis/Harm Reduction Programs & Education
Naloxone Education and Resources
Emergency Preparedness and Planning
Planning and Cities' Readiness Initiative Activities
Peer Support Specialist
Community Health Improvement Plan
<b>Immunization Services:</b>
Childhood and Adult Vaccine Administration Services
<b>Occupational Health:</b>
Immunizations - Fee for Service
<b>Maternal &amp; Child Health:</b>
Complex Medical Help (CMH) Public Health
Nursing Case Management Services
Safe Sleep & Infant Mortality Prevention Initiatives & Education

**The Board maintains a range of grant funded programs for citizens throughout the County who are income qualified.**

**THE BOARD RESERVES THE RIGHT TO AMEND THIS EXHIBIT AT ANYTIME PRIOR TO AUTHORIZATION OF THE CITY COUNCIL AND THE BOARD OF HEALTH ANNUALLY.**

# RECORD OF ORDINANCES

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## ORDINANCE NO. 3-2026

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### TO AUTHORIZE THE CITY MANAGER TO ENTER INTO CONTRACT WITH FRANKLIN COUNTY PUBLIC HEALTH (FCPH) FOR 2026 PUBLIC HEALTH SERVICES

**WHEREAS,** pursuant to the Ohio Revised Code, Franklin County Public Health provides health services to protect City residents from disease and injury, promotes healthy lifestyles, and ensures a safe and healthy environment; and

**WHEREAS,** these services include inspections of food establishments, swimming pools, commercial and residential plumbing, removal of dead animals, rabies control regulation, rat control, and enforcement of health regulations.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** The City Manager is hereby authorized to enter into contract with Franklin County Public Health (FCPH) for 2026 Public Health Services for an amount not to exceed \$372,780.96, for the period commencing January 1, 2026, and expiring on December 31, 2026.

**SECTION 2.** The City Manager, Finance Director, and City Attorney are hereby authorized to take all actions necessary to enter into, implement, and administer the contract, including the execution of all documents and amendments, provided such actions are not substantially inconsistent with this ordinance.

**SECTION 3.** This ordinance shall take effect immediately upon passage.

**Authors:** Debbie McLaughlin, Parks & Recreation Director  
Jeff Anderson, Parks Development & Arts Superintendent

**Council Meeting Date:** February 2, 2026

**Subject/Legislative Item:** Ordinance No. 4-2026 - To Authorize the City Manager to Enter into Contract with Sweet Meadow Farm Drainage for the Renovation of the East Athletic Fields at Northam Park

**Purpose:** To renovate the East Athletic Fields in Northam Park for improved safety and performance.

**Executive Summary:** This legislation authorizes the City Manager to enter into a contract with Sweet Meadow Farm Drainage for the renovation of the East Athletic Fields at Northam Park.

**Purpose and Impact**

This is an ordinance authorizing the City Manager to enter into a contract with Sweet Meadow Farm Drainage in the amount of \$1,271,521 with a 10% contingency of \$127,152 for a total amount not to exceed \$1,398,673, for the renovation of the East Athletic Fields at Northam Park. The total construction budget in the 2026 Capital Improvement Plan is \$1,826,200.

A key tactic identified in the 2018 Parks & Recreation Comprehensive Plan was to develop and implement a drainage plan for athletic fields to allow them to support more games and to maximize field use through infrastructure improvements. In response to this, a Northam Park Vision Plan was created in 2020 followed by a Master Drainage Plan in 2021. This new project represents the final phase of implementation and is consistent with the improvements that were made to the West Athletic Fields in 2023. The project will regrade and reseed the fields. It will also provide new area drains, underdrains, and an irrigation system. It will replace the infields, backstops, fencing and dugouts of Diamonds 2 and 3. When complete, this project will greatly improve the long term safety and useability of the East Athletic Fields and also support the City’s Integrated Turf Health Management Program.

**History**

The detailed design for the renovation of the East Athletic Fields was completed by Korda Engineer in November 2025 and the project was publicly advertised using the City’s standard process for construction projects. On December 19, 2025, the City received three bids and the results are shown below:

Contractor	Base Bid	Repave Drive (Alt 1)	Total
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Sweet Meadow	\$1,183,521	\$88,000	\$1,271,521
Penlin Seed	\$1,197,000	\$98,343	\$1,295,343
Marker Inc.	\$1,257,752	\$42,758	\$1,300,510

Sweet Meadow Farm Drainage’s bid was reviewed by City Staff and Korda Engineers and has been determined to be responsive. A scope review meeting has been held with Sweet Meadow, and they have been recommended as qualified to perform the work. This will be Sweet Meadow’s first project with the City of Upper Arlington. However, they have completed several comparable projects in the past, including the Keystone Local School District Baseball Complex, Buckeye Trail High School Baseball and Softball Fields and the Westerville City Schools Football Field and Track. Korda Engineer contacted references for these projects that provided recommendations based on the work.

For the Northam East Athletic Fields Project, Sweet Meadow will be working with the same subcontractors that completed the seeding and irrigation scope for the Northam West Athletic Fields Renovations. For both the paving and fencing scope, Sweet Meadow will be working with well-regarded subcontractors that are well established in the industry.

In addition to the base bid, staff recommend that the City accept the alternate item to remove and replace the park drive in lieu of a mill and overlay. This will allow for a complete replacement of this drive which also serves as the park path.

Upon approval of this ordinance, site work would be scheduled to begin in the spring of this year. Staff have been working with the various athletic groups that utilize Northam Park. They are aware of the impact of the project and have been making alternate arrangements to adjust their use of the park during construction and the subsequent establishment period, which is anticipated to last about one year after construction is complete. Staff have also been working with the Upper Arlington Civic Association to make adjustments to the layout of the Fourth of July event.

**Alternatives**

An alternative to proceeding with this ordinance would be to rebid the project. However, multiple bids below the budgeted amount were received, and it is unlikely that the City would receive better pricing from a rebid. Another alternative would be to not perform the work. However, the City has seen much better safety and performance from the West Athletic Fields following that renovation. Proceeding with this project will allow the East Fields to meet the same performance standards.

It is also recommended that this project not be delayed. Proceeding with the project at this time will allow the Contractor to begin procurement of long lead items with site work beginning later this spring. This will allow seeding of the athletic fields to occur during the preferred late summer / early fall season. This is the best time of year for planting the new seed and will allow for initial turf establishment to occur prior to the winter dormant season. It is anticipated that the field will remain closed for 12 months following the initial seeding to allow for full turf establishment. Proceeding with the project at this time will allow them to reopen for use in the fall of 2027.

**Attachments**

1.	Ordinance No. 4-2026
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# RECORD OF ORDINANCES

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## ORDINANCE NO. 4-2026

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### TO AUTHORIZE THE CITY MANAGER TO ENTER INTO CONTRACT WITH SWEET MEADOW FARM DRAINAGE FOR THE RENOVATION OF THE EAST ATHLETIC FIELDS AT NORTHAM PARK

**WHEREAS,** in order to improve the safety and playability of the athletic fields at Northam Park, renovations are needed; and

**WHEREAS,** on Friday, December 19, 2025, the City received three bids for the renovation of the East Athletic Fields at Northam Park, with results as follows:

Contractor	Base Bid	Alternate 1 (Repave Drive)	Total
Sweet Meadow	\$1,183,521	\$88,000	\$1,271,521
Penlin Seed	\$1,197,000	\$98,343	\$1,295,343
Marker Inc.	\$1,257,752	\$42,758	\$1,300,510

**WHEREAS,** the bid from Sweet Meadow Farm Drainage was reviewed with Korda Engineers and has been recommended as the lowest qualified bid to perform the work; and

**WHEREAS,** it is therefore recommended that the City Manager be authorized to enter into contract with Sweet Meadow Farm Drainage in the amount of \$1,398,673, which includes a ten percent contingency, for the renovation of the East Athletic Fields at Northam Park.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** The City Manager is hereby authorized to enter into contract with Sweet Meadow Farm Drainage in the amount of \$1,398,673, which includes a ten percent contingency, for the renovation of the East Athletic Fields at Northam Park.

**SECTION 2.** The City Manager, Finance Director, and City Attorney are hereby authorized to take all actions necessary to enter into, implement, and administer the contract, including the execution of all documents and amendments, provided such actions are not substantially inconsistent with this ordinance.

**SECTION 3.** This ordinance shall take effect immediately upon passage.



<b>Authors:</b>	Ross Morrow, Director of IT
<b>Council Meeting Date:</b>	February 2, 2026
<b>Subject/Legislative Item:</b>	Ordinance No. 5-2026 - To Authorize the City Manager to Enter into a Three-Year Contract with Microsoft Corporation for Software Licenses Through Reseller Dell Inc.
<b>Purpose:</b>	Authorize the City Manager to enter into a three-year contract with Microsoft Corporation for Microsoft software licenses through a Microsoft Enterprise Agreement.
<b>Executive Summary:</b>	Authorizes the City Manager to enter into a three-year contract renewal with Microsoft Corporation for Microsoft software licenses through reseller Dell Inc., with annual cost in 2026 of \$108,250, with an expected increase of 5% per following years, not to exceed \$350,000 utilizing State of Ohio contract #CSP029109.

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### **Purpose and Impact**

The City utilizes Microsoft software on its servers, office computers and in Microsoft's Office 365 Cloud to support our business needs. Microsoft offers this software to organizations through an Enterprise Agreement (EA), allowing the organization to leverage volume discounting and additional support services. Microsoft's software is integral to the work we perform and includes software to support our server and application infrastructure. We are required to renew the EA before its expiration on March 27th, 2026, to be considered an on-time renewal, avoiding additional fees. \$101,000 was budgeted for this in the 2026 Information Technology operating budget. Since the budget was submitted, the state contract has been renewed and reflects increases to license and storage fees bringing the total for 2026 to \$108,250 (see 2026 Microsoft Budgetary quote attachment). This legislation authorizes the City Manager to enter into a three-year contract starting in March 2026 – March 2029 with Microsoft Corporation through reseller Dell Inc. for an amount not to exceed \$350,000 expecting a 5% annual increase in years two and three.

This purchase is utilizing State of Ohio's Microsoft Contracts and Enrollments Large Solution Providers (LSPs) contract CSP029109 (expiring on 6/30/2030), with contract pricing that the State previously negotiated in a competitive process. This purchasing method follows the City's procurement policy, section [138.06 \(B.5\)](#). Dell Inc. is a reseller authorized to sell these products on the State contract terms mentioned above.

### **History**



The City has standardized on Microsoft products for its desktop and server operating systems and Office applications for many years, and has participated in the Microsoft Enterprise Agreement (EA) program since 2014. The previous Microsoft EA was approved by Council with ordinance 10-2023. The EA provides Microsoft licenses for software used by City staff and includes Software Assurance (SA) for product upgrades and technical support during the three-year period at no additional cost.

**Alternatives**

There are no viable software alternatives in the marketplace that could provide equivalent functionality to support the City’s business needs. There are no other state term contracts or open market alternatives at our disposal that are less expensive.

**Attachments**

1.	2026 Microsoft Budgetary quote
2.	Ordinance No. 5-2026



Dell Software - Customer Confidential

Matt Lauer  
Software TSR  
[matthew\\_lauer@dell.com](mailto:matthew_lauer@dell.com)



**Quotation**

**Quote Number:** MXL26012102  
**Quote Expires:** budgetary only

**Customer:** City of Upper Arlington  
**Contact:** Ross Morrow  
**Customer #:**  
**Phone:**  
**Fax:**  
**Email:** [rmorrow@uaoh.net](mailto:rmorrow@uaoh.net)  
**Date of Issue:** January 21, 2026

<b>Remit To:</b>	Dell Marketing LP One Dell Way Round Rock TX 78680
<b>Federal ID:</b>	74-2616805

Product Description	Notes	Part Number	Quantity	Unit Price	Ext. Price
Azure Information Protection Premium P1 GCC Sub Per User		MQP-00001	6	\$ 18.54	\$ 111.24
EMS G3 FSA GCC ALng Sub Per User		AAD-32906	325	\$ 81.58	\$ 26,513.50
EMS G3 GCC ALng Sub Per User		AAD-32907	40	\$ 104.57	\$ 4,182.80
M365 Copilot GCC Sub Add-on		EP2-24658	21	\$ 370.80	\$ 7,786.80
O365 Extra File Storage GCC Sub Add-on Extra Storage 1 GB	5 TB total	M9T-00002	5,000	\$ 2.22	\$ 11,100.00
O365 G1 FSA GCC Sub Per User		7R6-00001	200	\$ 86.40	\$ 17,280.00
O365 G3 FSA GCC Sub Per User		AAA-11924	100	\$ 212.59	\$ 21,259.00
O365 G3 GCC Sub Per User		AAA-11894	65	\$ 250.17	\$ 16,261.05
O365 G5 GCC Sub Per User		T2N-00001	6	\$ 413.32	\$ 2,479.92
Planner & Project P3 GCC Sub Per User		7MS-00001	4	\$ 277.36	\$ 1,109.44
SharePoint Advanced Management P1 GCC Sub Per User		VRJ-00001	6	\$ 27.69	\$ 166.14
Teams AC with Dial Out US/CA GCC Sub Add-on		NYH-00001	365	\$ -	\$ -

<b>Notes: EA renewal, budgetary pricing only, enrollment# 6733496, payment 1 of 3. Contract CSP029109</b>	<b>Product Subtotal</b>	\$ 108,249.89
	<b>Tax</b> 0.00%	\$0.00
	<b>Grand Total</b>	<b>\$ 108,249.89</b>

**Quote Prepared By:** Matt Lauer

# RECORD OF ORDINANCES

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## ORDINANCE NO. 5-2026

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### TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A THREE-YEAR CONTRACT WITH MICROSOFT CORPORATION FOR SOFTWARE LICENSES THROUGH RESELLER DELL INC.

**WHEREAS,** the City utilizes Microsoft software on its servers, office computers, and in Microsoft Office's 365 Cloud to support business needs; and

**WHEREAS,** Microsoft offers this software to organizations through an Enterprise Agreement, allowing the organization to leverage volume discounting and additional support services, which the City has participated in since 2014; and

**WHEREAS,** the City is required to renew the Enterprise Agreement before its expiration on March 27, 2026, to avoid additional fees; and

**WHEREAS,** this purchase utilizes the State of Ohio's Microsoft Contracts and Enrollments Large Solution Providers (LSPs) contract.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** The City Manager is hereby authorized to enter into a three-year contract renewal with Microsoft Corporation for software licenses through reseller Dell Inc., for an amount not to exceed \$350,000.

**SECTION 2.** The City Manager, Finance Director, and City Attorney are hereby authorized to take all actions necessary to enter into, implement, and administer the contract, including the execution of all documents and amendments, provided such actions are not substantially inconsistent with this ordinance.

**SECTION 3.** This ordinance shall take effect immediately upon passage.



<b>Authors:</b>	Debbie McLaughlin, Parks & Recreation Director Steven Schoeny, City Manager
<b>Council Meeting Date:</b>	February 2, 2026
<b>Subject/Legislative Item:</b>	Ordinance No. 6-2026 - To Amend the Upper Arlington Code of Ordinances to Enact Chapter 161 - Older Adults Advisory Board, Relative to the Administrative Code
<b>Purpose:</b>	Create a new City Council appointed advisory board to guide services that support and enrich the lives of older adults in the community.
<b>Executive Summary:</b>	In 2025, the City determined that expanded and sustainable services are necessary to support older adults in our community through all stages of the aging process. Through the assessment and implementation process, a new position, Community Services Coordinator, was included in the 2026 budget and staff collaborated with community organizations on a transition of services to the City effective in January 2026. The collaboration with organizations included many agencies, most specifically the UA Commission on Aging and the Senior Advisory Group which supports programs and social events at the Bob Crane Community Center (BCCC). A key part of the transition was the creation of a City Board to guide staff in overseeing services by learning from older adults, service providers and caregivers. This ordinance will create a new City Board to serve in this capacity.

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### **Purpose and Impact**

The Older Adults Advisory Board will serve in an advisory capacity to staff in the development and oversight of programs and services, connections to regional organizations, and provide feedback from our residents and their caregivers. Board appointments would be made by City Council during their annual appointment process.

### **History**

The oversight of services for older adults has evolved over the past few decades. In the 1980s a temporary City Commission was established to develop a 5-year plan to assess and implement necessary services. In 1988, the UA Commission on Aging (UACOA) was formed to replace the City's Commission and included an annual stipend to support operations. In 2009, the City established the STAY UA pilot program to guide older adults in the community,



followed by the 2017 formation of UA CARES (Community Assistance, Referrals, and Education Services) in the Fire Division to promote community health. These two services merged in 2019 with the creation of a full-time city position.

In 2025, the City opened the Bob Crane Community Center, which greatly expanded the facilities and programs available to the community's older adults, and the UA CARES program integrated support services from the Police Division and added a social worker. The combined strength of the CARES program and wealth of opportunities available at the community center presents a unique opportunity to consolidate City and community-driven older adult services. This resulted in the City's position of expanded capability and sustainable resources to serve our older adults. An assessment process included meeting with the UACOA Board to understand their services and any known gaps in services. Staff also met with older adults receiving services, the Senior Advisory Group and several community and regional agencies.

A key part of these discussions was the utilization of an advisory board to guide staff in the development of services by hearing from older adults, service providers and caregivers. This will allow people with expertise, experience and passion to serve older adults a way to share their insights with our staff and support the City by informing residents of the direction for services. This new Board is planned to include nine members to provide opportunities for various perspectives to be represented in formalized discussions. The proposed Board structure is similar to other City boards and commissions. An additional option of interest is the provision to allow the Board to participate virtually.

### **Alternatives**

An alternative to creating the Older Adults Advisory Board would be for staff to have ongoing focus groups or informal discussions. While these types of interactions are common, it does not provide an established group to work with on a regular basis that is involved in discussion and can serve as ambassador in the community.

### **Attachments**

1.	Ordinance No. 6-2026
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# RECORD OF ORDINANCES

CITY OF UPPER ARLINGTON

STATE OF OHIO

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## ORDINANCE NO. 6-2026

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### TO AMEND THE UPPER ARLINGTON CODE OF ORDINANCES TO ENACT CHAPTER 161 – OLDER ADULTS ADVISORY BOARD, RELATIVE TO THE ADMINISTRATIVE CODE

- WHEREAS,** in March 1981, City Council created a City Commission on Aging to provide a forum for considering pertinent issues, advising Council and community groups, establishing a five-year plan, and monitoring implementation of resulting programs; and
- WHEREAS,** in March 1988, the Commission on Aging became a not-for-profit organization, and in April 1988 Council repealed the ordinance establishing the Commission as a City commission and authorized an annual stipend to fund an independent commission; and
- WHEREAS,** in 2009, the City established STAY UA as a pilot program to guide older adults in the community; and
- WHEREAS,** in 2017, the City formed UA CARES (Community Assistance, Referrals, and Education Services) within the Fire Division to promote community health, educate residents, prevent injuries, and address healthcare and wellness needs; and
- WHEREAS,** in 2019, the STAY UA and UA CARES programs merged to combine services and approaches in service to the community through a full-time employee; and
- WHEREAS,** in 2025, the City opened the Bob Crane Community Center, greatly expanding the facilities and programs available to older adults, and the UA CARES program integrated support services from the Police Division and added a social worker; the combined strength of the CARES program and the opportunities available at the community center present a unique opportunity to consolidate City and community-driven older adult services; and
- WHEREAS,** the City has collaborated with the Upper Arlington Commission on Aging to develop a City structure to oversee and expand sustainable services for older adults utilizing a citizen advisory board to provide guidance, education, and connections to staff; and
- WHEREAS,** Council has charged the Older Adults Advisory Board with continuing the goal of promoting Upper Arlington as a community that supports

and enriches the lives of older adults through all stages of the aging process.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Upper Arlington, Ohio:

**SECTION 1.** Chapter 161 – Older Adults Advisory Board, of Part 1 – Administrative Code, of the Upper Arlington Code of Ordinances is hereby enacted as follows:

**CHAPTER 161  
OLDER ADULTS ADVISORY BOARD**

**§ 161.01 - ESTABLISHMENT.**

Pursuant to its authority under the Charter of the City of Upper Arlington, Ohio, City Council hereby establishes the Older Adults Advisory Board.

**§ 161.02 - MEMBERSHIP AND TERMS.**

- (A) The Older Adults Advisory Board shall consist of nine (9) residents of the City appointed by the President of Council, subject to the approval of Council.
- (B) Board membership shall reflect a diverse representation of older adults, older adult service providers, and caregivers.
- (C) Appointments shall commence on the date approved by Council or such other date as Council may provide. Members shall serve four-year terms ending on the last day of June of the final year of the term. Notwithstanding the standard four-year term established herein, initial and subsequent appointments may be shortened or lengthened by Council to maintain staggered terms.
- (D) Absence from three (3) consecutive regular meetings shall vacate the member's position unless such absence is excused by a vote of the Board.
- (E) Vacancies occurring other than by expiration of term shall be filled by appointment of the President of Council, subject to Council approval, for the remainder of the unexpired term.

**§ 161.03 - ORGANIZATION AND PROCEDURES.**

- (A) The Board shall elect a Chair, who shall preside over meetings and act as

the parliamentarian and a Vice Chair, who shall assume the duties of the Chair in the Chair's absence.

- (B) The Board shall establish rules for the conduct of its business. Such rules shall not conflict with the City Charter, state law, or this Chapter and shall generally conform to Robert's Rules of Order. Rules may include provisions permitting attendance by videoconference, teleconference, or other electronic means in compliance with Ohio Revised Code Section 121.22 and applicable public records laws. All rules shall be submitted to the City Clerk and maintained on file.
- (C) The City Manager or designee shall serve as the staff liaison to the Board and may assign other employees to assist with duties such as recording of minutes, as authorized by Council.
- (D) Five (5) members shall constitute a quorum for the transaction of business. No action shall be taken without the concurrence of a majority of members present and voting; however, a minimum of five (5) affirmative votes is required for recommendations of the Board.

#### **§ 161.04 - POWERS AND DUTIES.**

- (A) The purpose of the Older Adults Advisory Board is to provide guidance regarding support services that assist older adults in aging within the Upper Arlington community.
- (B) The Board shall serve as ambassadors to the older adult community by sharing information about available resources, fostering connections, and supporting a coordinated approach to meeting the needs of older adults and their caregivers.
- (C) The Board shall work to enhance the vision of Upper Arlington as a community that actively welcomes and supports older adults by serving as a focus group for the City to provide input on existing and potential programs.
- (D) The Board may provide recommendations to Council, the City Manager, or City department directors.
- (E) The Board shall not serve as a policy-making entity, dispute resolution body, or ombudsman.
- (F) The Board shall function solely in an advisory capacity and shall have no independent authority to act without approval from City Council or the City Manager.

**SECTION 2.** This ordinance shall take effect 30 days after passage.



**Authors:** Suzanne Beach, Executive Assistant

**Council Meeting Date:** February 2, 2026

**Subject/Legislative Item:** Transfer of Liquor Permits from GITTAS Table, LLC to Buckeye SSC-UA LLC, Sunny Street Cafe

**Purpose:** Transfer of liquor permits from GITTAS Table, LLC to Buckeye SSC-UA LLC Sunny Street Cafe D1, D2 and D3

**Executive Summary:** The City Clerk has received notice from the Ohio Department of Liquor Control that an application for transfer of existing D1, D2 and D3 Liquor Permits from GITTAS Table, LLC to Buckeye SSC-UA LLC, Sunny Street Cafe, 4733 Reed Road, Upper Arlington, OH 43220. Within 30 days of the date listed on the notice, the City must provide a response that indicates whether the City objects and requests a hearing on the application, requests a one-time only 30-day extension for review, or that the City has no objection to the application.

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### **Purpose and Impact**

The City Clerk has received notice from the Ohio Department of Liquor Control that an application has been filed for transfer of existing D1, D2 and D3 liquor permits from GITTAS Table, LLC to Buckeye SSC-UA LLC, Sunny Street Cafe, 4733 Reed Road, Upper Arlington, OH 43220.

Description:

D1 - Beer only for on premises consumption or in original sealed containers for carry out only until 1:00am.

D2 - Wine and mixed beverages for on premises consumption or in original sealed containers for carryout only until 1:00am.

D3 - The sale of "spirituous liquor" only for on-site consumption and only until 1 am.

### **History**

The Ohio Department of Commerce, Division of Liquor Control, submits legislative notice of liquor permit applications. Within 30 days of the date listed on the notice, the City must provide a response that indicates whether the City objects and requests a hearing on the application, requests a one-time only 30-day extension for review, or that the City has no objection to the application.



**Alternatives**

If there is no objection, the City Clerk will send notice that no hearing is requested

**Attachments**

1.	Buckeye SSA-UA LLC
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UPPER ARLINGTON CITY COUNCIL
ATTN CLERK
3600 TREMONT RD
UPPER ARLINGTON OH 43221-1595

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form for permit 10011659-1, TFOL type, Buckeye SSC-UA LLC, Sunny Street Cafe, 4733 Reed Road, Upper Arlington OH 43220. Includes permit classes D-1, D-3, D-2 and tax district 25242.

FROM 12/31/2025

Form for permit 03204927-1, GITTAS TABLE LLC, 32457 LAKE RD, AVON LAKE OH 44012. Includes permit classes and tax district 47033.

MAILED 01/05/2026 RESPONSES MUST BE POSTMARKED NO LATER THAN 02/05/2026

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: FEB TFOL 10011659-1 (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 and Title section with checkboxes for Clerk of City Council and Township Fiscal Officer. Includes fields for (Printed Name), (Email Address), and (Telephone No.).



Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the “mailed” date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

**FAX:** (614) 644 – 3166

**EMAIL:** [Liquordocs@com.ohio.gov](mailto:Liquordocs@com.ohio.gov)

**MAIL:** Ohio Division of Liquor Control  
Attn: Licensing Unit  
6606 Tussing Road  
PO Box 4005  
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit [com.ohio.gov/liquorinfo](http://com.ohio.gov/liquorinfo). Select the “Search who has disclosed an ownership interest” tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp). Never miss out on when renewal objections are due! Sign-up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 2.12.25)



**Authors:** Suzanne Beach, Executive Assistant

**Council Meeting Date:** February 2, 2026

**Subject/Legislative Item:** Ohio Division of Liquor Control Notice to Legislative Authority: Request for New D5 Liquor Permit for WRWAWP LLC 1695 Old Henderson Road, Ste 101

**Purpose:** To review the liquor permit request for an application filed for new D5 Liquor Permit for, WRWAWP LLC.

**Executive Summary:** The City Clerk has received notice from the Ohio Department of Liquor Control that an application has been filed for new D5 Liquor Permit for, WRWAWP LLC 1695 Old Henderson Road, Ste 101, Upper Arlington, OH 43220. Within 30 days of the date listed on the notice, the City must provide a response that indicates whether the City objects and requests a hearing on the application, requests a one-time only 30-day extension for review, or that the City has no objection to the application.

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**Purpose and Impact**

The City Clerk has received notice from the Ohio Department of Liquor Control that an application has been filed for WRWAWP LLC (New Wave Hair Salon) 1695 Old Henderson Road, Ste 101, Upper Arlington, OH 43220.

**Description:**

D5 -Spirituous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers, until 2:30 am.

**History**

The Ohio Department of Commerce, Division of Liquor Control, submits legislative notice of liquor permit applications. Within 30 days of the date listed on the notice, the City must provide a response that indicates whether the City objects and requests a hearing on the application, requests a one-time only 30-day extension for review, or that the City has no objection to the application.

In November of 2025, City Council did not object their liquor permit request for the following:

- D1 - Beer only for on premises consumption or in original sealed containers for carry out only until 1:00am.



- D2 - Wine and mixed beverages for on premises consumption or in original sealed containers for carryout only until 1:00am.

### **Alternatives**

If there is no objection, the City Clerk will send notice that no hearing is requested.

### **Attachments**

1.	NEW WRWAWP LLC 1695 Henderson Rd. STE 101 Liquor Notice
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UPPER ARLINGTON CITY COUNCIL
ATTN CLERK
3600 TREMONT RD
UPPER ARLINGTON OH 43221-1595

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form with fields: PERMIT NUMBER (09794661-1), TYPE (NEW), WRWAWP LLC, 1695 OLD HENDERSON RD, STE 101, UPPER ARLINGTON OH 43220, FILING DATE: 12/10/2025, PERMIT CLASSES: D-5, Muni/Village/Twp: Upper Arlington, TAX DISTRICT (25242), RECEIPT NO (FEB)

FROM 12/29/2025

Form with fields: PERMIT NUMBER, TYPE, ISSUE DATE, FILING DATE, PERMIT CLASSES, TAX DISTRICT, RECEIPT NO

MAILED 12/29/2025 RESPONSES MUST BE POSTMARKED NO LATER THAN 01/29/2026

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: FEB NEW 09794661-1 (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 line with checkboxes for Title: Clerk of County Commissioner, Clerk of City Council, Township Fiscal Officer, and Date

Printed Name, Email Address, Telephone No. lines



Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the “mailed” date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

**FAX:** (614) 644 – 3166  
**EMAIL:** [Liquordocs@com.ohio.gov](mailto:Liquordocs@com.ohio.gov)  
**MAIL:** Ohio Division of Liquor Control  
 Attn: Licensing Unit  
 6606 Tussing Road  
 PO Box 4005  
 Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit [com.ohio.gov/liquorinfo](http://com.ohio.gov/liquorinfo). Select the “Search who has disclosed an ownership interest” tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp). Never miss out on when renewal objections are due! Sign-up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Thank you in advance for your cooperation,  
Division Licensing Section  
(rev. 2.12.25)