

**GRANVILLE VILLAGE COUNCIL  
TENATIVE AGENDA  
DECEMBER 16, 2020**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. PUBLIC HEARING

**MEETING DIAL-IN INFORMATION**

DIAL: 646-749-3122

ACCESS CODE: 340-533-685

- A. **ORDINANCE NO. 24-2020** AN ORDINANCE TO ESTABLISH CHAPTER 1182 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF GRANVILLE, OHIO, REGARDING SHORT-TERM RENTAL OPERATIONS
  - B. **ORDINANCE NO. 28-2020** AN ORDINANCE TO ACCEPT CERTAIN INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THE MIDDLETON SENIOR LIVING COMMUNITY FOR PUBLIC MAINTENANCE AND OPERATION BY THE VILLAGE OF GRANVILLE
- 7. OLD BUSINESS**
- A. **ORDINANCE NO. 24-2020** AN ORDINANCE TO ESTABLISH CHAPTER 1182 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF GRANVILLE, OHIO, REGARDING SHORT-TERM RENTAL OPERATIONS
  - B. **ORDINANCE NO. 28-2020** AN ORDINANCE TO ACCEPT CERTAIN INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THE MIDDLETON SENIOR LIVING COMMUNITY FOR PUBLIC MAINTENANCE AND OPERATION BY THE VILLAGE OF GRANVILLE
- 8. NEW BUSINESS**
- A. **ORDINANCE NO. 29-2020** AN ORDINANCE TO REVISE THE CODIFIED ORDINANCES BY ADOPTING CURRENT REPLACEMENT PAGES



E.	January 11	Arts Commission	7:00 P.M.
F.	January 12	Tree & Landscape Commission	7:00 P.M.
G.	January 14	BZBA	6:30 P.M.
H.	January 21	Granville Recreation District	6:00 P.M.
I.	January 25	Planning Commission Meeting	6:00 P.M.
J.	January 28	Bryn Du Commission	7:00 P.M.

**16. ADJOURNMENT**



To: Village Council  
From: Herb Koehler  
Date: December 11, 2020  
Re: Council Meeting Agenda Items – December 16, 2020

Providing background and Staff recommendations on agenda items for the December 16, 2020 Council Meeting as follows:

**Ordinance No. 24-2020.** This Ordinance includes a number of edits based on the last two Council Meetings, separate input from Councilmembers, and resident feedback. The Law Director has sent some explanation separately to Council as background on the new version. **Staff understands that the public hearing and ensuing discussion may warrant further revision of the ordinance and/or tabling of this item to allow staff to make adjustments.**

**Ordinance No. 28-2020.** This is an ordinance to accept the infrastructure improvements at the Middleton Senior Living Community. The Middleton Senior Living sanitary sewer line extension, waterline extension and pedestrian pathway extension have been installed to the satisfaction of the Village Engineer. The acceptance and confirmation of the infrastructure requirements for the installation of a sanitary sewer line, waterline and pedestrian pathway are consistent with the public interest of the Village of Granville. **Once all supporting documents are secured, Staff recommends approval.**

**Ordinance No. 29-3030.** This ordinance authorizes the update of the Village of Granville's codified ordinances. **This is a housekeeping item, Staff recommends approval.**

**Ordinance No. 30-2020.** This is an additional appropriation ordinance to add \$220,436 to the Ohio Water Development Authority Loan (OWDA) Fund, and to add \$33,527.75 to the Capital Project OWDA Fund. An explanation of these appropriations is below. **Staff recommends setting the public hearing for January 6, 2021.**

**D02-7-A-260 – Ohio Water Development Authority Loan Fund** – Several years ago, former Village Manager Steve Pyles applied for a loan through the Ohio Water Development Authority (OWDA) for various improvements at the water plant. Because of staff turnover, this loan process was delayed. In June of this year, the Village was awarded a \$220,436 loan for design of water treatment

plant improvements and a storage tank. A second loan was to be issued for the construction phase of the project and the two loans would then be combined into one. Staff had initially thought that second loan for the construction phase of the project would be approved yet this year; therefore, we were waiting on amending the budget so that we could account for both loans in one budget amendment.

Because of various scheduling concerns, the water tank project was delayed until next year and the Village held off receiving the loan funds for the construction portion of the loan. Because the design loan was approved this year, the village's budget must reflect the incoming loan revenue of \$220,436 and the repayment of the \$220,436. While we are not actually paying off the loan, the State of Ohio requires us to account for the revenue and payment upon receipt on the loan. **Staff is asking for an appropriation of \$220,436 to properly account for this design loan.**

**D01-7-A-270 & D01-7-A-250 – Capital Project OWDA Fund** – As mentioned above, the Village was awarded a loan from the Ohio Water Development Authority for the design of water treatment plant improvements and a storage tank. The OWDA charged a service fee on the loan in the amount of \$2,936.00. In addition, V-3 Companies (formally Bird & Bull), has invoiced the village \$30,591.75 for engineering services related to this project which has been paid from the Water Fund. While this amount has already been paid from the Water Fund, it can be reimbursed through the loan fund. **Staff is asking for an appropriation of \$33,527.75 to account for the \$2,936 service fee from OWDA and to reimburse the Water Fund \$30,591.75 for payments made to V-3 Companies.**

**Resolution No. 2020-44.** This resolution authorizes the Village Manager to enter into contract with the Bryn Du Commission. **This is a housekeeping item, Staff recommends approval.**

**Staff does not anticipate the need for an Executive Session.**

**BY:**

**ORDINANCE NO. 24-2020**

**AN ORDINANCE TO ESTABLISH CHAPTER 1182 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF GRANVILLE, OHIO, REGARDING SHORT-TERM RENTAL OPERATIONS**

**WHEREAS**, the Council of the Village of Granville, Ohio, has determined that a short-term rental operations ordinance should be established for the Village of Granville as part of the Planning and Zoning Code; and

**WHEREAS**, the maintenance of Granville's existing residential neighborhoods is essential to its continued vitality and economic strength; and

**WHEREAS**, special regulation of these uses is necessary to ensure that they will be compatible with surrounding uses and will not act to harm and alter the neighborhoods in which they are located; and

**WHEREAS**, the chapter is necessary to prevent unreasonable burdens on services and unreasonable impacts on residential neighborhoods posed by short-term rental operations; and

**WHEREAS**, it is the intent of this chapter to benefit the general public by minimizing adverse impacts of short-term rental operations on the local housing supply at all income levels, and to minimize adverse impacts of the transient and semi-commercial character of short-term rental operations on adjacent residential uses.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Granville, Licking County, Ohio that:

**Section I.** The Granville Village Council does hereby establish a short-term rental operations ordinance as part of the Codified Ordinances of the Village of Granville as Chapter 1182.

**Section II.** The purpose of Chapter 1182 is to prevent unreasonable burdens on services and unreasonable impacts on residential neighborhoods posed by short-term rental operations; to ensure that they will be compatible with surrounding uses and will not act to harm and alter the neighborhoods in which they are located; to benefit the general public by minimizing adverse impacts of short-term rental operations on the local housing supply at all income levels; and to minimize adverse impacts of the transient and semi-commercial character of short-term rental operations on adjacent residential uses.

**Section III.** Chapter 1182 "Short-Term Rental Operations" is adopted as attached hereto and incorporated herein as Exhibit A.

**Section IV.** This Ordinance shall take effect and be in force from and after the earliest date permitted by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Melissa Hartfield, Mayor

ATTEST:

\_\_\_\_\_  
Autumn Klein, Clerk of Council

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael King, Law Director

**CHAPTER 1182**  
**SHORT-TERM RENTAL OPERATIONS**

**1182.01 PURPOSE**

This chapter regulates the operation of short-term rental properties in the Village of Granville. The provisions of this chapter are necessary to prevent unreasonable burdens on services and unreasonable impacts on residential neighborhoods posed by short-term rental operations. Special regulation of these uses is necessary to ensure that they will be compatible with surrounding uses and will not act to harm and alter the neighborhoods in which they are located. Maintenance of Granville's existing residential neighborhoods is essential to its continued vitality and economic strength. It is the intent of this chapter to benefit the general public by minimizing adverse impacts of short-term rental operations on the local housing supply at all income levels, and to minimize adverse impacts of the transient and semi-commercial character of short-term rental operations on adjacent residential uses.

**1182.02 DEFINITIONS**

The following words and phrases, when used in this article, shall have the meaning ascribed to them by this section:

- (a) "Booking Service" means any mechanism for a reservation and/or payment service provided by a hosting platform that facilitates a short-term rental transaction between a short term rental host and a prospective short-term rental guest, and for which the hosting platform collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the short-term rental transaction.
- (b) "Calls for Service Ratio" means the number of calls for service divided by the number of sleeping rooms in service at the short-term rental.
- (c) "Calls for Service" means any and all calls, including but not limited to those to law enforcement and/or the fire department, when those calls:
  - (1) result in a representative being dispatched or directed to the short-term rental;
  - (2) allege evidence of criminal activity;
  - (3) result in an arrest, charge or citation; or
  - (4) find an imminent threat to the health, safety or welfare of person(s) or property.
- (d) "Director" means the director of the Village of Granville Planning Department, or his or her authorized designee.



- (e) "Dwelling" means any building, structure, or unit, on the same tax parcel, or sharing the same mailing address, which is occupied or intended for occupancy in whole or in part as a home, residence or sleeping place for one (1) or more persons.
- (f) "Employee" means any person who earns qualifying wages, commissions or other type of compensation from the owner or operator of a short-term rental property in connection with its operation or maintenance.
- (g) "Guestroom" means a room offered to the public for a fee that contains, at a minimum, provisions for sleeping and access to a full bath.
- (h) "Hosting Platform" means a person or entity that participates in the short-term rental business by providing and collecting or receiving a fee for booking services through which a short-term rental host may offer a short-term rental to a short-term rental guest. Hosting platforms usually, though not necessarily, provide booking services through an online platform that allows a short-term rental host to advertise the short-term rental through a website provided by the hosting platform and the hosting platform conducts a transaction by which potential short-term rental guest reserves a guestroom(s) and arranges or makes payment, whether the short-term rental guest pays rent directly to the short-term rental host or to the hosting platform.
- (i) "Interception device" as used in this chapter refers to the definition found in Chapter 2933.51(D) of Revised Code.
- (j) "Manager" means the general manager, shift manager, or any person in any supervisory position regarding the operation of a short-term rental property.
- (k) "Operator" means any person or entity that operates a short-term rental in a capacity to facilitate the offering of guestrooms to guests.
- (l) "Owner" means a corporation, firm, partnership, association, organization and any other group acting as a unit, or a person who has legal title to any structure or premises with or without accompanying actual possession thereof, and shall include the duly authorized agent or attorney, a purchaser, devisee, fiduciary and any person having a vested or contingent interest in the premises.
- (m) "Permanent Occupant" means a person who resides in a dwelling more than 51% of the time during a calendar year, and the dwelling in which a person so resides shall be referred to as their primary residence.
- (n) "Primary Residence" means a dwelling which is the usual place of return for housing as documented by at least two of the following: motor vehicle registration, driver's license, tax documents, lease copy or a utility bill. An owner or permanent occupant can only have one primary residence.
- (o) "Short-Term Rental Guest" means a person renting temporary lodging from a short-term rental host, or through a hosting platform on behalf of the short-term rental host, for a fee, for less than thirty (30) consecutive days.

- (p) "Short-Term Rental Host" means the owner, [property manager](#) or permanent occupant of a short-term rental who offers the short-term rental for temporary lodging, for a fee, for less than thirty (30) consecutive days.
- (q) "Short-Term Rental Operation" means the occupancy of any room or dwelling of any short-term rental.
- (r) "Short-Term Rental" means any dwelling or guestroom that is rented in whole or in part for less than thirty (30) consecutive days for temporary lodging ~~of by~~ persons other than the permanent occupant or owner, from which the permanent occupant or owner receives monetary compensation. A traditional bed and breakfast, which is permitted and regulated as a Home Occupation under Chapter 1181 of the Planning and Zoning Code, is not a short-term rental for purposes of this chapter. [A boarding house or lodging house, a rooming house, and a hotel, motel or apartment hotel, all of which are separately defined in Section 1135.01, are not short-term rentals for purposes of this chapter.](#)

All terminology used in this chapter and not specifically defined above, shall retain its meaning in conformance with the latest volume of Webster's Collegiate Dictionary.

### 1182.03 ZONING DISTRICTS; DENSITY; LIMITATIONS

Short-term rental operations shall be permitted only in the following Zoning Districts, and with the density and use limitations set forth below. No short-term rental operation shall be conducted in any accessory building.

#### (a) Village Business District

- (1) Short-term rental operation is a Conditional Use in the Village Business District, and subject to the provisions of Chapter 1145 of the Planning and Zoning Code in addition to the provisions of this chapter.
- (2) A short-term rental operation in the Village Business District shall not be configured so as to convert a conforming single-family or two-family dwelling into a non-conforming multi-family dwelling.
- (3) ~~The Subject to the grandfathering/phase-in provisions of this chapter, the~~ number of short-term rental properties in the Village Business District shall not exceed ten percent (10%) of the total number of properties on which a residential use lawfully exists in the Village Business District.

#### (b) Village Residential District

- (1) Short-term rental operation is a Conditional Use in the Village Residential District, and subject to the provisions of Chapter 1145 of the Planning and Zoning Code in addition to the provisions of this chapter.
- (2) ~~A~~ If a short-term rental property in the Village Residential District ~~must be is~~ the Primary Residence of the Owner or Permanent Occupant, ~~the dwelling may be used as a short-term rental not more than sixty (60) days per calendar year, Otherwise, the dwelling may be used as a short-term rental not more than thirty (30) days per calendar~~

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

year.

Formatted: Font: 12 pt

(3) A short-term rental operation in the Village Residential District shall not be configured so as to convert a conforming single-family dwelling into a non-conforming two-family or multi-family dwelling.

Formatted: Space After: 12 pt

(4) Subject to the grandfathering/phase-in provisions of this chapter, the number of short-term rental properties in the Village Residential District shall not exceed five percent (5%) of the total number of residential properties in the Village Residential District.

(c) Suburban Residential District

Formatted: Font: Not Bold

(1) Short-term rental operation is a Conditional Use in the Suburban Residential District, and subject to the provisions of Chapter 1145 of the Planning and Zoning Code in addition to the provisions of this chapter.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt, Underline

(2) If a short-term rental property in the Suburban Residential District is the Primary Residence of the Owner or Permanent Occupant, the dwelling may be used as a short-term rental not more than sixty (60) days per calendar year. Otherwise, the dwelling may be used as a short-term rental not more than thirty (30) days per calendar year.

Formatted: Line spacing: single

Formatted: Font: 12 pt, Underline

(3) A short-term rental operation in the Suburban Residential District shall not be configured so as to convert a conforming single-family dwelling into a non-conforming two-family or multi-family dwelling.

(4) Subject to the grandfathering/phase-in provisions of this chapter, the number of short-term rental properties in the Suburban Residential District shall not exceed five percent (5%) of the total number of residential properties in the Suburban Residential District.

Formatted: List Paragraph, Indent: Left: 0.5", Space Before: 6 pt, After: 12 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

(d) Planned Development Districts

Formatted: Space After: 6 pt

(1) Short-term rental operation is a Conditional Use in the Planned Unit District and the Planned Commercial District, and subject to the provisions of Chapter 1145 of the Planning and Zoning Code in addition to the provisions of this chapter.

Formatted: Space Before: 6 pt, Line spacing: single

(2) If a short-term rental property in the Planned Unit District is the Primary Residence of the Owner or Permanent Occupant, the dwelling may be used as a short-term rental not more than sixty (60) days per calendar year. Otherwise, the dwelling may be used as a short-term rental not more than thirty (30) days per calendar year.

Formatted: Font: 12 pt, Underline

(3) A short-term rental operation in the Planned Unit District shall not be configured so as to convert a conforming single-family dwelling into a non-conforming two-family or multi-family dwelling.

(4) Subject to the grandfathering/phase-in provisions of this chapter, the number of short-term rental properties in the Planned Unit District shall not exceed five percent (5%) of the total number of residential properties in the Planned Unit District, and the number of short-term rental properties in the Planned Commercial District shall not exceed ten percent (10%) of the total number of residential properties in the Planned Commercial District.

Formatted: List Paragraph, Indent: Left: 0.5", Space After: 6 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: Not Bold

#### **1182.04 PERMIT REQUIRED**

- (a) No short-term rental host shall engage in, conduct, or carry on, or permit to be engaged in, conducted or carried on, in or upon any premises in the Village of Granville, a short-term rental operation without obtaining a valid permit in accordance with this chapter. It shall be prima facie evidence of a short-term rental operation if a short-term rental is offered on a hosting platform, or if a short-term rental-guest is found to be occupying or using a short-term rental.
- (b) An application for a new permit may be submitted at any time to the Director. If the application is approved and a valid permit is issued, the permit shall take effect on the day of issuance, and shall expire ~~one~~two calendar years from the day of issuance. If a valid permit is issued in conjunction with and contingent upon an explicit and consensual term lease agreement, as contemplated in Section 1182.08, the permit shall take effect on the day of issuance and shall expire upon the last day of the applicant's leasehold term or at the end of ~~one~~two calendar years from the day of issuance, whichever occurs first.

#### **1182.05 OCCUPANCY**

In approving any permit application, the Director shall specify the maximum number of occupants allowed in each short-term rental. The maximum number of occupants in a short-term rental shall not exceed the lesser of:

- (a) Three persons per off-street parking space; or
- (b) Two persons, plus two persons per sleeping room.

#### **1182.06 PARKING**

In the Village Residential District, Suburban Residential District and Planned Unit District, all off-street parking required for a short-term rental shall be located on the same lot (e.g., in the garage or driveway) as the short-term rental. In the Village Business District and Planned Commercial District, all off-street parking required for a short-term rental shall be located on the same lot (e.g., in the garage, driveway or parking lot) as the short-term rental, or parking may be leased in accordance with Section 1183.04(e) of the Planning and Zoning Code.

#### **1182.07 LOCAL CONTACT PERSON/PROPERTY MANAGER**

- (a) A designated property manager, who may be the owner of the short-term rental property or the owner's agent, shall reside in Licking County, Ohio or a contiguous county.
- (b) The property manager shall be available 24 hours per day to ensure that the property is maintained and operated as required by this chapter and the Granville Codified Ordinances, including but not limited to:
  - (1) Ensuring that the number of occupants does not exceed the limitations of Section 1182.04.
  - (2) Responding to incidents of disorderly conduct, disturbing the peace, littering, vandalism or other occurrences that affect the health, safety and welfare of nearby residents.

**1182.08 APPLICATION FOR PERMIT**

(a) Application for a new short-term rental permit, and/or for renewal of a valid permit, shall be made to the Director, on approved forms. The Director shall establish associated permit fees and costs, with approval of the Village Manager.

(b) The application for a permit to operate a short-term rental shall contain the following information:

(1) Name of the applicant, including mailing address, telephone number, and email address. If the applicant is a corporation, firm, partnership, association, organization or other group acting as a unit, the applicant shall provide the name of the entity set forth exactly as shown on its articles of incorporation, mailing address, telephone number, and email address of an individual who is the statutory agent, president, or managing individual, the state in which the company is incorporated or registered, and the entity or corporation number;

~~For properties in the Village Residential District, the short-term rental host shall provide sufficient information to demonstrate compliance with the primary residency requirement as outlined in Section 1182.02(n).~~

(2) Description of the short-term rental, including property address.

(3) The legal owner or owners of the property, including mailing address, telephone number, and email address. If the property owner is a corporation, firm, partnership, association, organization or other group acting as a unit, the applicant shall provide the name of the entity set forth exactly as shown on its articles of incorporation as well as the mailing address, telephone number, and email address of an individual who is the statutory agent, president, or a managing individual, the state in which the company is incorporated or registered, and the entity or corporation registration number.

(4) If an owner of the property has executed a land contract, lease agreement, management agreement, or any other agreement separating the owner from control over the property and/or the short-term rental, the applicant shall include a copy of said agreement along with the application. In order to receive a permit, such documentation must explicitly provide consent for short-term rental operations. The absence of such a clause, or the express prohibition of short-term rental operations, shall be grounds for a denial of a permit.

(5) The descriptions and addresses of any other short-term rentals located in Village of Granville that the applicant or property owner has any interest in, including, but not limited to, ownership, licensure, or management.

(6) Name of the short-term rental host, including mailing address, telephone number, and email address.

(7) The number of separately rentable units, and the number of sleeping rooms in each unit in service in the short-term rental property.

(8) The names of all hosting platforms on which the applicant has successfully been registered to list a short-term rental, documentation confirming hosting platform registration(s), and proof of general liability insurance for the short-term rental as required by Section 1182.09.

(9) Affirmation that the short-term rental host and short-term rental are in compliance with all applicable local, state, and federal laws and regulations.

(10) At the time of application or renewal, all of the following persons are required to provide the results of a fingerprint-based background check performed by a provider approved by the Ohio Bureau of Criminal Investigation: the applicant, the 24-hour emergency contact for the property as required by this chapter, and if applicable, the property manager. If the applicant is a domestic business organization other than a general partnership, then the applicant must provide a copy of the organization's articles of incorporation, articles of organization, statement of partnership authority, certificate of limited partnership, or statement of domestic qualification filed with the Ohio Secretary of State. If the applicant is a foreign business organization other than a foreign general partnership, then the applicant must provide a copy of the foreign business organization's license, registration, or qualification filed with the Ohio Secretary of State authorizing it to do business in Ohio. For all business organization applicants, an individual who is either the statutory agent, a partner, the president, or in the case of an LLC, a managing individual who is also a member, must submit to and provide the results of a BCI background check.

(c) The applicant must notify the Director of any change in information contained in the permit application within ten (10) days of the change.

(d) The Director shall serve written notice of any new or renewal application on all adjacent property owners of record not less than ten (10) business days prior to approving the application. In the event that a party with standing under applicable Ohio law objects to a new or renewal application in writing, the Director shall consider the merits of the application and the objection and either approve or deny the application in accordance with this Chapter. Any denial of an application shall state the reason(s) for the denial in writing. The Director shall serve written notice of the decision to approve or deny an application on the applicant and on any party who objected to the application in writing.

(e) Any change in ownership of the property, the dwelling or the business, change in operator, or change in name-identity of the short-term rental host shall void the current permit and shall require submission of a new application and the issuance of a new valid permit.

(f) If approved, a short-term rental shall be assigned an individual permit account number that the short-term rental host shall list with the short-term rental on any hosting platform. Only a valid permit shall be listed on a hosting platform. Upon a valid permit's expiration or revocation, a short-term rental host shall immediately remove the short-term rental from being listed on any hosting platform and shall not engage in any short-term rental operations. Those found to be

operating with an expired or revoked permit are in violation of Section 1182.04 and are subject to the penalties as provided for in Section 1182.99.

**1182.09 SHORT-TERM RENTAL HOSTS AND HOSTING PLATFORMS: REQUIREMENTS**

(a) The short-term rental host shall provide to the Director one form of proof of identity and, as applicable, two pieces of evidence that the dwelling is the host's primary residence or two pieces of evidence the host is the owner of the dwelling.

(b) One short-term rental permit shall be required for each short-term rental ~~unit~~dwelling.

(c) If a short-term rental host is not the property owner or owner's agent, but a permanent occupant of the dwelling, the host shall provide written permission from the property owner to register the dwelling on any hosting platform for use as a short-term rental.

(d) Short-term rental hosts shall provide written notice to the short-term rental guest(s) of any known, non-obvious, or concealed condition, whether man-made or artificial, which may present a danger to the short-term rental guest(s), together with a local 24-hour emergency contact for the property.

(e) Short-term rental hosts must comply with Section 2933.52 of the Revised Code. Such compliance shall also include known, non-obvious or concealed surveillance equipment, including, but not limited to, digital video cameras/recorders/monitors, streaming video security cameras, audio recorders/monitors, or any other electronic means of secretly watching, listening, or recording. In the event a short-term rental host utilizes an indoor and/or outdoor interception device(s), or any specific or similar aforementioned device, the short-term rental host shall notify the short-term rental guest. In the event the short-term rental guest does not consent to the short-term rental host utilizing an indoor interception device(s), or any specific or similar aforementioned device for the duration of the short-term rental period, the short-term rental host shall deactivate the indoor interception device(s) and shall not intercept, listen, monitor, record, or like thereof, any activity inside the dwelling.

(f) Short-term rental hosts shall comply with all applicable hotel/motel/short-term rental excise tax requirements.

(g) Rentals for thirty (30) or more consecutive days by the same guest(s) are not subject to short-term rental regulations or excise taxes.

(h) All short-term rental hosts shall obtain liability insurance for each short-term rental. Each short-term rental shall at all times maintain the following insurance coverage meeting all of the following requirements:

- (1) A general liability insurance policy or certificate that shall provide the minimum coverage;

A. Not less than one hundred thousand dollars (\$100,000) per individual and three hundred thousand dollars (\$300,000) per occurrence. Such policy or certificate must be issued by an insurance company that is admitted to do business in the state of Ohio or by an eligible surplus lines company or risk retention group.

B. The policy or certificate shall provide notice of cancellation of insurance to the Director at least ten (10) days prior to cancellation.

C. Any cancellation of insurance required by this section shall result in an automatic revocation of the respective short-term rental permit.

(2) In the event that a hosting platform provides liability insurance to a host, such insurance would be deemed acceptable for submission provided the insurance meets the requirements of paragraph (1)(a) above.

(i) No short-term rental host shall engage in a short-term rental operation located within the Village of Granville without listing the valid short-term rental permit number associated with the short-term rental on any medium used by the short-term rental host to advertise the short-term rental.

(j) No hosting platform shall provide, and collect a fee for, booking services in connection with any short-term rental operation located within the Village of Granville unless the short-term rental host has provided to the hosting platform a valid short-term rental permit number associated with the short-term rental being rented.

(k) Records required.

(1) Short-term rental hosts who engage in short-term rentals and hosting platforms that engage in booking services shall maintain and provide records documenting the following information:

(A) The short-term rental physical address;

(B) The name of the person who registered the short-term rental on the hosting platform or who listed the short-term rental using any medium; and

(C) The dates and duration of stay in a short-term rental, the number of persons who were scheduled to stay each night, and the daily rate charged for each short-term rental.

(2) Hosting platforms and short-term rental hosts shall retain records for a period of at least four (4) years.

(3) In order to determine whether a short-term rental host or hosting platform is in compliance with the requirements of this chapter, the Director may request that any records required to be kept by this section be provided for inspection. If such request is



denied, the Director may seek an administrative search warrant from a court of competent jurisdiction authorizing said inspection.

(l) Nothing in this section shall be construed as permitting any person to obtain a permit or offer a short-term rental, where prohibited by any other provision of law.

#### **1182.10      GROUNDS FOR DENIAL OR NON-RENEWAL OF PERMIT**

(a) The Director shall issue a new permit, or grant the renewal of an existing permit, except as provided in divisions (b) or (c) of this section.

(b) The Director shall deny any application for a new permit, or renewal of permit, if any of the following are shown to have occurred at or in connection with the short-term rental property:

(1) The applicant makes a material misrepresentation of fact on the application.

(2) The applicant or any owner of the short-term rental has been convicted of violating Section 1182.04(a).

(3) Any owner, applicant, operator, or manager of the short-term rental has been convicted of the act of prostitution or soliciting for prostitution, or human trafficking, or an act that would constitute a ~~violation of the Ohio Revised Code Chapters 2925 or 3749~~ felony drug abuse offense as defined in Ohio Revised Code Chapter 2925, on the premises of the short-term rental or any other short-term rental in which that individual has any interest, including, but not limited to, ownership, licensure, or management.

(4) The property on which the short-term rental is located, or the short-term rental host is not in good standing with the Village of Granville Income Tax Division.

(c) The Director may deny any application for a new permit, or renewal of permit, if any of the following are shown by a preponderance of the evidence to have occurred at or in connection with the short-term rental property:

(1) The short-term rental has outstanding orders from the Granville Township Fire Department, the Village of Granville Planning Department or the Licking County Building Department that have not been corrected.

(2) A pattern of felony drug related activity.

(3) A pattern of prostitution related activity or evidence of human trafficking.

(4) A pattern of gang related activity as defined in Ohio Revised Code Section 2923.41 .

(5) Calls for service ratio greater than 1:2 during a consecutive twelve-month period where at least one of the twelve months occurs within the calendar year in which an objection to the permit is lodged.

(6) A documented history of repeated offenses of violence as defined in Ohio Revised Code Section 2901.01.

(7) The owner, applicant, operator, or manager, or short-term rental host has not made a good faith effort to correct violations of Sections 1182.09 and 1182.10 of this chapter, or has obstructed or interfered with correction of the violations.

(8) The owner, applicant, operator, or manager or short-term rental host has engaged in the act of prostitution or soliciting for prostitution, or an act that would constitute a ~~violation of the Ohio Revised Code Chapters 2925 or 3719~~ felony drug abuse offense as defined in Ohio Revised Code Chapter 2925, on the premises of the short-term rental or any short-term rental in which that individual has any interest in, including, but not limited to, ownership, licensure, or management.

(9) The owner, applicant, operator or manager or short-term rental host maintains a nuisance or has a documented history of engaging in or allowing conduct or conditions that endanger the health, safety or welfare of neighboring residents.

(d) Evidence of unlawful conduct under divisions (b) and (c) of this section need only be that of de facto violation of law; evidence of conviction is not a prerequisite for denial except where specifically indicated.

#### **1182.11 OBJECTION, SUSPENSION AND REVOCATION; APPEAL**

(a) An adjacent property owner or a party with standing under applicable Ohio law may submit an objection to the Director regarding a new permit application, an existing permit or a renewal application, based on any activity set forth in Section 1182.10(b) or (c) that is shown to have occurred at or in connection with the short-term rental.

(b) At any time during the calendar year, the Director may suspend and/or revoke a short-term rental permit if it is determined that activity set forth in Section 1182.10(b) or (c) is shown to have occurred at or in connection with the short-term rental. In addition, suspension, revocation and/or other penalties may occur if a short-term rental unit is listed on a hosting platform without the required permit account number as required under Section 1182.08(e).

(c) Decisions of the Director may be appealed to the Board of Zoning and Building Appeals pursuant to Section 1139.04 of the Planning and Zoning Code.

#### **1182.12 PERMITS NON-TRANSFERABLE**

Short-term rental permits shall be granted solely to the Applicant and shall not be transferable to any other person or legal entity. The short-term rental permit shall include a non-transferability clause and the use shall be terminated automatically upon the sale or change of ownership of the property for which a permit has been issued.

#### **1182.13 RELATIONSHIP TO OTHER ORDINANCES**

Each short-term rental is subject to applicable hotel/motel/short-term rental excise tax and income tax ordinances, and shall comply with applicable building, electrical, plumbing, fire, health, planning and zoning code requirements as an express condition of the short-term rental permit.

**1182.14 DISCRIMINATION PROHIBITED**

(a) An owner, permanent occupant, short-term rental host, or operator shall not:

- (1) Decline a transient guest or short-term rental guest based on race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.
- (2) Impose any different terms or conditions based on race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.
- (3) Post any listing or make any statement that discourages or indicates a preference for or against any transient guest or short-term rental guest on account of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.

**1182.15 SEVERABILITY**

In the event any section or provision of this chapter shall be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of this chapter as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.

**1182.16 GRANDFATHERING/PHASE-IN PERIOD**

Any short-term rental operation that was previously approved pursuant to any other provision of the Granville Planning and Zoning Code, including but not limited to those that were previously approved as a bed and breakfast, boarding house, hotel/motel/apartment hotel, lodging house, or rooming house, shall be administratively converted to a permitted short-term rental pursuant to this chapter, PROVIDED, that an application for such conversion that includes all of the information required by Section 1182.08(b) is received by the Director on or before December 31, 2021. Any conditional use permit that was issued in connection with the prior approval shall be deemed effective as to the short-term rental operation.

The limitations on the number of short-term rental operations in each respective zoning district shall not take effect until January 1, 2022. On and after that date, no new short-term rental permit shall be issued in excess of those limitations, and available permits shall be offered to qualifying applicants in the order that all required information and application fees were received by the Director.

Formatted: Font: Not Bold

**1182.99 PENALTY**

(a) Any short-term rental host who rents a short-term rental for a short-term rental operation in violation of Section 1182.09(i), or any hosting platform that provides a booking service for a short-term rental operation in violation of Section 1182.09(j), without correcting or remedying the violation in a reasonable and timely manner, shall be guilty of an unclassified misdemeanor and shall be fined not more than two hundred fifty dollars (\$250.00), in addition to any other remedies imposed by this chapter or provided by law. Each dwelling rented for a short-term rental operation in violation of these provisions shall constitute a separate offense.

(b) Any short-term rental host who rents a short-term rental for a short-term rental operation in violation of Section 1182.04(a), without correcting or remedying the violation in a reasonable and timely manner, shall be guilty of an unclassified misdemeanor and shall be fined not more than two hundred fifty dollars (\$250.00). Upon subsequent conviction, the offense shall be a misdemeanor of the third degree punishable by a fine of not more than five hundred dollars (\$500.00) or incarceration for not more than sixty (60) days, or both, in addition to any other remedies imposed by this chapter or provided by law. In addition, all gross revenue from short-term rental transactions that are unlawfully obtained in violation of Section 1182.04(a) shall be remitted to the Village of Granville, subject to local and state laws governing forfeiture.

**CHAPTER 1182**  
**SHORT-TERM RENTAL OPERATIONS**

**1182.01 PURPOSE**

This chapter regulates the operation of short-term rental properties in the Village of Granville. The provisions of this chapter are necessary to prevent unreasonable burdens on services and unreasonable impacts on residential neighborhoods posed by short-term rental operations. Special regulation of these uses is necessary to ensure that they will be compatible with surrounding uses and will not act to harm and alter the neighborhoods in which they are located. Maintenance of Granville's existing residential neighborhoods is essential to its continued vitality and economic strength. It is the intent of this chapter to benefit the general public by minimizing adverse impacts of short-term rental operations on the local housing supply at all income levels, and to minimize adverse impacts of the transient and semi-commercial character of short-term rental operations on adjacent residential uses.

**1182.02 DEFINITIONS**

The following words and phrases, when used in this article, shall have the meaning ascribed to them by this section:

- (a) "Booking Service" means any mechanism for a reservation and/or payment service provided by a hosting platform that facilitates a short-term rental transaction between a short term rental host and a prospective short-term rental guest, and for which the hosting platform collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the short-term rental transaction.
- (b) "Calls for Service Ratio" means the number of calls for service divided by the number of sleeping rooms in service at the short-term rental.
- (c) "Calls for Service" means any and all calls, including but not limited to those to law enforcement and/or the fire department, when those calls:
  - (1) result in a representative being dispatched or directed to the short-term rental;
  - (2) allege evidence of criminal activity;
  - (3) result in an arrest, charge or citation; or
  - (4) find an imminent threat to the health, safety or welfare of person(s) or property.
- (d) "Director" means the director of the Village of Granville Planning Department, or his or her authorized designee.

- (e) "Dwelling" means any building, structure, or unit, on the same tax parcel, or sharing the same mailing address, which is occupied or intended for occupancy in whole or in part as a home, residence or sleeping place for one (1) or more persons.
- (f) "Employee" means any person who earns qualifying wages, commissions or other type of compensation from the owner or operator of a short-term rental property in connection with its operation or maintenance.
- (g) "Guestroom" means a room offered to the public for a fee that contains, at a minimum, provisions for sleeping and access to a full bath.
- (h) "Hosting Platform" means a person or entity that participates in the short-term rental business by providing and collecting or receiving a fee for booking services through which a short-term rental host may offer a short-term rental to a short-term rental guest. Hosting platforms usually, though not necessarily, provide booking services through an online platform that allows a short-term rental host to advertise the short-term rental through a website provided by the hosting platform and the hosting platform conducts a transaction by which potential short-term rental guest reserves a guestroom(s) and arranges or makes payment, whether the short-term rental guest pays rent directly to the short-term rental host or to the hosting platform.
- (i) "Interception device" as used in this chapter refers to the definition found in Chapter 2933.51(D) of Revised Code.
- (j) "Manager" means the general manager, shift manager, or any person in any supervisory position regarding the operation of a short-term rental property.
- (k) "Operator" means any person or entity that operates a short-term rental in a capacity to facilitate the offering of guestrooms to guests.
- (l) "Owner" means a corporation, firm, partnership, association, organization and any other group acting as a unit, or a person who has legal title to any structure or premises with or without accompanying actual possession thereof, and shall include the duly authorized agent or attorney, a purchaser, devisee, fiduciary and any person having a vested or contingent interest in the premises.
- (m) "Permanent Occupant" means a person who resides in a dwelling more than 51% of the time during a calendar year, and the dwelling in which a person so resides shall be referred to as their primary residence.
- (n) "Primary Residence" means a dwelling which is the usual place of return for housing as documented by at least two of the following: motor vehicle registration, driver's license, tax documents, lease copy or a utility bill. An owner or permanent occupant can only have one primary residence.
- (o) "Short-Term Rental Guest" means a person renting temporary lodging from a short-term rental host, or through a hosting platform on behalf of the short-term rental host, for a fee, for less than thirty (30) consecutive days.

- (p) "Short-Term Rental Host" means the owner, property manager or permanent occupant of a short-term rental who offers the short-term rental for temporary lodging, for a fee, for less than thirty (30) consecutive days.
- (q) "Short-Term Rental Operation" means the occupancy of any room or dwelling of any short-term rental.
- (r) "Short-Term Rental" means any dwelling or guestroom that is rented in whole or in part for less than thirty (30) consecutive days for temporary lodging of by persons other than the permanent occupant or owner, from which the permanent occupant or owner receives monetary compensation. A traditional bed and breakfast, which is permitted and regulated as a Home Occupation under Chapter 1181 of the Planning and Zoning Code, is not a short-term rental for purposes of this chapter. A boarding house or lodging house, a rooming house, and a hotel, motel or apartment hotel, all of which are separately defined in Section 1135.01, are not short-term rentals for purposes of this chapter.

All terminology used in this chapter and not specifically defined above, shall retain its meaning in conformance with the latest volume of Webster's Collegiate Dictionary.

### 1182.03 ZONING DISTRICTS; DENSITY; LIMITATIONS

Short-term rental operations shall be permitted only in the following Zoning Districts, and with the density and use limitations set forth below.

No short-term rental operation shall be conducted in any accessory building.

(a) Village Business District

- (1) Short-term rental operation is a Conditional Use in the Village Business District, and subject to the provisions of Chapter 1145 of the Planning and Zoning Code in addition to the provisions of this chapter.
- (2) A short-term rental operation in the Village Business District shall not be configured so as to convert a conforming single-family or two-family dwelling into a non-conforming multi-family dwelling.
- (3) ~~The Subject to the grandfathering/phase-in provisions of this chapter,~~ the number of short-term rental properties in the Village Business District shall not exceed ten percent (10%) of the total number of properties on which a residential use lawfully exists in the Village Business District.

(b) Village Residential District

- (1) Short-term rental operation is a Conditional Use in the Village Residential District, and subject to the provisions of Chapter 1145 of the Planning and Zoning Code in addition to the provisions of this chapter.
- (2) A short-term rental property in the Village Residential District must be the Primary Residence of the Owner or Permanent Occupant, or on the same lot as, or on a lot adjacent to, the Primary Residence of the Owner or Permanent Occupant.

Formatted: Font: 12 pt, Highlight

Formatted: Font: 12 pt, Highlight

- (3) A short-term rental operation in the Village Residential District shall not be configured so as to convert a conforming single-family dwelling into a non-conforming two-family or multi-family dwelling.
- (4) Subject to the grandfathering/phase-in provisions of this chapter, the number of short-term rental properties in the Village Residential District shall not exceed five percent (5%) of the total number of residential properties in the Village Residential District.

Formatted: Space After: 12 pt

(c) Suburban Residential District

- (1) Short-term rental operation is a Conditional Use in the Suburban Residential District, and subject to the provisions of Chapter 1145 of the Planning and Zoning Code in addition to the provisions of this chapter.
- (2) **A short-term rental property in the Suburban Residential District must be the Primary Residence of the Owner or Permanent Occupant, or on the same lot as, or on a lot adjacent to, the Primary Residence of the Owner or Permanent Occupant.**
- (3) A short-term rental operation in the Suburban Residential District shall not be configured so as to convert a conforming single-family dwelling into a non-conforming two-family or multi-family dwelling.
- (4) Subject to the grandfathering/phase-in provisions of this chapter, the number of short-term rental properties in the Suburban Residential District shall not exceed five percent (5%) of the total number of residential properties in the Suburban Residential District.

Formatted: Font: Not Bold

Formatted: Font: 12 pt, Underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt, Highlight

Formatted: Line spacing: single

Formatted: Font: 12 pt, Highlight

Formatted: Font: 12 pt, Highlight

Formatted: Font: 12 pt, Underline

Formatted: List Paragraph, Indent: Left: 0.5", Space Before: 6 pt, After: 12 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

(d) Planned Development Districts

- (1) Short-term rental operation is a Conditional Use in the Planned Unit District and the Planned Commercial District, and subject to the provisions of Chapter 1145 of the Planning and Zoning Code in addition to the provisions of this chapter.
- (2) **A short-term rental property in the Planned Unit District must be the Primary Residence of the Owner or Permanent Occupant, or on the same lot as, or on a lot adjacent to, the Primary Residence of the Owner or Permanent Occupant.**
- (3) A short-term rental operation in the Planned Unit District shall not be configured so as to convert a conforming single-family dwelling into a non-conforming two-family or multi-family dwelling.
- (4) Subject to the grandfathering/phase-in provisions of this chapter, the number of short-term rental properties in the Planned Unit District shall not exceed five percent (5%) of the total number of residential properties in the Planned Unit District, and the number of short-term rental properties in the Planned Commercial District shall not exceed ten percent (10%) of the total number of residential properties in the Planned Commercial District.

Formatted: Space After: 6 pt

Formatted: Font: 12 pt, Highlight

Formatted: Space Before: 6 pt, Line spacing: single

Formatted: Font: 12 pt, Highlight

Formatted: Font: 12 pt, Highlight

Formatted: Font: 12 pt, Underline

Formatted: List Paragraph, Indent: Left: 0.5", Space After: 6 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: Not Bold

**1182.04 PERMIT REQUIRED**

- (a) No short-term rental host shall engage in, conduct, or carry on, or permit to be engaged in, conducted or carried on, in or upon any premises in the Village of Granville, a short-term



rental operation without obtaining a valid permit in accordance with this chapter. It shall be prima facie evidence of a short-term rental operation if a short-term rental is offered on a hosting platform, or if a short-term rental-guest is found to be occupying or using a short-term rental.

- (b) An application for a new permit may be submitted at any time to the Director. If the application is approved and a valid permit is issued, the permit shall take effect on the day of issuance, and shall expire ~~one~~two calendar years from the day of issuance. If a valid permit is issued in conjunction with and contingent upon an explicit and consensual term lease agreement, as contemplated in Section 1182.08, the permit shall take effect on the day of issuance and shall expire upon the last day of the applicant's leasehold term or at the end of ~~one~~two calendar years from the day of issuance, whichever occurs first.

#### **1182.05 OCCUPANCY**

In approving any permit application, the Director shall specify the maximum number of occupants allowed in each short-term rental. The maximum number of occupants in a short-term rental shall not exceed the lesser of:

- (a) Three persons per off-street parking space; or
- (b) Two persons, plus two persons per sleeping room.

#### **1182.06 PARKING**

In the Village Residential District, Suburban Residential District and Planned Unit District, all off-street parking required for a short-term rental shall be located on the same lot (e.g., in the garage or driveway) as the short-term rental. In the Village Business District and Planned Commercial District, all off-street parking required for a short-term rental shall be located on the same lot (e.g., in the garage, driveway or parking lot) as the short-term rental, or parking may be leased in accordance with Section 1183.04(e) of the Planning and Zoning Code.

#### **1182.07 LOCAL CONTACT PERSON/PROPERTY MANAGER**

- (a) A designated property manager, who may be the owner of the short-term rental property or the owner's agent, shall reside in Licking County, Ohio or a contiguous county.
- (b) The property manager shall be available 24 hours per day to ensure that the property is maintained and operated as required by this chapter and the Granville Codified Ordinances, including but not limited to:

- (1) Ensuring that the number of occupants does not exceed the limitations of Section 1182.04.
- (2) Responding to incidents of disorderly conduct, disturbing the peace, littering, vandalism or other occurrences that affect the health, safety and welfare of nearby residents.

#### **1182.08 APPLICATION FOR PERMIT**

- (a) Application for a new short-term rental permit, and/or for renewal of a valid permit, shall be made to the Director, on approved forms. The Director shall establish associated permit

fees and costs, with approval of the Village Manager.

(b) The application for a permit to operate a short-term rental shall contain the following information:

(1) Name of the applicant, including mailing address, telephone number, and email address. If the applicant is a corporation, firm, partnership, association, organization or other group acting as a unit, the applicant shall provide the name of the entity set forth exactly as shown on its articles of incorporation, mailing address, telephone number, and email address of an individual who is the statutory agent, president, or managing individual, the state in which the company is incorporated or registered, and the entity or corporation number;

For properties in the Village Residential District, the Suburban Residential District and the Planned Unit District, the short-term rental host shall provide sufficient information to demonstrate compliance with the primary residency requirement as outlined in Sections 1182.02 and 1182.03.

(2) Description of the short-term rental, including property address.

(3) The legal owner or owners of the property, including mailing address, telephone number, and email address. If the property owner is a corporation, firm, partnership, association, organization or other group acting as a unit, the applicant shall provide the name of the entity set forth exactly as shown on its articles of incorporation as well as the mailing address, telephone number, and email address of an individual who is the statutory agent, president, or a managing individual, the state in which the company is incorporated or registered, and the entity or corporation registration number.

(4) If an owner of the property has executed a land contract, lease agreement, management agreement, or any other agreement separating the owner from control over the property and/or the short-term rental, the applicant shall include a copy of said agreement along with the application. In order to receive a permit, such documentation must explicitly provide consent for short-term rental operations. The absence of such a clause, or the express prohibition of short-term rental operations, shall be grounds for a denial of a permit.

(5) The descriptions and addresses of any other short-term rentals located in Village of Granville that the applicant or property owner has any interest in, including, but not limited to, ownership, licensure, or management.

(6) Name of the short-term rental host, including mailing address, telephone number, and email address.

(7) The number of separately rentable units, and the number of sleeping rooms in each unit in service in the short-term rental property.

(8) The names of all hosting platforms on which the applicant has successfully been registered to list a short-term rental, documentation confirming hosting platform registration(s), and proof of general liability insurance for the short-term rental as required by Section 1182.09.

(9) Affirmation that the short-term rental host and short-term rental are in compliance with all applicable local, state, and federal laws and regulations.

(10) At the time of application or renewal, all of the following persons are required to provide the results of a fingerprint-based background check performed by a provider approved by the Ohio Bureau of Criminal Investigation: the applicant, the 24-hour emergency contact for the property as required by this chapter, and if applicable, the property manager. If the applicant is a domestic business organization other than a general partnership, then the applicant must provide a copy of the organization's articles of incorporation, articles of organization, statement of partnership authority, certificate of limited partnership, or statement of domestic qualification filed with the Ohio Secretary of State. If the applicant is a foreign business organization other than a foreign general partnership, then the applicant must provide a copy of the foreign business organization's license, registration, or qualification filed with the Ohio Secretary of State authorizing it to do business in Ohio. For all business organization applicants, an individual who is either the statutory agent, a partner, the president, or in the case of an LLC, a managing individual who is also a member, must submit to and provide the results of a BCI background check.

(c) The applicant must notify the Director of any change in information contained in the permit application within ten (10) days of the change.

(d) The Director shall serve written notice of any new or renewal application on all adjacent property owners of record not less than ten (10) business days prior to approving the application. In the event that a party with standing under applicable Ohio law objects to a new or renewal application in writing, the Director shall consider the merits of the application and the objection and either approve or deny the application in accordance with this Chapter. Any denial of an application shall state the reason(s) for the denial in writing. The Director shall serve written notice of the decision to approve or deny an application on the applicant and on any party who objected to the application in writing.

(e) Any change in ownership of the property, the dwelling or the business, change in operator, or change in name-identity of the short-term rental host shall void the current permit and shall require submission of a new application and the issuance of a new valid permit.

(f) If approved, a short-term rental shall be assigned an individual permit account number that the short-term rental host shall list with the short-term rental on any hosting platform. Only a valid permit shall be listed on a hosting platform. Upon a valid permit's expiration or revocation, a short-term rental host shall immediately remove the short-term rental from being listed on any hosting platform and shall not engage in any short-term rental operations. Those found to be

operating with an expired or revoked permit are in violation of Section 1182.04 and are subject to the penalties as provided for in Section 1182.99.

**1182.09 SHORT-TERM RENTAL HOSTS AND HOSTING PLATFORMS: REQUIREMENTS**

(a) The short-term rental host shall provide to the Director one form of proof of identity and, as applicable, two pieces of evidence that the dwelling is the host's primary residence or two pieces of evidence the host is the owner of the dwelling.

(b) One short-term rental permit shall be required for each short-term rental ~~unit~~dwelling.

(c) If a short-term rental host is not the property owner or owner's agent, but a permanent occupant of the dwelling, the host shall provide written permission from the property owner to register the dwelling on any hosting platform for use as a short-term rental.

(d) Short-term rental hosts shall provide written notice to the short-term rental guest(s) of any known, non-obvious, or concealed condition, whether man-made or artificial, which may present a danger to the short-term rental guest(s), together with a local 24-hour emergency contact for the property.

(e) Short-term rental hosts must comply with Section 2933.52 of the Revised Code. Such compliance shall also include known, non-obvious or concealed surveillance equipment, including, but not limited to, digital video cameras/recorders/monitors, streaming video security cameras, audio recorders/monitors, or any other electronic means of secretly watching, listening, or recording. In the event a short-term rental host utilizes an indoor and/or outdoor interception device(s), or any specific or similar aforementioned device, the short-term rental host shall notify the short-term rental guest. In the event the short-term rental guest does not consent to the short-term rental host utilizing an indoor interception device(s), or any specific or similar aforementioned device for the duration of the short-term rental period, the short-term rental host shall deactivate the indoor interception device(s) and shall not intercept, listen, monitor, record, or like thereof, any activity inside the dwelling.

(f) Short-term rental hosts shall comply with all applicable hotel/motel/short-term rental excise tax requirements.

(g) Rentals for thirty (30) or more consecutive days by the same guest(s) are not subject to short-term rental regulations or excise taxes.

(h) All short-term rental hosts shall obtain liability insurance for each short-term rental. Each short-term rental shall at all times maintain the following insurance coverage meeting all of the following requirements:

- (1) A general liability insurance policy or certificate that shall provide the minimum coverage;

A. Not less than one hundred thousand dollars (\$100,000) per individual and three hundred thousand dollars (\$300,000) per occurrence. Such policy or certificate must be issued by an insurance company that is admitted to do business in the state of Ohio or by an eligible surplus lines company or risk retention group.

B. The policy or certificate shall provide notice of cancellation of insurance to the Director at least ten (10) days prior to cancellation.

C. Any cancellation of insurance required by this section shall result in an automatic revocation of the respective short-term rental permit.

(2) In the event that a hosting platform provides liability insurance to a host, such insurance would be deemed acceptable for submission provided the insurance meets the requirements of paragraph (1)(a) above.

(i) No short-term rental host shall engage in a short-term rental operation located within the Village of Granville without listing the valid short-term rental permit number associated with the short-term rental on any medium used by the short-term rental host to advertise the short-term rental.

(j) No hosting platform shall provide, and collect a fee for, booking services in connection with any short-term rental operation located within the Village of Granville unless the short-term rental host has provided to the hosting platform a valid short-term rental permit number associated with the short-term rental being rented.

(k) Records required.

(1) Short-term rental hosts who engage in short-term rentals and hosting platforms that engage in booking services shall maintain and provide records documenting the following information:

(A) The short-term rental physical address;

(B) The name of the person who registered the short-term rental on the hosting platform or who listed the short-term rental using any medium; and

(C) The dates and duration of stay in a short-term rental, the number of persons who were scheduled to stay each night, and the daily rate charged for each short-term rental.

(2) Hosting platforms and short-term rental hosts shall retain records for a period of at least four (4) years.

(3) In order to determine whether a short-term rental host or hosting platform is in compliance with the requirements of this chapter, the Director may request that any records required to be kept by this section be provided for inspection. If such request is

denied, the Director may seek an administrative search warrant from a court of competent jurisdiction authorizing said inspection.

(l) Nothing in this section shall be construed as permitting any person to obtain a permit or offer a short-term rental, where prohibited by any other provision of law.

#### **1182.10      GROUNDS FOR DENIAL OR NON-RENEWAL OF PERMIT**

(a) The Director shall issue a new permit, or grant the renewal of an existing permit, except as provided in divisions (b) or (c) of this section.

(b) The Director shall deny any application for a new permit, or renewal of permit, if any of the following are shown to have occurred at or in connection with the short-term rental property:

(1) The applicant makes a material misrepresentation of fact on the application.

(2) The applicant or any owner of the short-term rental has been convicted of violating Section 1182.04(a).

(3) Any owner, applicant, operator, or manager of the short-term rental has been convicted of the act of prostitution or soliciting for prostitution, or human trafficking, or an act that would constitute a ~~violation of the Ohio Revised Code Chapters 2925 or 3749~~ felony drug abuse offense as defined in Ohio Revised Code Chapter 2925, on the premises of the short-term rental or any other short-term rental in which that individual has any interest, including, but not limited to, ownership, licensure, or management.

(4) The property on which the short-term rental is located, or the short-term rental host is not in good standing with the Village of Granville Income Tax Division.

(c) The Director may deny any application for a new permit, or renewal of permit, if any of the following are shown by a preponderance of the evidence to have occurred at or in connection with the short-term rental property:

(1) The short-term rental has outstanding orders from the Granville Township Fire Department, the Village of Granville Planning Department or the Licking County Building Department that have not been corrected.

(2) A pattern of felony drug related activity.

(3) A pattern of prostitution related activity or evidence of human trafficking.

(4) A pattern of gang related activity as defined in Ohio Revised Code Section 2923.41 .

(5) Calls for service ratio greater than 1:2 during a consecutive twelve-month period where at least one of the twelve months occurs within the calendar year in which an objection to the permit is lodged.

(6) A documented history of repeated offenses of violence as defined in Ohio Revised Code Section 2901.01.

(7) The owner, applicant, operator, or manager, or short-term rental host has not made a good faith effort to correct violations of Sections 1182.09 and 1182.10 of this chapter, or has obstructed or interfered with correction of the violations.

(8) The owner, applicant, operator, or manager or short-term rental host has engaged in the act of prostitution or soliciting for prostitution, or an act that would constitute a ~~violation of the Ohio Revised Code Chapters 2925 or 3719~~ felony drug abuse offense as defined in Ohio Revised Code Chapter 2925, on the premises of the short-term rental or any short-term rental in which that individual has any interest in, including, but not limited to, ownership, licensure, or management.

(9) The owner, applicant, operator or manager or short-term rental host maintains a nuisance or has a documented history of engaging in or allowing conduct or conditions that endanger the health, safety or welfare of neighboring residents.

(d) Evidence of unlawful conduct under divisions (b) and (c) of this section need only be that of de facto violation of law; evidence of conviction is not a prerequisite for denial except where specifically indicated.

#### **1182.11 OBJECTION, SUSPENSION AND REVOCATION; APPEAL**

(a) An adjacent property owner or a party with standing under applicable Ohio law may submit an objection to the Director regarding a new permit application, an existing permit or a renewal application, based on any activity set forth in Section 1182.10(b) or (c) that is shown to have occurred at or in connection with the short-term rental.

(b) At any time during the calendar year, the Director may suspend and/or revoke a short-term rental permit if it is determined that activity set forth in Section 1182.10(b) or (c) is shown to have occurred at or in connection with the short-term rental. In addition, suspension, revocation and/or other penalties may occur if a short-term rental unit is listed on a hosting platform without the required permit account number as required under Section 1182.08(e).

(c) Decisions of the Director may be appealed to the Board of Zoning and Building Appeals pursuant to Section 1139.04 of the Planning and Zoning Code.

#### **1182.12 PERMITS NON-TRANSFERABLE**

Short-term rental permits shall be granted solely to the Applicant and shall not be transferable to any other person or legal entity. The short-term rental permit shall include a non-transferability clause and the use shall be terminated automatically upon the sale or change of ownership of the property for which a permit has been issued.

#### **1182.13 RELATIONSHIP TO OTHER ORDINANCES**

Each short-term rental is subject to applicable hotel/motel/short-term rental excise tax and income tax ordinances, and shall comply with applicable building, electrical, plumbing, fire, health, planning and zoning code requirements as an express condition of the short-term rental permit.

**1182.14 DISCRIMINATION PROHIBITED**

(a) An owner, permanent occupant, short-term rental host, or operator shall not:

- (1) Decline a transient guest or short-term rental guest based on race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.
- (2) Impose any different terms or conditions based on race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.
- (3) Post any listing or make any statement that discourages or indicates a preference for or against any transient guest or short-term rental guest on account of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.

**1182.15 SEVERABILITY**

In the event any section or provision of this chapter shall be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of this chapter as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.

**1182.16 GRANDFATHERING/PHASE-IN PERIOD**

Any short-term rental operation that was previously approved pursuant to any other provision of the Granville Planning and Zoning Code, including but not limited to those that were previously approved as a bed and breakfast, boarding house, hotel/motel/apartment hotel, lodging house, or rooming house, shall be administratively converted to a permitted short-term rental pursuant to this chapter, PROVIDED, that an application for such conversion that includes all of the information required by Section 1182.08(b) is received by the Director on or before December 31, 2021. Any conditional use permit that was issued in connection with the prior approval shall be deemed effective as to the short-term rental operation.

The limitations on the number of short-term rental operations in each respective zoning district shall not take effect until January 1, 2022. On and after that date, no new short-term rental permit shall be issued in excess of those limitations, and available permits shall be offered to qualifying applicants in the order that all required information and application fees were received by the Director.

Formatted: Font: Not Bold



**1182.99 PENALTY**

(a) Any short-term rental host who rents a short-term rental for a short-term rental operation in violation of Section 1182.09(i), or any hosting platform that provides a booking service for a short-term rental operation in violation of Section 1182.09(j), without correcting or remedying the violation in a reasonable and timely manner, shall be guilty of an unclassified misdemeanor and shall be fined not more than two hundred fifty dollars (\$250.00), in addition to any other remedies imposed by this chapter or provided by law. Each dwelling rented for a short-term rental operation in violation of these provisions shall constitute a separate offense.

(b) Any short-term rental host who rents a short-term rental for a short-term rental operation in violation of Section 1182.04(a), without correcting or remedying the violation in a reasonable and timely manner, shall be guilty of an unclassified misdemeanor and shall be fined not more than two hundred fifty dollars (\$250.00). Upon subsequent conviction, the offense shall be a misdemeanor of the third degree punishable by a fine of not more than five hundred dollars (\$500.00) or incarceration for not more than sixty (60) days, or both, in addition to any other remedies imposed by this chapter or provided by law. In addition, all gross revenue from short-term rental transactions that are unlawfully obtained in violation of Section 1182.04(a) shall be remitted to the Village of Granville, subject to local and state laws governing forfeiture.

**BY:**

**ORDINANCE NO. 2020-28**

**AN ORDINANCE TO ACCEPT CERTAIN INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THE MIDDLETON SENIOR LIVING COMMUNITY FOR PUBLIC MAINTENANCE AND OPERATION BY THE VILLAGE OF GRANVILLE**

WHEREAS, Section 723.03 of the Ohio Revised Code and Section 1121.02 of the Granville Subdivision Regulations authorizes the Village Council to accept improvements for public maintenance and operation upon final inspection and approval by the Village of Granville; and

WHEREAS, the Middleton Senior Living sanitary sewer line extension, water line extension and pedestrian pathway extension, located in Granville, as shown in the location maps (Exhibit A), have been installed by Middleton and its contractor to the satisfaction of the Village Engineer, as demonstrated in the Engineer's Certification (Exhibit B) and a satisfactory Agreement for conveyance of the improvements is in place (Exhibit C); and

WHEREAS, the acceptance and confirmation of the infrastructure requirements for the installation of a sanitary sewer line, water line and pedestrian pathway are consistent with the public interest of the Village of Granville.

NOW THEREFORE BE IT ORDAINED by the Council of Granville, Ohio that:

Section 1: That the sanitary sewer line, water line and pedestrian pathway improvements to the Middleton Senior Living community, and as shown in Exhibit "A," are formally accepted and confirmed for public maintenance and operation, all without prejudice to any rights of the Village to look to the contractor thereof for correction of defects therein, now known or later discovered.

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

Passed this 2<sup>nd</sup> day of December, 2020.

\_\_\_\_\_  
Mayor Melissa Hartfield

ATTEST:

\_\_\_\_\_  
Autumn Klein, Clerk of Council

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael King, Law Director

**BY:**

**ORDINANCE NO. 29-2020**

**AN ORDINANCE TO REVISE THE CODIFIED ORDINANCES BY  
ADOPTING CURRENT REPLACEMENT PAGES**

**WHEREAS**, certain provisions within the Codified Ordinances should be amended to conform with current State Law as required by the Ohio Constitution; and

**WHEREAS**, various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances; and

**WHEREAS**, Council has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision which is before Council;

**NOW THEREFORE**, be it ordained by the Council of the Village of Granville, State of Ohio that:

**Section I:** The ordinances of Granville, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2020 Replacement Pages to the Codified Ordinances are hereby approved and adopted.

**Section II:** The following sections and chapters are hereby added, amended or repealed as respectively indicated in order to comply with current State law:

Traffic Code

335.09 Display of License Plates or Validation Stickers; Temporary License Placard. (Amended)  
335.091 Operating Without Dealer or Manufacturer License Plates. (Added)

General Offenses Code

505.04 Abandoning Animals. (Amended)  
537.17 Reserved. (Previously "Criminal Child Enticement")

**Section III:** The complete text of the sections of the Codified Ordinances listed above are set forth in full in the current replacement pages to the Codified Ordinances which are hereby attached to this ordinance as Exhibit A. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

**Section IV:** This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the Municipality and its inhabitants, and for the further reason that there exists an imperative necessity for the earliest publication and distribution of the current Replacement Pages to the officials and residents of Granville, so as to facilitate the administration and daily operation of Granville and avoid practical and legal entanglements. Wherefore, this ordinance shall be in full force and effect from and immediately after its passage.

Passed this 18<sup>th</sup> day of November, 2020.

---

Melissa Hartfield, Mayor

ATTEST:

---

Autumn Klein, Clerk of Council

APPROVED AS TO FORM:

---

Michael King, Law Director

## Summary of 2020 Model Amendments

### Traffic Code

335.09 Display of License Plates or Validation Stickers; Temporary License Placard. (License plate and temporary license placard to be displayed on the rear of vehicle.)

335.091 Operating Without Dealer or Manufacturer License Plates. (Adds new section regulating operating a manufacturer or dealer vehicle without license plates or placards.)

### General Offenses Code

505.04 Abandoning Animals. (Amended to update penalty wording to match ORC and ORC reference.)

537.17 Criminal Child Enticement. (Deleted. This section was based on ORC 2905.05. The Ohio Supreme Court held that ORC 2909.05(A) was unconstitutionally overbroad in violation of the First Amendment.)

# Memo

To: Mayor & Council  
From: Carie Kraner, Finance Director  
Date: December 8, 2020  
Re: Ordinance No. 30-2020 - Additional Appropriation

---

Ordinance No. 30-2020 is an additional appropriation ordinance to add \$220,436 to the Ohio Water Development Authority Loan (OWDA) Fund, and to add \$33,527.75 to the Capital Project OWDA Fund. An explanation of these appropriations is as follows:

**D02-7-A-260 – Ohio Water Development Authority Loan Fund** – Several years ago, former Village Manager Steve Pyles applied for a loan through the Ohio Water Development Authority (OWDA) for various improvements at the water plant. Because of staff turn around, this loan process was delayed. In June of this year, the Village was awarded a \$220,436 loan for design of water treatment plant improvements and a storage tank. A second loan was to be issued for the construction phase of the project and the two loans would then be combined into one. We had initially thought that second loan for the construction phase of the project would be approved yet this year; therefore, I was waiting on amending the budget so that we could account for both loans in one budget amendment.

Because of various scheduling concerns, the water tank project was delayed until next year and the Village held off receiving the loan funds for the construction portion of the loan. Because the design loan was approved this year, the village's budget must reflect the incoming loan revenue of \$220,436 and the repayment of the \$220,436. While we are not actually paying off the loan, the State of Ohio requires us to account for the revenue and payment upon receipt on the loan. Staff is asking for an appropriation of \$220,436 to properly account for this design loan.

**D01-7-A-270 & D01-7-A-250 – Capital Project OWDA Fund** – As mentioned above, the Village was awarded a loan from the Ohio Water Development Authority for the design of water treatment plant improvements and a storage tank. The OWDA charged a service fee on the loan in the amount of \$2,936.00. In addition, V-3 Companies (formally Bird & Bull), has invoiced the village \$30,591.75 for engineering services related to this project which has been paid from the Water Fund. While this amount has already been paid from the Water Fund, it can be reimbursed through the loan fund. Staff is asking for an appropriation of \$33,527.75 to account for the \$2,936 service fee from OWDA and to reimburse the Water Fund \$30,591.75 for payments made to V-3 Companies.

If you have questions or concerns regarding this budget amendment, please contact me.

BY:

**Ordinance No. 30-2020**

**AN ORDINANCE TO AMEND ORDINANCE NO. 29-2019 PROVIDING FOR ADJUSTMENTS OF THE ANNUAL BUDGET FOR THE FISCAL YEAR 2020 AND REVISING SUMS FOR OPERATING EXPENSES**

**WHEREAS**, pursuant to the provisions of Section 2.08 of Article II of the Charter of the Village of Granville, Ohio, the Village Council is authorized to adopt the municipal budget for the fiscal year beginning January 1, 2020 and ending December 31, 2020, and;

**WHEREAS**, the Village Manager has recommended appropriations to supplement previously made appropriations; and

**WHEREAS**, adjustments would be made to accommodate the following needs:

- a. OWDA Loan Fund:  
    \$220,436 – OWDA Loan
- b. Capital Project OWDA Fund:  
    \$2,936 – Contractual Services  
    \$30,591.75. – Transfers Out

**NOW, THEREFORE**, be it ordained by the Council of Granville, Ohio that:

**Section I:** The annual budget of the Village of Granville, as established by Ordinance No.29-2019, be amended by the Council, as recommended by the Finance Director, and is hereby adopted.

**Section II:** To provide for operating expenditures during the fiscal year ending December 31, 2020, the following additional appropriations are hereby made to the following funds:

<u>Account</u>	<u>Description</u>	<u>Additional Appropriation</u>
OWDA Loan Fund		
D2-7-A-260	Debt Service	\$220,436
Capital Project OWDA Fund		
D01-7-A-230	Contractual Services	\$ 2,936
D01-7-A-270	Transfers Out	\$30,591.75

**Section III:** This ordinance shall take effect and be in full force upon the earliest date allowed by law.

Passed this 1st day of January, 2021.

\_\_\_\_\_  
Melissa Hartfield, Mayor

ATTEST:

\_\_\_\_\_  
Autumn Klein, Clerk of Council

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael King, Law Director

**BY:**

**RESOLUTION NO. 2020-44**

**A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE  
MANAGER OF GRANVILLE, OHIO, TO ENTER INTO AN AGREEMENT  
WITH THE BRYN DU COMMISSION**

BE IT RESOLVED BY THE COUNCIL OF GRANVILLE, OHIO:

Section I: The Village Manager is hereby authorized and directed to enter into an Agreement for Professional Services with the Bryn Du Commission, attached hereto as Exhibit A.

Section II: This Resolution shall take effect and be in full force from and after the earliest time permitted by law.

Passed this 16<sup>th</sup> day of December, 2020.

---

Mayor Melissa Hartfield

Attest:

---

Autumn Klein, Clerk of Council

Approved as to form:

---

Michael King, Law Director



## **CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE VILLAGE OF GRANVILLE AND THE BRYN DU COMMISSION**

This Contract, entered into to be effective as of the 1<sup>st</sup> day of January, 2021, by and between the Village of Granville (the “Village”) and The Bryn Du Commission, an Ohio corporation (the “Contractor”), is for the purpose of facilitating and managing the development and operation of Village property located on Jones Road and known as “Bryn Du”; and

WHEREAS, the Village desires to create a contractual agreement with Contractor for the day-to-day management of Bryn Du and for the payment of funds to Contractor, which agreement restricts the use of such funds to the preservation, maintenance and operation of such property.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements hereinafter set forth, the parties to this Contract, with intent to be legally bound, agree as follows:

### **ARTICLE ONE: SCOPE OF SERVICES**

The Contractor shall do, perform, and carry out in a manner satisfactory to the Village, the following:

- A. Contractor shall manage the daily operation of the Bryn Du property consistent with the vision of the Village to provide and coordinate public, charitable, educational and other uses of the property for the benefit of the people of Granville.
- B. Contractor shall coordinate and manage requests for use of the facility, shall enter into contracts or leases for uses of the facility on behalf of the Village, shall collect the revenues from such uses and deposit them in an account maintained by the Contractor and used for the management, improvement, and daily operation of the Bryn Du property.
- C. Contractor shall identify maintenance and capital improvement needs of the property to the Village, identify the estimated cost thereof and, if requested by the Village, shall oversee maintenance and capital projects approved by the Village.
- D. Contractor shall hire and put in place staff, who can develop a sustainable organization and manage such daily operations.
- E. Contractor shall prepare and update periodically a business plan outlining the scope of facilities and services provided by the property, and the actions to be undertaken to achieve the Village’s goals for use of the property both on a short-term and long-term development basis. This includes developing surveys and other methods to gauge demand for use of the facilities and developing marketing and other promotional activities for the property.
- F. Contractor shall seek public and private additional resources, e.g. from the State of Ohio, federal grants, private contributions and philanthropic grants to support the physical and program operations of the property.

### **ARTICLE TWO: TERM OF CONTRACT**

The term of this Contract shall start from the date upon which a Resolution of the Village is passed authorizing this Contract. The initial term of this Contract shall terminate December 31, 2022, but each December may be extended in writing by the parties for an additional year.

### **ARTICLE THREE: COMPENSATION AND METHOD OF PAYMENT**

The Village will compensate the Contractor for services provided under this Contract in the following manner:

- A. The Village agrees to pay Contractor as and for the full compensation for the work and services rendered under this Contract, (i) for the first year of the Contract a sum of Thirty Thousand Dollars (\$30,000.00), which shall be payable not later than February 28, 2021 and (ii) for the second year of this

Contract and each subsequent annual extension an amount to be agreed upon by the parties and subject to appropriation, which agreed upon amount shall be payable not later than February 28 of the year in which the services are to be rendered.

- B. Expenses: Any and all expenses and costs incurred by the Contractor in doing the specific work and rendering the services under this Contract are and shall be a part of and within the compensation provided for in paragraph A above, except that the Village shall compensate Contractor the reasonable costs of any services provided as described in paragraph C of Article One that are provided by persons other than employees of Contractor, but with the approval of the Village.

#### **ARTICLE FOUR: COMPLIANCE WITH APPROVED SERVICES**

All activities authorized by this Contract will be performed in accordance with the goals and objectives outlined in the above scope of services. Contractor agrees that it will notify the Village prior to undertaking any activity or authorizing any expenditure that is not consistent with the terms of this Contract. Any questions as to whether an expenditure is consistent with this Contract shall be submitted to the Village for decision. The decision of the Village shall be final.

#### **ARTICLE FIVE: TERMINATION OF CONTRACT FOR CAUSE**

If either party is in default of any terms or provisions of this Contract, the other party shall notify the defaulting party in writing of the specific default and of its intention to terminate the Contract as a consequence thereof. Upon receipt of such notice, the defaulting party shall then have thirty (30) days thereafter or such longer time as the notice may otherwise provide within which to remedy or cure such defaults. If the defaults set forth in the notice are remedied or cured within the required period of time, then such breach is hereby waived and said other party shall not have a right to terminate the Contract. Upon failure to remedy or cure such defaults within the period of time provided herein, the other party shall have the right to terminate this Contract by giving written notice to the defaulting party of such termination and specifying the effective date of such termination.

#### **ARTICLE SIX: TERMINATION FOR CONVENIENCE OF VILLAGE**

The Village may terminate this Contract at any time by a notice in writing from the Village to the Contractor. Such termination shall be effective ten (10) days after such notice is given, or such later effective date as stated in such notice. If the Contract is terminated by the Village, as provided herein, the total compensation payable to Contractor shall be prorated on a monthly basis, and Contractor shall be paid such prorated compensation through the end of the calendar month next following the later of the calendar month in which such notice is given or the calendar month in which the effective date of termination occurs. Any compensation retained by Contractor after termination, whether pursuant to Article Five or Article Six, less any remaining expenses attributable to the services to be performed under this Contract, shall be treated as Village Funds pursuant to Article Nine.

#### **ARTICLE SEVEN: ASSIGNABILITY AND SUB-CONTRACTING**

Contractor shall not transfer or assign any interest in this Contract without the prior written consent of the Village. The foregoing restriction shall not limit the ability of Contractor to enter into agreements with other persons or entities for management of portions of the facility for limited periods of time or with third-party providers who will provide one or more of the activities delineated in the Article One Scope of Services, always subject, however, to the management and responsibility of Contractor.

#### **ARTICLE EIGHT: CHANGES**

Circumstances may dictate from time to time changes in conditions surrounding this Contract. Changes that are mutually agreed upon by and between the Village and the Contractor shall be incorporated in written amendments to this Contract.

**ARTICLE NINE: REVERSION OF ASSETS**

In the event a subsequent Contract with Contractor for the continued management of the operations at the property is not in place prior to the expiration of this Contract, Contractor, upon request from the Village, shall transfer to the Village any Village Funds on hand at the time of such expiration and any accounts receivable which are attributable to the use of Village Funds. Any property, whether real or personal, under Contractor's ownership and control that was acquired with Village Funds must either be used as outlined in Article One or be disposed of in a manner that results in the Village being reimbursed in the amount of the current fair market value of the property less any portion of the value attributable to expenditures of non-Village Funds for acquisitions of or improvements to the property.

Contractor shall be bound by all terms of this Contract, including, but not limited to the provisions for reports, records and monitoring, until all funds distributed to Contractor by the Village pursuant to this Contract have either been expended pursuant to this Contract or otherwise have been reverted to the Village pursuant to this Article.

**ARTICLE TEN: REPORTS, RECORDS, MONITORING, AND EVALUATION**

The Village may monitor, evaluate and provide guidance, direction, and technical assistance to Contractor in the conduct of activities under the terms of this Contract. Contractor will submit annually to the Village the following reports:

- A. Progress report on activities and accomplishments during the period; and
- B. Financial statement of Village Fund expenditures and other funds made by the Contractor during the term of this Contract.

Upon request, the Contractor shall provide any additional, reasonable report thought necessary by the Village.

Contractor shall make available for examination to the Village and/or their representatives all records with respect to all matters covered by this Contract at any time during normal business hours and as often as the Village may deem necessary, and shall submit its property, records and activities to an audit, which may be conducted in accordance with generally accepted accounting principles, to be conducted by or on behalf of the Village as often as the Village deems necessary.

Contractor agrees to prepare and retain for a period of at least three (3) years after the date of termination of this Contract and permit access by the Village to inspect, as deemed necessary, all records, which include, but are not limited to, the following:

- C. Final records and documentation sufficient to support payment of expenses;
- D. Property inventories;
- E. Meeting announcements; agendas and minutes;
- F. Time sheets and personnel records;
- G. Documentation supporting Contractor's accomplishments;
- H. All specifications, advertisements, and terms of contracts for goods and services procured by Contractor in the conduct of its projects; and
- I. Documentation of Contractor's continued compliance with any requirements of any federal, state, or local governmental agency.

Contractor shall ensure the cooperation of its staff and other responsible officials in the efforts of the Village to monitor and evaluate Contractor's activities in whatever manner the Village so chooses.

**ARTICLE ELEVEN: GOVERNING LAW**

This Contract and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of the State of Ohio.

**ARTICLE TWELVE: INTEGRATION AND MODIFICATION**

This instrument embodies the entire Contract of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements relating to the subject matter of this Contract, either written or oral, between the parties to this Contract. Also, this Contract shall not be modified in any manner except by an instrument, in writing, executed by the parties to this Contract.

**ARTICLE THIRTEEN: SEVERABILITY**

If any term or provision of this Contract or the applications thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Contract or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

**ARTICLE FOURTEEN: COMPLIANCE**

Contractor agrees to comply with all applicable federal, state (such as, but not limited to, the Ohio’s Sunshine Laws under Ohio Revised Code § 149.43 and Ohio Revised Code § 121.22), and local laws in the expenditure of the funds hereunder. Contractor accepts full responsibility for payment of all unemployment compensation insurance premiums, worker’s compensation premiums, all income tax deductions, pension deductions, and any and all other taxes or payroll deductions required for Contractor and all employees engaged by the Contractor for the performance of any services authorized by this Contract.

**ARTICLE FIFTEEN: RELATIONSHIP**

Nothing in this Contract is intended to, or shall be deemed to, constitute a partnership, association or joint venture with Contractor in the conduct of the provisions of this Contract. Contractor shall at all times have the status of an independent contractor without the right or authority to impose tort, contractual or any other liability on the Village. The Contractor does hereby accept full and exclusive liability for the payment of and all contributions or taxes for Social Security, unemployment insurance or old age retirement benefits, pensions or annuities now or hereafter imposed under any State or Federal law which are measured by the wages, salaries or other remunerations paid to persons employed by the Contractor or work performed under the terms of this Contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by any indemnity and save harmless the Village for any such contributions or taxes or liabilities therefore.

**ARTICLE SIXTEEN: REPRESENTATIVES OF VILLAGE**

It is understood, stipulated, and agreed that the Village Manager of the Village, hereafter referred to as the “Manager” shall be the agent for the Village in connection with any and all matters relating to this Contract, including, but not limited to, notices given or received and approval or consent required.

**VILLAGE OF GRANVILLE, OHIO**

**THE BRYN DU COMMISSION**

By: \_\_\_\_\_  
Village Manager

By: \_\_\_\_\_  
President

**GRANVILLE VILLAGE COUNCIL  
MINUTES  
DECEMBER 2, 2020**

**1. CALL TO ORDER**

Mayor Hartfield called the Wednesday, December 2, 2020 virtual Village Council meeting to order.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Clerk Klein conducted roll call. Those responding to roll call were Councilmembers Demarest, Lerner, McGowan, Mickelson, Montgomery, Vice Mayor Johnson, Mayor Hartfield, Manager Koehler, and Law Director King.

**4. APPROVAL OF AGENDA**

**Motion by Vice Mayor Johnson to approve the agenda as amended to move the executive session after 7 A in Old Business, second by Councilmember McGowan**

**Motion passed by a vote of 7-0**

**5. CITIZENS COMMENTS**

There were no comments from citizens

**6. PUBLIC HEARING**

- A. **ORDINANCE NO. 24-2020 AN ORDINANCE TO ESTABLISH CHAPTER 1182 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF GRANVILLE, OHIO, REGARDING SHORT-TERM RENTAL OPERATIONS**

**Mayor Hartfield** stated that Council was still discussing amendments to the legislation and that it was the intent of Council to continue the public hearing so that the final draft that is put out is very clear and that changes are not being made on the floor.

**Dennis Cauchon, 327 E. Broadway** stated that he rents his house out every couple of months as an Air BnB and that he is the President of Harm Reduction Ohio which is the only state wide drug policy reform organization and it was within that capacity that he wanted to comment on the legislation. He asked

Council to remove Section 1182.08 (b) (10) requiring an annual BCI background check for anyone who operates an Air BnB. He stated that he did a search of the Village's codes and that there was no other requirement anywhere in the code to get a BCI background check so to add it for Air BnB's seemed unnecessary and unwise. From a policy stand point it seems like it is criminalization of the civil code. If someone has a criminal record and a judge doesn't want them to run an Air BnB that is the place for it not in this law. If Council wants to start adding BCI background checks it shouldn't start here, they should review the code and find other necessary places to institute that requirement. The second Section he asked Council to remove was 1182.10 (b) (3) which states that the Director shall deny a permit to anyone that has violated ORC 2925 or 3719 which are the drug offenses. This is a problem with collateral consequences that are perpetuating punishment in an unrelated field that keep people impoverished for their life. ORC 2925 also includes misdemeanor marijuana offenses and there is no reason that these people should be denied an Air BnB permit. The overall intent of the ordinance is fine but that it was offensive that these criminal elements have been added that further add punishment to those that haven't really done anything. The permit shouldn't have to be renewed every year; it should be every three to five years.

**Deborah Billig, 420 E. College St** asked that when Council makes a decision on the ordinance to consider allowing those that can't obtain a permit because the number of applicable permits is reduced a long enough period of time to make adjustments for the lack of not having the income from their business.

**Manager Koehler** stated that the current version of the draft legislation does have a one-year break-in period.

**There were no additional comments received, Mayor Hartfield closed the public hearing for Ordinance No. 24-2020 until December 16th.**

**B. ORDINANCE NO. 27-2020 AN ORDINANCE APPROVING THE DISPOSITION OF REAL PROPERTY LOCATED AT 133 NORTH PROSPECT STREET AND AUTHORIZING NEGOTIATION OF TERMS OF SALE**

Mayor Hartfield and Councilmember Demarest recused themselves from the public hearing for Ordinance No. 27-2020.

**Vice Mayor Johnson** provided a brief update to the public since the last meeting regarding the disposition of the fire station. Staff has worked with the three different proposing vendors to memorialize their proposals in a sales contract and if a vendor is chosen tonight or at the next meeting, they would work to finalize the purchase contract. The staff has received and distributed to Council

additional emails of support and concern for the various businesses so Council has had an opportunity to review those. Some members of Council have brought up some questions to staff and staff has attempted to address those. Those include potential noise concerns and parking concerns in adjacency to the Village Residential District. There have been provisions implemented into the sales agreement that address noise pollution and parking. The vendors are also committing to analyze parking and to work with the staff to develop a plan for off-site parking that doesn't spill over into the Residential District. These are part of the sales agreement and will make their way into the deed. This information has been circulated with each vendor for their review and the Village has received no concern from the vendors regarding that. Staff has researched the history of any noise complaints for the two local vendors to which there hasn't been any.

The three vendors briefly presented their proposals for the fire station.

**John Paolacci, 204 E. College St.** spoke in favor of Three Tigers/Mai Chau

**Ken Rittenhouse, 218 N. Prospect St.** spoke in favor of Three Tigers/Mai Chau

**David Butler, 218 Mt. Parnassus Dr.** spoke in favor of Three Tigers/Mai Chau

**Travis Dilley**, spoke in favor of Firewater Bike & Brew

**Ben VanBuskirk, 744 Burg St.** spoke in favor of Three Tigers/Mai Chau

**Dave Goodwin, 160 Brennan Dr.** spoke in favor of Three Tigers/Mai Chau

**Joe Rosato, 217 E. College St.** stated that Granville has a parking problem and thinks that it will get worse with any incoming business to the fire station location and that the Village should turn the building into a parking facility.

**Alexa Minton**, works at Day Y Noche and spoke in favor of them getting the fire station.

**Mike & Kristen Yearling**, spoke in favor of Three Tigers/Mai Chau

**Danielle Comisford**, former employee of Three Tigers/Mai Chau spoke in favor of Three Tigers/Mai Chau

**Andrew Morrow**, spoke in favor of Firewater Bike & Brew

**Lauren Capaci, 442 Stublyn Rd**, spoke in favor of Three Tigers/Mai Chau

**Todd & Melissa Camp, 2287 Montgomery Rd., Newark** spoke in favor of Three Tigers/Mai Chau

**Shawn White, owner of Nostalgia Brewing in Gahanna** spoke in favor of Three Tigers/Mai Chau

**Richard Bartz of Columbus**, spoke in favor of Firewater Bike and Brew

**Haylee Ayers**, former employee of Three Tigers/Mai Chau spoke in favor of Three Tigers/Mai Chau

**Vice Mayor** thanked everyone for their participation and input in the process. There has been some suggestion that this has been extended, but this has been part of the process that Council set out from the very beginning to allow the community as much input as possible. Members of Council are going to adjourn to executive session to have their final deliberations, and if it is the will of the majority of Council, the ordinance will be brought back up to deliberate in front of the public and potentially vote on the vendor Council would like to move forward with.

**Vice Mayor Johnson closed the public hearing for Ordinance No. 27-2020.**

Mayor Hartfield and Councilmember Demarest returned to the Council meeting.

- C. **ORDINANCE NO. 28-2020 AN ORDINANCE TO ACCEPT CERTAIN INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THE MIDDLETON SENIOR LIVING COMMUNITY FOR PUBLIC MAINTENANCE AND OPERATION BY THE VILLAGE OF GRANVILLE**

**There were no comments from citizens, Mayor Hartfield closed the public hearing**

## **7. OLD BUSINESS**

- A. **ORDINANCE NO. 24-2020 AN ORDINANCE TO ESTABLISH CHAPTER 1182 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF GRANVILLE, OHIO, REGARDING SHORT-TERM RENTAL OPERATIONS**

**Vice Mayor Johnson introduced Ordinance No. 24-2020 and made a motion to table Ordinance No. 24-2020 until December 16, 2020 Council meeting, second by Councilmember Lerner**

**Councilmember Lerner** stated that she was interested in the comments from Dennis Cauchon that were made at the beginning of the meeting during the public hearing for Ordinance No. 24-2020 about the drug offenses, and asked whether Council should take a second look at that.



**Law Director King** stated that he has seen Dennis's email but that he has just returned from a week of vacation and hasn't had a chance to respond to him yet. Dennis is a little bit off in how he is interpreting the "may" and "shall". He stated that he will explain that to both Dennis and Council in an email as well as make recommendations.

**Mayor Hartfield** stated that Councilmember Montgomery made a nice outline of amendments he would like to see in the short-term rental legislation as well as Vice Mayor Johnson.

**Law Director King** stated that he has seen both of their comments, they are well thought out, and helpful. If any other Councilmembers want to add to them feel free but their comments were a good start.

Mayor Hartfield called for a roll call vote to table Ordinance No. 24-2020 until December 16<sup>th</sup> Council meeting. Councilmember Lerner (yes), Councilmember McGowan (yes), Councilmember Mickelson (yes), Council Montgomery (yes), Councilmember Demarest (yes), Vice Mayor Johnson (yes), Mayor Hartfield (yes)

**Motion passed by a vote of 7-0**

- B. **ORDINANCE NO. 27-2020** AN ORDINANCE APPROVING THE DISPOSITION OF REAL PROPERTY LOCATED AT 133 NORTH PROSPECT STREET AND AUTHORIZING NEGOTIATION OF TERMS OF SALE

**Mayor Hartfield and Councilmember Demarest recused themselves**

8. **EXECUTIVE SESSION – Pursuant to O.R.C. 121.22(G)(2) to consider the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section [505.10](#) of the Revised Code.**

**Motion by Councilmember Mickelson to enter into executive session, second by Councilmember Lerner**

Vice Mayor Johnson called for a roll call vote. Councilmember McGowan (yes), Councilmember Mickelson (yes), Councilmember Montgomery (yes), Councilmember Lerner (yes), Vice Mayor Johnson (yes)

**Motion passed by a vote of 5-0 8:35pm**

**Motion by Councilmember Montgomery to come out of executive session, second by Councilmember Mickelson**

Vice Mayor Johnson called for a roll call vote. Councilmember Mickelson (yes), Councilmember Montgomery (yes), Councilmember Lerner (yes), Councilmember McGowan (yes), Vice Mayor Johnson (yes)

**Motion passed by a vote of 5-0 9:10pm**

**Councilmember Mickelson introduced Ordinance No. 27-2020, second by Councilmember Lerner**

**Vice Mayor Johnson** stated that each vendor received a purchase agreement codifying their proposal and outlining certain terms should they be awarded the contract. One of the terms deals with parking which requires employees to park off-site and not in the Village District including the Residential District and the other is relative to noise pollution. The doors would need to be closed no later than 9:00pm in the event of live performances. Of course, overall, there would be the need to comply with the Village's noise ordinance. There will be an amendment made to clarify that those two items will not only be a part of the purchase agreement but also a permanent part of the deed upon the sale. The second portion of his motion will be to add additional terms to direct staff to negotiate additional terms with whomever is the winning bidder that a failure to comply with those terms will result in monetary damages in addition to any legal recourses that the Village would have.

**Motion by Vice Mayor Johnson to amend Ordinance No. 27-2020 to include the terms just stated, second by Councilmember McGowan**

Vice Mayor Johnson called for a roll call vote. Councilmember Montgomery (yes), Councilmember Lerner (yes), Councilmember McGowan (yes), Councilmember Mickelson (yes), Vice Mayor Johnson (yes).

**Motion to amend Ordinance No. 27-2020 passed by a vote of 5-0.**

**Vice Mayor Johnson** explained to the public that there needs to be a motion by a Councilmember to declare who they would recommend be added to the ordinance for adoption, then there would be a second followed by a vote. There would be additional discussion and then the full ordinance would need voted on. It does require five affirmative votes.

**Councilmember McGowan** stated that when he first saw all three of the proposals, he thought that they were all excellent and he thought that it was going to be very difficult to pick one local over the other. He was leaning towards the bike shop because he thought that it would be a nice new addition, however; the bid was much lower than the other two. Both of the other two are excellent

businesses. He was the member of Council that voiced his concerns about noise and parking. He stated that the sale needs all five of their votes and that he was willing to go along with the majority of Council.

**Councilmember Mickelson** stated she likes the idea of a bike shop and that it was supported again and again in public comment, so it sounded like that proposal was well respected, however, she grew up in Granville and wants to support local. She has heard the word “family” used over and over when the public was speaking on behalf of the two local businesses. She also heard they are local and both great neighbors. She likes that Day Y Noche supports high school kids through employment opportunities. She also likes the different comments made from people how they just want to be like Scott Wilkins and to her that says a lot about the local businesses. She thinks that Mai Chau with the restaurant and brewery and with the outside sales does give the Village a bigger economic impact compared to Day Y Noche. She likes also like that Mai Chau made something of Prospect Street where others have not been able to make a go of it.

**Councilmember Montgomery** stated that he appreciates all of the offers and that there is good appeal to the different options. He likes the local ownership aspect so for that reason he would eliminate the bike shop. He hopes that the bike shop may still have an interest in Granville at a location that would work for them but for the fire station he likes one of the two local businesses and that it is hard to distinguish between them. They are both outstanding at operating businesses, they are both outstanding community supporters and the Village is very lucky to have both of the businesses in a small town. Three Tigers is growing very rapidly and he supports giving them the chance to continue growing. Certainly nothing against Day Y Noche, he hopes that they continue to prosper and will always be part of Granville. If there are other opportunities for them to grow within Granville, he sincerely hopes that happens but at this time he thinks that the Village can support Three Tigers and their rapid growth by selling the fire house to them.

**Councilmember Lerner** stated she would echo the statements of the other three Councilmembers, it is profoundly difficult to choose. She was intrigued by all three of the businesses. She agrees with Councilmember Montgomery that the bike shop being an outside entity was easier to put at the bottom of the list. The other two local businesses have demonstrated a profound commitment to the community. Three Tigers plans and growth seem to warrant a bigger space so she too was in support of them being sold the fire station.

**Vice Mayor Johnson** stated that the Village is blessed to have these three businesses interested in the fire station. There are a lot of other businesses hurting, we are blessed here in Granville with our residents and business owners who are willing to invest in the community. He along with the other Councilmembers really appreciate the quality of the proposals, persistence of the proposals and that is what makes Council's job really hard. The residents elected us to make those hard decisions, while that is not very fun for them it is what they signed up for and appreciate the residents giving them the opportunity to do it. He went through the rubric that was laid out, the eight criteria were helpful, it was still very difficult but the space is perhaps a little bigger than what is needed for the expansion of Geoff's business and startup of another here locally so in trying to weigh the best use of the space because the Village has very limited inventory it didn't seem like the Firewater Bike and Brew were the best use of this space, but it is an idea that is welcomed here. He hopes that Geoff and his team continue to consider Granville.

When considering the two local businesses it was very difficult. They are people we see most days, both entities are very active in the community and it is clear that everyone is appreciative of them. At the end of the day, he went through all the criteria and he feels that the ability of the Mai Chau and Three Tigers to not only serve people in a sit-down restaurant capacity but also to create a product for resale beyond the Village gives them an edge regarding this particular scenario. The fact that they are growing and the Village doesn't want to see them leave for the lack of space weighed heavily, but the scores for him were very close. Prior to an RFP or any proposal, the Village had a series of public meetings and asked for public input, and received a lot of public input so to ignore the public input now would seem a little unwise and disingenuous to the process. If there has to be a tie breaker he would go to the public input. He thanked the residents for their input and that none of the chats or emails received were negative, they were all positive references of support for all the bidders. Overwhelmingly Mai Chau received the support of the residents and have a demonstrated history of being sensitive to the Village Residential District. We do hope that Day Y Noche continues to be a very profitable and successful business in this community.

**Motion by Councilmember McGowan to amend the ordinance and insert Mai Chau/Three Tigers name, second by Councilmember Mickelson**

Vice Mayor Johnson called for a roll call vote on the amendment. Councilmember Lerner (yes), Councilmember McGowan (yes), Councilmember Mickelson (yes), Councilmember Montgomery (yes), Vice Mayor Johnson (yes)

**Motion passed by a vote of 5-0**

Vice Mayor Johnson called for a roll call vote on the adoption of Ordinance No. 27-2020 as amended. Councilmember McGowan (yes), Councilmember Mickelson (yes), Councilmember Montgomery (yes), Councilmember Lerner (yes), Vice Mayor Johnson (yes)

**Motion passed by a vote of 5-0**

- A. **ORDINANCE NO. 28-2020** AN ORDINANCE TO ACCEPT CERTAIN INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THE MIDDLETON SENIOR LIVING COMMUNITY FOR PUBLIC MAINTENANCE AND OPERATION BY THE VILLAGE OF GRANVILLE

**Law Director King stated that staff is still waiting on exhibit C from the Village Engineer and he recommended tabling the ordinance until the next meeting.**

**Motion by Councilmember McGowan to table Ordinance No. 28-2020 until December 16, 2020 meeting, second by Councilmember Mickelson**

**Mayor Hartfield called for a roll call vote. Councilmember Demarest (yes), Councilmember Lerner (yes), Councilmember McGowan (yes), Councilmember Mickelson (yes), Councilmember Montgomery (yes), Vice Mayor Johnson (yes), Mayor Hartfield (yes)**

**Motion passed by a vote of 7-0.**

**9. NEW BUSINESS**

- A. **RESOLUTION NO. 2020-40** AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT FOR 2021 WITH DOUGLAS SASSEN AND THE NEWARK CITY LAW DIRECTOR'S OFFICE FOR SERVICES AS MUNICIPAL COURT PROSECUTING ATTORNEY

**Motion by Councilmember Lerner to adopt Resolution No. 2020-40, second by Councilmember McGowan**

**Manager Koehler stated that this resolution is a housekeeping item and that the terms were the same as last year.**

**Motion passed by a vote of 7-0**

- B. **RESOLUTION NO. 2020-41** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT FOR 2021 WITH MICHAEL KING

FOR SERVICES AS LAW DIRECTOR AND MAYOR'S COURT PROSECUTING ATTORNEY

**Motion by Vice Mayor Johnson to adopt Resolution No. 2020-41, second by Councilmember Montgomery**

**Manager Koehler** stated that the terms in the resolution are the same terms as the last two years.

**Motion passed by a vote of 7-0**

- C. **RESOLUTION NO.2020-42** A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT FOR INDIGENT DEFENSE SERVICES IN MUNICIPAL COURT WITH THE LICKING COUNTY COMMISSIONERS AND THE VILLAGE OF GRANVILLE

**Motion by Councilmember McGowan to adopt Resolution No. 2020-42, second by Councilmember Mickelson**

**Manager Koehler** stated that there were no changes in the terms.

**Councilmember McGowan** asked if anyone took advantage of the services offered by the resolution.

**Mayor Hartfield** stated that no one had for the year.

**Law Director King** stated that no one has in the last five years.

**Motion passed by a vote of 7-0**

- D. **RESOLUTION NO. 2020-43** A RESOLUTION TO APPOINT MEMBERS TO THE VOLUNTEER PEACE OFFICERS DEPENDENTS FUND BOARD IN ACCORDANCE WITH THE PROVISIONS OF THE OHIO REVISED CODE SECTION 143.02

**Motion by Councilmember Montgomery to adopt Resolution No. 2020-43, second by Councilmember McGowan**

**Motion passed by a vote of 7-0**

## **10. REVIEW AND APPROVAL OF MINUTES**

Minutes from the virtual Council Meeting of November 18, 2020 Regular Council Meeting.

**Motion by Councilmember McGowan, second by Councilmember Demarest**

**Councilmember Lerner** stated that there was a question about the grant application dollar amount that she discussed with Clerk Klein. The amount that she gave of \$279,000 had been edited for potential eligibility issues and the amount was actually just over \$400,000. She asked how that should best be reflected in the minutes.

**Law Director King** stated that the minutes should reflect the incorrect dollar amount and that these minutes will reflect that Councilmember Lerner updated it to the correct amount.

**Mayor Hartfield** asked that the November 18<sup>th</sup> minutes reference the December 2<sup>nd</sup> meeting minutes for an update.

**Motion passed by a vote of 7-0**

## 11. COMMITTEE / COMMISSION / BOARD REPORTS

**Granville Community Foundation (Lerner)** stated that the Community Foundation had two different grant pools of money that they were awarding this past week. In their regular cycle they have six grant awards pending the approval of the full Community Foundation that is approximately \$23,000. The Community Foundation's committee also awarded CARES Act funds that the Village allocated for distribution through the Community Foundation. There were sixteen applications that were reviewed for eligibility, some of the applications were withdraw due to funding from other government agencies. The Community Foundation awarded \$100,000, every applicant with qualifying expenses was awarded something.

**Granville Recreation District (Johnson)** stated that Council needed to think about filling the Village representative seat, Katie Richards has expressed an interest in stepping down. Council can discuss what process to utilize, whether to involve the GRD Board at large, or whether or not Council makes their own decision. They are trying to keep kids safe and maintain programs as best as they can.

**Planning Commission (Montgomery)** stated that 120 East Elm Street had an application for review and approval of an amendment to their previous change of use to allow for patio space outside and screening of air handling units. The patio space added additional square footage which meant adding additional parking. The number of spaces required increased to eight, plus then for the house that exists there in front of the Cidery a total of ten. They have a plan for eleven spaces which includes the dentist office, two from a South Main Street address, and they have three on site so that makes eleven. The Planning Commission approved that, but they requested signage that clearly indicates where the offsite parking was. The South Main Street parking there would not be signage because the owner plans on using that for employee parking. There was a bit of contention about how the square footage should

have been measured. That had already been settled when this was first brought up, in the 2019 approval which was ultimately appealed to Council. The square footage measurement was attended by both parties and not appeal so regardless of anyone's contention of how it should have been measured since it wasn't appealed, the measurement from 2019 prevails. There is adequate parking and Planning Commission approved that.

**Councilmember McGowan** asked what business on South Main Street they would be using.

**Councilmember Montgomery** answered that it was the Re/Max real estate office and that they had a letter from Lisa McKivergin.

**Councilmember McGowan** asked if there was a tenant living above, and if so that would require them to have parking spaces for that renter.

**Councilmember Montgomery** stated that the Staff Report said the Law Director and Planner measured what was available. He asked Law Director King if there was any question about the availability.

**Law Director King** stated that they are required to have parking spaces for the upstairs renter but it is the real estate office that is grandfathered and doesn't require parking spaces.

**Vice Mayor Johnson** stated that when Council had the previous appeal as he remembered it, they were dealing with only one alternate location which was the dentist office. There was mention at the meeting, although he doesn't think that it was ever put in writing that if there weren't enough spaces that Lisa McKivergin would rent them spaces. At the time the dentist office deemed large enough to suffice for the parking. It seems concerning that they are now going to be utilizing three offsite parking options to meet their parking requirement. That is going to be very confusing and the practical reality is that nobody is going to know there is parking in three different locations to serve this business.

**Councilmember Montgomery** stated that he thought one of the three locations is their own parking that Park National Bank is allowing them to use then there are only two offsite parking, one at the dentist office and the other at the Re/Max office. Since the real estate office is for employees there won't be any signage to direct anyone there. There would only be signage to the dentist office.

**Law Director King** stated that there are two offsite parking locations that they are using, one is at the dentist office and the other is at the Re/Max office. They have three available on-site and they are only making use of one at the Re/Max office for



their employee. The parking that is on site, is not that the bank is letting them use it, it was deeded in the deed that they own the on-site spots.

**Councilmember McGowan** stated that they have asked for a lot of variances and that he doesn't remember anybody else ever receiving that many variances.

**Law Director King** stated that none of this was done through a variance. They didn't ask for a parking variance at all, they asked Planning Commission to approved the shared parking spaces per the ordinance.

**Councilmember McGowan** stated he was referring to the outdoor patio.

**Law Director King** stated that was not a variance and that the only variance they got was for the number of signs.

**Councilmember Mickelson** stated that she thought that there had been a letter from Lisa McKivergin.

**Law Director King** stated that she had but at the time she wrote the letter to the Village that she had an upstairs tenant that had its own parking requirement. She has three parking spaces back there but two of them are already committed to a tenant. She stated that the tenant isn't there very much and hardly uses it but that isn't how that works. So, she had only one spot to give so in this case it is going to be for the employee at the Cidery.

**Councilmember Montgomery** stated that is one, six from the dentist office and then three of their own. They have ten and that is the exact number that they need for the 1596 square feet including the patio space. If they had five more feet, they would need one more space.

**Councilmember McGowan** asked if the square footage that the Village has on record is different from what the Building Code Department has.

**Law Director King** stated that it is, but the difference actually requires more parking. If you look at the County Auditor's map at the barn when Tim Klingler built it the entire second floor is noted as attic space and if you were strictly applying the Village's definitions in the code for computing floor space the second floor would not be included at all because it is denoted as attic space. His advice to the Planning Department when this application came up was that it didn't make sense if they were using the second floor as part of the Cidery then that square footage has to be counted. By counting the second floor it required additional parking spaces.

**Councilmember McGowan** stated that the signs that were approved seem to be larger than what has been approved for others, he wanted to voice that he was

against that because he was the one who voted against some of the other signage and he wanted to be consistent on how he votes.

**Granville Arts Commission (Mickelson)**- No Report

**Bryn Du Commission (Demarest)**- No Report

**Open Space Committee (Mickelson)**- No Report

**Tree & Landscape Commission (Lerner)**- No Report

**Union Cemetery (McGowan)**- No Report

## 12. OTHER COUNCIL MATTERS

**Councilmember Montgomery** stated that there was a Planning and Zoning subcommittee meeting the day after the last Council meeting. There was some interest in the property on the northwest corner of Weaver Drive and South Main Street. It was not disclosed as to who was interested, do we know if that party is still interested?

**Law Director King** stated that they are still in conversation but nothing has come back to the Village with additional details.

**Mayor Hartfield** mentioned the email that was received back from District 5 regarding the letter that was sent again regarding the Village's concerns about the dangers due to the lack of visibility at the Weaver Road and South Main Street intersection from the bridge project. ODOT stated that the necessary measures have already been taking given the current traffic flow and crash report but that they would continue to monitor it throughout the winter and remaining construction phase.

## 13. OTHER STAFF MATTERS

**Manager Koehler** stated that the Chamber is still planning to move forward with the Candlelight Walking Tour. It is a two-day event, Saturday, December 5<sup>th</sup> and Saturday, December 12<sup>th</sup>. It is being done over a two-day period so that they can spread out some of the key events. He discussed with Steve Matheny about making sure he is able to cancel the event should something come down from the State or the county. He stated that he is prepared to do so if need be. Thus far the guidance and information that he has received from the County Health Department it is still a compliant event. There are events that you would normally see in the past like sitting on Santa Claus's lap and the events at the library are not happening.

**Councilmember McGowan** asked about the vendor that the Village has had trouble with in the past taking up two parking spaces.

**Manager Koehler** stated that he has already spoken to the vendor and advised him he has only one parking space and that he would be in Village Hall Saturday to monitor that.

**14. ADJOURNMENT- 10:07pm**

**Motion by Councilmember McGowan to adjourn, second by Councilmember Demarest**

**Motion passed by a vote of 7-0.**

Minutes submitted by: Clerk of Council Autumn Klein

Minutes approved by: Village Manager Herb Koehler

**Offense Activity Listing**

<b>Ordinance Number</b>	<b>Ordinance Description</b>	<b>Total Citations</b>
331.120	U-Turn	2
331.130	Improper Backing	1
331.190	Failure to Stop at a Stop Sign	6
331.340	Fail to control	1
333.010-A1	Operating under the Influence	1
333.030-1	ACDA	2
333.030	Speed	61
335.010	No Operators License	1
335.040-A1	Display of Fictitious License	1
335.070-A	12 Point Suspension	1
335.072	Driving Under Suspension	4
335.073-A	Suspended-non compliance	1
335.074	Driving under suspension or child support suspensi	6
337.040	No Plate light	1
529.070-B	Open Container	1

**Total Citations: 90**

END OF REPORT

## Location Activity Listing

Granville Mayor's Court  
 Reported By Issue Date From 11/01/2020 To 11/30/2020

Page : 1  
 Report Date : 12/02/2020  
 Report Time : 14:15:15

Ordinance Number	Ordinance Description	Total Offenses
<i>Offenses With No Location Specified</i>		
333.030	Speed	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location 1000 Cherry Valley Rd</i>		
335.040-A1	Display of Fictitious License	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location 200 block of E Broadway</i>		
331.120	U-Turn	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location 217 E College</i>		
331.340	Fail to control	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Bryn Du near Trem Pell</i>		
333.030	Speed	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Cherry @ W Elm</i>		
331.190	Failure to Stop at a Stop Sign	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Cherry St @ Elm St</i>		
331.190	Failure to Stop at a Stop Sign	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Cherry Valley @ Speedway Dr</i>		
335.074	Driving under suspension or child support suspensi	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Columbus Rd @ Weaver Dr</i>		
333.030-1	ACDA	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Columbus Rd @ Weaver Rd</i>		
333.030-1	ACDA	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location E Broadway near Prospect</i>		
331.130	Improper Backing	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Gwennol Ln @ Carreg Cain</i>		
331.190	Failure to Stop at a Stop Sign	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location IFO 138 E Broadway</i>		
331.120	U-Turn	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location James Rd</i>		
333.030	Speed	3
335.073-A	Suspended-non compliance	1
<b>Total Offenses for This Location:</b>		4
<i>Offenses for Location James Rd @ Bethel Church</i>		

## Location Activity Listing

Granville Mayor's Court  
Reported By Issue Date From 11/01/2020 To 11/30/2020

Page : 2  
Report Date : 12/02/2020  
Report Time : 14:15:15

Ordinance Number	Ordinance Description	Total Offenses
333.030	Speed	6
<b>Total Offenses for This Location:</b>		6
<i>Offenses for Location Jones Rd @ Milner Rd</i>		
335.072	Driving Under Suspension	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Jones near Longford Dr</i>		
333.030	Speed	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Newark Gran @ Bryn Du</i>		
333.030	Speed	1
335.074	Driving under suspension or child support suspensi	1
<b>Total Offenses for This Location:</b>		2
<i>Offenses for Location Newark Gran near Bryn Du</i>		
333.030	Speed	2
335.072	Driving Under Suspension	1
<b>Total Offenses for This Location:</b>		3
<i>Offenses for Location Newark Gran near Cherry Valley</i>		
333.030	Speed	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Newark Gran near Galway</i>		
333.030	Speed	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Newark Gran near Kildare</i>		
333.030	Speed	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location Newark Gran near Parnassus</i>		
335.072	Driving Under Suspension	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location S Cherry @ W Elm</i>		
331.190	Failure to Stop at a Stop Sign	2
<b>Total Offenses for This Location:</b>		2
<i>Offenses for Location S Cherry St @ W Elm St</i>		
331.190	Failure to Stop at a Stop Sign	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location S Main St @ W Broadway</i>		
333.010-A1	Operating under the Influence	1
335.074	Driving under suspension or child support suspensi	1
337.040	No Plate light	1
<b>Total Offenses for This Location:</b>		3
<i>Offenses for Location SR 16 @ Thornwood</i>		
333.030	Speed	1
<b>Total Offenses for This Location:</b>		1
<i>Offenses for Location SR 16 EB near River Rd</i>		
333.030	Speed	7

## Location Activity Listing

Granville Mayor's Court  
 Reported By Issue Date From 11/01/2020 To 11/30/2020

Page : 3  
 Report Date : 12/02/2020  
 Report Time : 14:15:16

Ordinance Number	Ordinance Description	Total Offenses
		<b>Total Offenses for This Location:</b>
		7
<i>Offenses for Location SR 16 WB east of SR 37</i>		
333.030	Speed	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location SR 16 WB near River Rd</i>		
333.030	Speed	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location SR 16 at Thornwood</i>		
333.030	Speed	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location SR 16 near River Rd</i>		
333.030	Speed	6
335.070-A	12 Point Suspension	1
335.074	Driving under suspension or child support suspensi	1
		<b>Total Offenses for This Location:</b>
		8
<i>Offenses for Location SR 16 near Thornwood</i>		
333.030	Speed	16
335.010	No Operators License	1
335.072	Driving Under Suspension	1
		<b>Total Offenses for This Location:</b>
		18
<i>Offenses for Location SR 16 near Thornwood Cross</i>		
333.030	Speed	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location SR 16 near Thornwwod</i>		
333.030	Speed	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location Sr 16 near Thornwood</i>		
333.030	Speed	2
		<b>Total Offenses for This Location:</b>
		2
<i>Offenses for Location Summit @ N Granger</i>		
335.074	Driving under suspension or child support suspensi	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location Thornwood near Newark Gran</i>		
335.074	Driving under suspension or child support suspensi	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location W Broadway @ Cherry</i>		
529.070-B	Open Container	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location W Broadway near Shephardson</i>		
333.030	Speed	1
		<b>Total Offenses for This Location:</b>
		1
<i>Offenses for Location Welsh Hills @ Pinehurst</i>		
333.030	Speed	1
		<b>Total Offenses for This Location:</b>
		1

# Location Activity Listing

Granville Mayor's Court  
Reported By Issue Date From 11/01/2020 To 11/30/2020

Page : 4  
Report Date : 12/02/2020  
Report Time : 14:15:16

<b>Ordinance Number</b>	<b>Ordinance Description</b>	<b>Total Offenses</b>
<i>Offenses for Location Welsh Hills near Pinehurst</i>		
333.030	Speed	4
<b>Total Offenses for This Location:</b>		<b>4</b>
<b>Total Offenses:</b>		<b>90</b>

END OF REPORT



## Monthly Mayor's Court Report

Granville Mayor's Court  
Cash Flow for November 2020

Page : 1  
Report Date : 12/02/2020  
Report Time : 14:17:40

	Current Period	Year-To-Date	Last Year-to-Date
<b>City Revenue From:</b>			
Court Costs			
Court Costs	\$39.00	\$132.00	\$457.00
Village Revenue From Costs	\$3,078.00	\$32,398.00	\$29,312.00
Fines			
Overpayment / Adjustment	\$0.00	\$0.00	\$0.00
Village Revenue From Fines	\$4,237.72	\$57,913.72	\$52,657.00
Miscellaneous/Other			
Miscellaneous/Other	\$1,130.00	\$10,394.00	\$16,130.00
Bond Forfeits			
Bond Forfeits	\$0.00	\$0.00	\$0.00
Miscellaneous/Other			
Bond Administration Fees	\$0.00	\$0.00	\$0.00
<b>Total to City:</b>	<b>\$8,484.72</b>	<b>\$100,837.72</b>	<b>\$98,556.00</b>
<b>State Revenue From:</b>			
Court Costs			
Court Costs	\$1,670.00	\$17,310.00	\$15,765.00
Victims of Crime	\$600.93	\$6,207.93	\$5,666.00
Drug Law Enforcement Fund	\$231.00	\$2,400.00	\$2,088.00
Fines			
Fines	\$0.00	\$40.00	\$0.00
Seat Belt-Driver	\$0.00	\$120.00	\$170.00
Indigent Defense Support Fund (fines)	\$0.00	\$375.00	\$75.00
<b>Total to State:</b>	<b>\$2,501.93</b>	<b>\$26,452.93</b>	<b>\$23,764.00</b>
<b>Other Revenue From:</b>			
Court Costs			
Court Costs	\$99.00	\$1,029.00	\$894.00
Area Fines			
OVI Indigent Fund - County	\$0.00	\$125.00	\$25.00
<b>Total to Other:</b>	<b>\$99.00</b>	<b>\$1,154.00</b>	<b>\$919.00</b>
<b>TOTAL REVENUE *</b>	<b>\$11,085.65</b>	<b>\$128,444.65</b>	<b>\$123,239.00</b>
*Includes credit card receipts of	\$8,778.65	\$88,680.65	\$55,651.00

END OF REPORT

# MANAGER'S MONTHLY EXECUTIVE SUMMARY

November 2020

## GENERAL FUND BURN RATE

*The average total spent per day based on YTD debits and number of days passed. Less is better.*

YTD Debits / YTD Days

**\$15,026.81 PER DAY**

SEPT - \$14,646.14 // OCT - \$15,635.60

**TRENDING LOWER**

## GENERAL FUND CASH SUFFICIENCY

*The number of days the General Fund could operate based solely on ending cash balance. More is better.*

Ending Fund Balance / Burn Rate

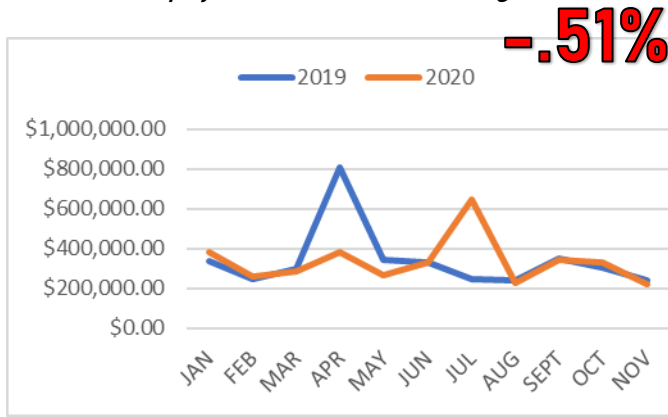
**254 DAYS**

SEPT - 284 DAYS // OCT - 243 DAYS

**TRENDING HIGHER**

## INCOME TAX REVENUE

*Total income tax revenue including both individual payments and withholdings*



## MANAGER'S FISCAL NARRATIVE

*As expected, our year-end purse-tightening has resulted in better metrics moving into December. We expect very little movement as the year closes. Our income tax remains stable at -.51% under last year's number (3.47% lower accounting for refunds). The Mayor's Court revenue is down due to the Thanksgiving holiday (one less Mayors Court) and we expect this revenue to be similarly hampered in December. Our CARES Act programming and sub-grants remain on track and we look to close out this effort on December 30<sup>th</sup>.*

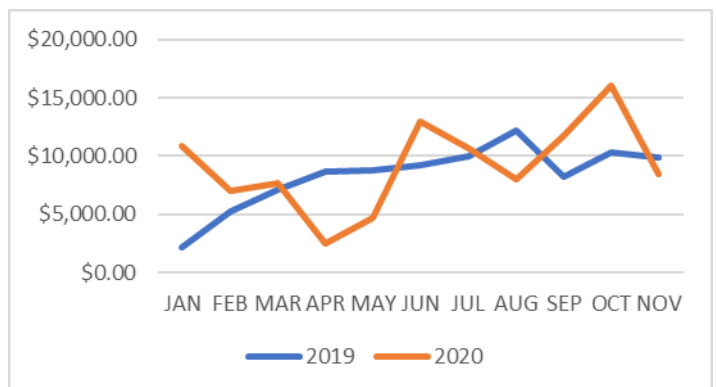
## POLICE ENFORCEMENT / ACCIDENTS

*Three-month rolling trend of arrests, violations, and injury accidents.*

Category	September	October	November
Felony Arrests	1	2	1
Misdemeanor Arrests	9	9	10
Parking Tickets	4	3	2
Traffic Citations	137	114	91
Injury Accidents	2	1	1

## MAYOR'S COURT REVENUE

*Total of Mayor's Court revenue received in the General Fund compared with previous calendar year.*



Monthly Fund Report  
November 30, 2020

12/01/2020 09:54:56  
CLK Period 11/2020

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
General Fund	3,806,321.07	282,986.33	265,124.81		17,861.52
A01-A-100	4,030,153.53	4,828,011.91	5,033,982.85	3,824,182.59	-205,970.94
Municipal Building Rsv Fund	106,582.21	.00	.00		
A02-A-100	106,582.21	.00	.00	106,582.21	
Park Land Reserve Fund	298,309.86	.00	.00		
A03-A-100	296,929.86	1,380.00	.00	298,309.86	1,380.00
Strategic Land Reserve Fund	8,312.50	.00	.00		
A04-A-100	8,312.50	.00	.00	8,312.50	
Road Improvement Reserve Fund	128,690.65	.00	.00		
A06-A-100	197,232.07	25,000.00	93,541.42	128,690.65	-68,541.42
Pathway Reserve Fund	78,000.00	.00	.00		
A07-A-100	78,000.00	.00	.00	78,000.00	
Capital Project Reserve Fund	1,444,999.67	.00	.00		
A08-A-100	1,398,404.57	250,000.00	203,404.90	1,444,999.67	46,595.10
Street Fund	276,786.77	21,903.05	6,963.31		14,939.74
B01-B-100	477,079.71	233,594.29	418,947.49	291,726.51	-185,353.20
Highway Fund	89,326.35	1,777.39	426.82		1,350.57
B02-B-100	78,123.25	19,095.08	6,541.41	90,676.92	12,553.67
Opera House Park Improvement F	.00	.00	.00		
B03-B-100	.00	.00	.00	.00	
Bryn Du Fund	29,987.13	.00	1,154.30		-1,154.30
B04-B-100	22,343.73	75,000.00	68,510.90	28,832.83	6,489.10
Coronavirus Relief Fund	331,865.84	24,678.85	149,430.36		-124,751.51
B05-A-100	.00	423,215.46	216,101.13	207,114.33	207,114.33
Permissive Tax Fund	.00	.00	.00		
B08-B-100	.00	.00	.00	.00	
Law Enforcement Trust Fund	709.02	.00	.00		
B09-B-100	709.02	.00	.00	709.02	
Law Enforcement & Education Fu	10,189.90	.00	.00		
B13-B-100	10,189.90	.00	.00	10,189.90	
FEMA Fund	.00	.00	.00		
B16-B-100	.00	.00	.00	.00	
ServiceCenter Bond Retirement	22,491.54	.00	.00		
C01-A-100	17,129.62	2,828,791.75	2,823,429.83	22,491.54	5,361.92
Sewer Replacement & Improvemen	721,936.75	.00	.00		
C03-C-100	795,351.75	163,925.00	237,340.00	721,936.75	-73,415.00
OPWC Capital Project Fund	.00	.00	.00		
D01-A-100	.00	.00	.00	.00	

Monthly Fund Report  
November 30, 2020

12/01/2020 09:54:56  
CLK Period 11/2020

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Service Center Constuction Fu D02-A-100	33,804.59 33,804.59	.00 .00	.00 .00	33,804.59	
Water Fund E01-E-100	595,705.88 520,319.53	98,166.13 916,037.86	52,136.86 794,622.24	641,735.15	46,029.27 121,415.62
Sewage Treatment Fund E02-E-100	581,182.00 548,875.44	77,535.01 723,794.19	40,899.28 654,851.90	617,817.73	36,635.73 68,942.29
Refuse Fund E08-E-100	.00 3,088.53	.00 .00	.00 3,088.53	.00	-3,088.53
Water Capital Improvement Fund E91-E-100	658,830.41 593,151.94	.00 76,485.00	28,350.00 39,156.53	630,480.41	-28,350.00 37,328.47
Equipment Reserve Fund F02-F-100	500,253.18 421,003.18	.00 82,500.00	.00 3,250.00	500,253.18	79,250.00
Lewis Park Fund G04-G-100	110.00 110.00	.00 .00	.00 .00	110.00	
Mayor's Court Agency G08-A-100	20,392.00 11,160.50	.00 132,703.00	.00 123,471.50	20,392.00	9,231.50
Special Assessment Fund H01-H-100	21,823.98 21,823.98	.00 .00	.00 .00	21,823.98	
<b>** Fund Totals **</b>	<b>9,766,611.30 9,669,879.41</b>	<b>507,046.76 10,779,533.54</b>	<b>544,485.74 10,720,240.63</b>	<b>9,729,172.32</b>	<b>-37,438.98 59,292.91</b>

**GRANVILLE INCOME TAX REVENUE REPORT  
FOR THE YEAR 2020**

**MONTHLY INCOME TAX RECEIPTS**

FOR THE MONTH OF  
NOVEMBER, 2020

DATE	INDIVIDUAL	WITHHOLDING	TOTAL	REFUND	% IND	% W/H
11/02/20	\$77.75	\$15,753.62	\$15,831.37		0.49%	99.51%
11/03/20	\$2,668.43	\$86,630.95	\$89,299.38		2.99%	97.01%
11/04/20	\$1,888.18	\$20,460.25	\$22,348.43		8.45%	91.55%
11/05/20	\$1,208.78	\$753.64	\$1,962.42		61.60%	38.40%
11/09/20	\$42.00	\$8,865.18	\$8,907.18		0.47%	99.53%
11/12/20	\$4,113.00	\$42,144.55	\$46,257.55		8.89%	91.11%
11/13/20	\$0.00	\$729.16	\$729.16		0.00%	100.00%
11/16/20	\$829.45	\$18,320.60	\$19,150.05		4.33%	95.67%
11/17/20	\$1,458.92	\$17,239.16	\$18,698.08	\$ 2,404.06	7.80%	92.20%
<b>TOTALS</b>	<b>\$12,286.51</b>	<b>\$210,897.11</b>	<b>\$223,183.62</b>	<b>\$2,404.06</b>		

**2020 RECEIPTS BY MONTH**

MONTH	INDIVIDUAL	WITHHOLDING	MONTHLY TOTAL	REFUNDS	MONTHLY %		YTD %	% CHANGE FROM PREVIOUS YEAR	
					% IND	% W/H	% OF YTD	MONTHLY	YEAR TO DATE
JAN	\$126,492.38	\$256,138.73	\$382,631.11	\$0.00	33.06%	66.94%	10.25%	12.82%	12.82%
FEB	\$22,392.67	\$237,173.59	\$259,566.26	\$1,155.68	8.63%	91.37%	6.95%	4.67%	9.37%
MARCH	\$92,419.84	\$195,666.30	\$288,086.14	\$35,469.75	32.08%	67.92%	7.71%	-2.63%	5.35%
APRIL	\$154,788.97	\$224,556.80	\$379,345.77	\$19,036.01	40.80%	59.20%	10.16%	-52.98%	-22.50%
MAY	\$52,027.43	\$217,305.23	\$269,332.66	\$34,016.79	19.32%	80.68%	7.21%	-22.04%	-22.42%
JUNE	\$124,626.31	\$203,572.70	\$328,199.01	\$24,074.12	37.97%	62.03%	8.79%	-0.78%	-19.39%
JULY	\$426,872.10	\$220,402.20	\$647,274.30	\$21,787.88	65.95%	34.05%	17.33%	160.85%	-2.29%
AUG	\$46,753.69	\$230,543.10	\$277,296.79	\$5,226.54	16.86%	83.14%	7.43%	15.38%	-0.80%
SEPT	\$157,662.60	\$188,341.31	\$346,003.91	\$15,162.08	45.57%	54.43%	9.27%	-0.65%	-0.78%
OCT	\$88,237.38	\$245,286.83	\$333,524.21	\$26,143.39	26.46%	73.54%	8.93%	8.46%	0.03%
NOV	\$12,286.51	\$210,897.11	\$223,183.62	\$2,404.06	5.51%	94.49%	5.98%	-8.24%	-0.51%
<b>TOTALS</b>	<b>\$1,304,559.88</b>	<b>\$2,429,883.90</b>	<b>\$3,734,443.78</b>	<b>\$184,476.30</b>	<b>34.93%</b>	<b>65.07%</b>	<b>100.00%</b>		

**2019 RECEIPTS BY MONTH**

MONTH	INDIVIDUAL	WITHHOLDING	MONTHLY TOTAL	REFUNDS	MONTHLY %		YTD %
					% IND	% W/H	% OF YTD
JAN	\$93,703.37	\$245,452.74	\$339,156.11	\$3,654.31	27.63%	72.37%	8.33%
FEB	\$31,214.81	\$216,781.43	\$247,996.24	\$1,934.66	12.59%	87.41%	6.09%
MARCH	\$101,771.82	\$194,108.88	\$295,880.70	\$10,954.75	34.40%	65.60%	7.27%
APRIL	\$567,243.94	\$239,535.08	\$806,779.02	\$29,259.25	70.31%	29.69%	19.81%
MAY	\$133,574.96	\$211,886.60	\$345,461.56	\$13,006.24	38.67%	61.33%	8.48%
JUNE	\$134,014.23	\$196,752.37	\$330,766.60	\$4,741.41	40.52%	59.48%	8.12%
JULY	\$20,851.20	\$227,292.57	\$248,143.77	\$1,706.00	8.40%	91.60%	6.09%
AUG	\$42,445.54	\$197,895.41	\$240,340.95	\$8,686.50	17.66%	82.34%	5.90%
SEPT	\$140,813.37	\$207,462.66	\$348,276.03	\$0.00	40.43%	59.57%	8.55%
OCT	\$91,014.14	\$216,482.60	\$307,496.74	\$3,452.61	29.60%	70.40%	7.55%
NOV	\$22,027.44	\$221,210.89	\$243,238.33	\$0.00	9.06%	90.94%	5.97%
DEC	\$80,935.40	\$238,191.63	\$319,127.03	\$16,870.53	25.36%	74.64%	7.84%
<b>TOTALS</b>	<b>\$1,459,610.22</b>	<b>\$2,613,052.86</b>	<b>\$4,072,663.08</b>	<b>\$94,266.26</b>	<b>35.84%</b>	<b>64.16%</b>	<b>100.00%</b>



## MEMO

**To:** Herb Koehler, Village Manager  
**From:** Darren Willey, Service Director  
**Date:** December 3, 2020  
**Re:** Service Department November 2020 Monthly Report

Attached is a copy of total Service Department figures for activities during the month of November. The figures relate total regular maintenance items and hours of labor completed by the Service Department. Also, listed below is a summary of specific jobs performed.

### **Trash Pick Up**

Village Service Dept. removes trash Monday thru Friday from Village owned waste cans along the downtown business district and Bryn Du Mansion grounds. Trash is checked on Saturday and Sunday during the summer months. As for November 64 personnel hours was devoted to removing trash.

### **Tree Maintenance**

16 Personnel hours were devoted to clearance trimming and removal of few small Trees along with stump removal in November.

### **Brush Pick up**

In October-November each year brush pick up is seized for Leaf Pick Up due to equipment and personnel at that time. The Service Department will restart Brush pick up in December

### **Assisting Civic Groups**

In November the Service Department devoted a 122.5 hrs. to install 74 Christmas Trees along the downtown area and S. Main St. for the annual Candle Light Walking Tour.

### **Crosswalk Maint.**

In November the Service Department devoted 40 hrs. personnel time to work on repairs and replace bricks at the crosswalks along the downtown area.

### **Vehicle Maintenance**

In November 158 personnel hours were devoted to vehicle maintenance to service Police Cruisers, Water Department and Waste Water Vehicles and Service Dept.

### **Grounds & Maintenance**

During the month of November there was about 4 days of rain as the service department devoted 28 personnel hours to work inside on cleaning and servicing all equipment as needed and make any repairs that may need made for future projects.

### **Vacation Hours Used**

In November, 7 Service Department employees used vacation leave totaling 72 hours.

### **Sick Leave Hours Used**

In November, 2 Service Department employees used sick leave totaling 12 hours.

If you have any questions please feel free to contact me.

Darren Willey  
Service Director

# MONTHLY METER REPORT

November 2020

NEW METERS GIVEN OUT	1
SENSUS METERS REPLACED (COMPLETE UNIT- HEAD AND BASE)	1
SENSUS METERS REPAIRED	1
4' MUELLER PITS GIVEN OUT	2
MXU'S INSTALLED	2
FINAL READINGS	7
CUSTOMER SERVICE REQUESTS	5
SHUT OFF NOTICES	0
SHUT OFFS	0
OTHER	4
<b>TOTAL</b>	<b>23</b>







# Water Plant/Distribution System Monthly Operating Report (MOR)

Chlorine QOR Data	
Chlorine Residual (Total)	
No. of RT & RP Samples	Avg. Value (mg/L)
6	1.10

Date *	Chlorine Dioxide (mg/L)	Exceed	Chlorite (mg/L)	Exceed	Chlorine Residual (Free) (mg/L)	Chlorine Residual (Combined) (mg/L)	Distribution										Comments			
							Lowest		Chlorite / Chlorine Dioxide (mg/L)											
							Chlorine Residual (Free) (mg/L)	Chlorine Residual (Combined) (mg/L)	Chemical		Type		FIRST CUSTOMER (FC)			Residence Time in Distribution				
									Chlorite	ClO <sub>2</sub>	Routine	Followup	-0-hrs	+ 6 hrs	+ 12 hrs	Avg (AT)		Max (AT)		
11/1/2020					1.30	0.10	1.10	0.10												
11/2/2020					1.00	0.20	0.90	0.00												
11/3/2020					1.00	0.20	0.90	0.10												
11/4/2020					0.90	0.20	0.60	0.10												
11/5/2020					1.10	0.20	0.70	0.10												
11/6/2020					0.90	0.40	0.80	0.10												
11/7/2020					1.40	0.30	0.70	0.20												
11/8/2020					1.10	0.10	1.10	0.10												
11/9/2020					1.00	0.10	1.00	0.00												
11/10/2020					1.20	0.10	0.80	0.10												
11/11/2020					1.10	0.20	1.00	0.10												
11/12/2020					1.30	0.10	1.10	0.10												
11/13/2020					1.20	0.10	1.00	0.10												
11/14/2020					1.10	0.10	0.90	0.10												
11/15/2020					1.00	0.20	1.00	0.10												
11/16/2020					1.10	0.10	0.90	0.20												
11/17/2020					1.00	0.20	1.00	0.10												
11/18/2020					1.10	0.00	0.90	0.00												
11/19/2020					1.20	0.10	0.90	0.10												
11/20/2020					1.20	0.10	1.00	0.10												
11/21/2020					1.10	0.20	0.90	0.10												
11/22/2020					1.20	0.20	1.00	0.00												
11/23/2020					1.20	0.10	0.70	0.10												
11/24/2020					1.00	0.20	1.10	0.00												
11/25/2020					1.60	0.00	1.00	0.00												
11/26/2020					1.50	0.10	1.30	0.10												
11/27/2020					1.10	0.10	1.10	0.10												
11/28/2020					1.20	0.10	1.00	0.10												
11/29/2020					1.30	0.10	1.10	0.00												
11/30/2020					1.10	0.20	1.10	0.10												
<b>Min.</b>					0.90	0.00	0.60	0.00												
<b>Max.</b>					1.60	0.40	1.30	0.20												
<b>Avg.</b>					1.15	0.15	0.95	0.08												
<b>Total</b>																				

Raw Mn (Well #3) = .118 mg/l

## Ohio EPA - Daily Discharge Monitoring Report - Form 4500


**SUBMISSION ID:**  
**FACILITY:**  
**LOCATION:**  
**COUNTY:**  
**DISTRICT:**

1003813  
 Granville WTP  
 445 Palmer Ln  
 Granville, OH 43023  
 Licking  
 CDO

**STATUS:**  
**PERMIT NUMBER:**  
**STATION CODE:**  
**MONITORING PERIOD :**  
**REPORTING LAB:**  
**ANALYST:**  
**NO DISCHARGE INDICATOR:**

Original  
**4GW00001\*CG**  
 001  
**2020-11-01 To: 2020-11-30**  
 Granville WTP / MASI  
 Douglas Brim / MASI

PARAMETER	Flow Rate	Chlorine, Total Residual	pH	Total Suspended Solids	Residue, Total Filterable	Microcystin	
PARAMETER CODE	00056	50060	00400	00530	70300	51880	
UNITS	GPD	mg/l	S.U.	mg/l	mg/l	ug/l	
FREQUENCY	1/Day	1 / 2 Weeks	1/Month	1/Month	1/Month	When Disch.	
SAMPLING TYPE	24hr Total Estimate	Grab	Grab	Grab	Grab	Grab	
2020-11-01	14000						
2020-11-02	274000						
2020-11-03	123000						
2020-11-04	18000						
2020-11-05	0						
2020-11-06	0						
2020-11-07	7000						
2020-11-08	12000						
2020-11-09	12000						
2020-11-10	9000						
2020-11-11	11000	0.00					
2020-11-12	11000						
2020-11-13	7000						
2020-11-14	11000						
2020-11-15	10000						
2020-11-16	14000		10.6	2	244		
2020-11-17	0						
2020-11-18	12000						
2020-11-19	22000						
2020-11-20	22000						
2020-11-21	7000						
2020-11-22	14000						
2020-11-23	12000						
2020-11-24	11000						
2020-11-25	24000	0.00					
2020-11-26	17000						
2020-11-27	16000						
2020-11-28	10000						
2020-11-29	12000						
2020-11-30	13000						
Minimum	0.0	0.0	10.6	2.0	244.0		
Maximum	274000.0	0.0	10.6	2.0	244.0		
Average	24166.66667	0		2	244		
Count	30	2	1	1	1		

<b>Name of Responsible Official or Authorized Representative</b>	I certify under the penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.	<b>Signature of Responsible Official or Authorized Representative</b>	<b>Submission Date/Time</b>
Douglas Brim			<b>Certification Version Date</b> 2020-12-01 13:12

**Ohio EPA - Daily Discharge Monitoring Report - Form 4500**

**FACILITY:**  
**LOCATION:**

Granville WTP  
445 Palmer Ln  
Granville, OH 43023

**PERMIT NUMBER:**  
**MONITORING PERIOD :**

**4GW00001\*CG**  
2020-11-01 To: 2020-11-30

**PARAMETER COMMENTS:**

Station Code	Parameter Name	Parameter Code	Date	Unit	Comment
--------------	----------------	----------------	------	------	---------



# Granville Police – Monthly Report for November 2020

## **Personnel Actions:**

- A P/T dispatcher resigned to continue her graduate studies.
- A P/T dispatcher was hired.

## **Complaints on Personnel:**

- None

## **General Complaints:**

- A resident expressed concern about trespassers hunting on his property.
- A resident expressed concern regarding an officer who stopped her husband twice for speeding, and the length of the stops. Upon review it was found to be two different officers on two different occasions. The resident received a warning on the first stop and a citation for 53 in a 35 on the second traffic stop.

## **Compliments:**

- A resident wrote a card of thanks to Officer Clark out of a traffic citation.
- A Joe Rutherford complimented officer's Newlun and Spires out of a poaching complaint.
- A resident thanked Sgt. Costa for a house check.
- A resident thanked Officer Kaffenbarger for a house check.
- Carol Kasarjian called to thank Officer Martin for his assistance out of a disturbance.

## **Other:**

- Officers completed the Ohio Election Law course.
- GPD hosted the November meeting of the Licking County Chiefs & Administrators Association.
- The deer hunting program is running, with a few complaints from residents who do not like it.
- Employee performance appraisals were completed.
- GPD met the latest state certification mandates. We continue to be one of only two Licking County agencies to be fully accredited by the State of Ohio.

## **Enforcement:**

**Parking Tickets: 2 (-1) / Traffic Citations: 91 (-23)**

**Arrests: Misdemeanor: 10 (+1) / Felony : 1 (-1)**

**Misdemeanor Charges: 12 Felony Charges: 1**

## **Service Activities:**

**Dispatched Calls for Service: 346 (+51) / Pick Up Calls for Service: 323 (-15)**

**Offense Reports: 29 (-2)**

**Non Injury Accident Reports: 9 (+1) / Injury: 1 (+/-0)**

**Foot Patrols: 6 (-7) House Checks: 44 (+30) Area Checks: 102 (+54)**

**Service Calls at Schools: GHS:3 ; GIS:1 ; GMS:4 ; GES:17 ; WHS:0 ; GCA: 0**

**K9: Sweeps: 0 Tracks: 0 PR: 0 Training Hours: 38**