



**WOOD COUNTY PLANNING COMMISSION  
AGENDA  
AUGUST 5, 2014 at 5:30PM**

The Wood County Planning Commission will meet in regular session on Tuesday, August 5, 2014 at the County Office Building in Bowling Green, Ohio. The time of this meeting is 5:30pm. A suggested agenda follows:

**OLD BUSINESS**

**NEW BUSINESS**

Approval of the July 2014 Planning Commission Meeting Minutes.

**WOOD COUNTY PLANNING COMMISSION STAFF ACTIVITIES REPORT**

Staff activities for July 2014 will be reviewed.

**SUBDIVISION – PERRYSBURG TOWNSHIP**

Feller Finch & Associates have submitted a final replat on behalf of Peter and Catherine Calderon entitled "Replat of Lots 7 & 8 in Cambridge". The proposal consists of combining the existing Lots 7 and 8 in the Cambridge Subdivision in Perrysburg Township into one new lot. The purpose of this request is that the owners wish to construct an addition to the current residence that will straddle the lot lines of lots 7 & 8 unless they are combined into one new lot of record. The lots are located in the existing Cambridge Subdivision and are accessed from Jacqueline Place. This item was slated to be on the June 2014 agenda; however it was requested to be removed from the agenda by the engineer of the plat. The engineer has now resubmitted the plat for the August meeting.

**SUBDIVISION – MIDDLETON TOWNSHIP**

Feller Finch & Associates have submitted a preliminary plat on behalf of William James entitled "The Reserve". The proposed plat is located in River Tract 55 of Middleton Township, directly to the north of the plat of River Bend Lakes Plat One. The proposed plat contains a total of five (5) residential lots, and covers approximately 35.11 acres of land. The access to the plat will be through the extension of the existing street, Riverview Place in the River Bend Lakes Subdivision. Plat improvements as listed include: sanitary and storm sewers, 60 feet of right of way, public water, gas and electric.

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**AGENDA – PAGE TWO**  
**WOOD COUNTY PLANNING COMMISSION MEETING**  
**AUGUST 5, 2014 AT 5:30 PM**

**SUBDIVISION – LAKE TOWNSHIP**

Feller Finch & Associates have submitted a final plat for a two (2) lot subdivision on behalf of Mr. George Walker entitled "Shaelyn Place" in Section 11 of Lake Township. The proposed plat is located on the east side of Pemberville Road between Walbridge and Ayers Roads. The subdivision contains two (2) lots and covers approximately 5.2 acres. The purpose of the subdivision is that the owner-applicant wishes to create an additional parcel split on the property. However, the number of minor parcel splits allowable on an original tract of land has been exceeded. The Wood County Land Transfer Policy as well as Planning Commission Office Policy states that a parcel of land is allowed to have a total of four (4) minor parcel splits, which are splits under five (5) acres in size, off of an original tract of land. An original tract is defined as how the parcel existed in 1961. In this case, the applicant's parcel has already been split four (4) times, therefore their only recourse to gain another split is to create a two (2) lot major subdivision. The applicants have requested waivers from the Wood County Subdivision Rules and Regulations for the improvements required under the Regulations such as sidewalks, open space, etc.

**ZONING – TROY TOWNSHIP**

The Troy Township Zoning Commission has submitted an amendment to the current Troy Township Zoning Resolution. Specifically, the Township has added a new section to their agricultural zoning requirements that clarifies that accessory structures such as barns and outbuildings erected on parcels five (5) acres or greater in size still require a zoning permit if they are not to be used specifically for agricultural uses such as animal husbandry or farm machinery storage.

**CHAIRMAN'S TIME**

**DIRECTOR'S TIME**

The Director will present the new Wood County Employee Handbook for Official adoption by the Planning Commission.

**ADJOURNMENT**

*Please make plans to attend!*

## **ITEM # 1 – SUBDIVISION – PERRYSBURG TOWNSHIP**

### **APPLICANTS**

Peter and Catherine Calderon  
30025 Jacqueline Court  
Perrysburg, OH 43531

Greg Feller, Feller Finch & Associates  
1683 Woodlands Dr.  
Maumee, OH 43537

### **PROPOSAL**

Feller Finch & Associates on behalf of a Peter and Catherine Calderon have submitted a final replat entitled "Replat of Lots 7 & 8 in Cambridge". The applicants wish to build an extension to their existing home. To properly undertake this type of development and remain in compliance with Perrysburg Township Zoning, a replat combining the existing lots into one new lot must occur.

### **LOCATION**

The lots are located on the north side of Jacqueline Place. Bates Road is located approximately 1020 feet to the east. River Road is approximately 560 feet to the north.

### **LAND USE AND ZONING**

The underlying plat property is zoned R-1 Rural Residential, as is the land surrounding the lots. There are no floodplains or wetlands on the property and all utilities are available. Land use the area consists of low to medium density residential.

### **ATTACHMENTS**

- A. Location Map
- B. Plat Map
- H. Letter from Wood County Engineer's Office

### **STAFF ANALYSIS**

This item was originally intended to be heard at the June 3, 2014 Planning Commission meeting. Before the meeting, it was removed from the agenda per a request from the engineer of the plat. It has been resubmitted for the August 2104 meeting.

As is the trend in the homebuilding industry, the dwellings that individuals wish to construct are not able to be located on the smaller existing setback and still comply with zoning. This case is no different. The applicants wish to add on to the dwelling already located on Lot 16.

One item that needs noted is the issue of sidewalks. Currently the sidewalk runs in front of Lot 16 and not Lot 17. This was done because Lot 17 had not been developed yet, therefore no sidewalks were required. Since this lot is to be incorporated into Lot 16 and a structure will be placed on it, sidewalks will need to be installed unless there is other information from the homeowner's association and/or the applicants that states that sidewalks can't or don't need to be installed.

In regards to items, concerns or errors that the Wood County Engineer's Office found with the plat, a list of them follows below and they can also be found in Attachment H.

1. The callouts for the adjoiners along the westerly and northwesterly lines are missing in the legal description.
2. There are some additional scrivener's errors in the legal description.
3. Some deed volumes and pages are missing on the drawing.
4. The owner(s) name should be called out in the drawing.
5. A couple of items should be added to the legend.
6. There are some errors in the certifications.
7. All lettering shall be 0.125 inches high and black since the plat will be reduced to 11 inches by 17 inches.

#### **STAFF RECOMMENDATION**

The proposed lot meets Perrysburg Township's minimum zoning requirements, and doesn't require a rezoning action. There is also no other way for the lot owners to undertake what they'd like to do without re-platting.

In regards to the criteria the Wood County Planning Commission Office uses to evaluate final plats, the applicant has met all of the criteria.

There are the errors listed above that have been identified by the Wood County Engineer's Office. The Planning Commission will need to make a decision as to whether or not these items are major items or minor typographical, labeling errors. The Planning Commission then must decide whether to grant final approval with the caveat that the errors be fixed, or deny the plat and have it resubmitted with all the errors corrected.

#### **ITEM #2 – SUBDIVISION – MIDDLETON TOWNSHIP**

##### **APPLICANTS**

William James  
25394 River Rd.  
Perrysburg, OH 43531

Feller Finch & Associates  
1683 Woodlands Dr.  
Maumee, OH 43537

##### **PROPOSAL**

Feller Finch & Associates on behalf of William James have submitted a preliminary plat entitled "The Reserve". The proposed plat is located in River Tract 55 of Middleton Township, directly to the north of River Bend Lakes Plat One. The proposed plat contains a total of five (5) residential lots, and covers approximately 35.11 acres of land. The access to the plat will be through the extension of the existing Riverview Place street located in the River Bend Lakes Plat One Subdivision. Plat improvements as listed include: sanitary and storm sewers, 60 Feet of right of way, public water, gas and electric.

**LOCATION**

The plat is located in River Tract 55 of Middleton Township. More specifically, the plat is to be located directly north of the existing street of Riverview Place in the River Bend Lakes Subdivision.

**LAND USE AND ZONING**

The underlying plat property was recently rezoned to R-2 Residential. Lands to the south are zoned R-3 Residential, lands to the west are zoned R-1 Residential, and lands to the north and east are zoned A-1 Agricultural. There are no floodplains or wetlands on the parcel, the Wood County Land Use Plan has designated the area as being in an expansion area, and all utilities are available to the parcel.

**ATTACHMENTS**

- C. Location Map
- D. Plat Map
- H. Letter from Wood County Engineer's Office

**STAFF ANALYSIS**

The applicants would like to construct a five (5) lot single family residential subdivision as presented. Lots 1-4 in the plat will be accessed via a cul-de-sac which will be built on the extension of the existing Riverview Place street in the plat of "River Bend Lakes Plat One" directly to the south.

As mentioned above, there are five (5) single family residential lots. The open space meets the County's 5% requirement, and the lots meet Middleton Township's minimum lot frontage and size for an R-2 Residential District. Plat improvements listed include a cul-de-sac, a street with 60 feet of right of way and 25 feet back to back paving, sanitary and storm sewers, public water, gas, and electric. As per a conversation with the engineer of the plat, sidewalks will be installed along the frontages of Lots 1-4.

For Lot 5, there is an existing home on this lot, and access is currently off of State Route 65, River Road. The intent is to turn the land underlying this existing home into Lot 5 of the subdivision, and keep the access for it off of Route 65. There will be a portion of Lot 5 that will be used for open space, and will be maintained per the requirements set forth in the plat restrictions.

Of important note, this plat has been drafted using the current version of the Wood County Subdivision Rules and Regulations. If the plat receives preliminary approval at this meeting, the final plat will follow the requirements set forth in the current version of the Regulations as well. If the plat is denied, or if an extension for the preliminary approval is requested, then a plat designed to the standards of the newest version of the Regulations will need to be submitted.

Lastly, the Wood County Engineer's Office has identified the following items as items missing on the plat drawing and items that need to occur when the final plat is filed:

1. Topographical information is missing for the State Route 65 area.
2. One foot contours shall be provided for the easterly part of lot 5.
3. River Bend Lakes Plat 2 is missing south of the project.
4. The description of the subdivision shall be put under the name of the subdivision.
5. Ditch Maintenance Easements will not be required on the existing ditches. Only the storm sewer bio-retention area (or another type of detention system) and the outlet area shall be required to be put under the Ditch Maintenance Program.
6. There needs to be a Planning Commission approval signature block on the drawing.
7. All lettering shall be 0.125 inches high and black since the plat will be reduced to 11 inches by 17 inches.

#### **STAFF RECOMMENDATION**

The Township and Planning Commission requirements are met, and the area underlying the proposed plat meets the County Land Use Plan designation. In the opinion of the Planning Commission Office, the Engineer's Office comments while not insignificant, are not identifying major design flaws, but rather items that need to be addressed and included on the final plat. Since this a preliminary plat, it is the opinion of the Planning Commission that the errors are acceptable for a preliminary plat and it is the recommendation of the Wood County Planning Commission Staff that the Planning Commission grant preliminary approval to The Reserve.

#### **ITEM #3 – SUBDIVISION – LAKE TOWNSHIP**

##### **APPLICANTS**

George Walker  
29918 Pemberville Rd.  
Millbury, OH 43447

Feller Finch & Associates  
1683 Woodlands Dr.  
Maumee, OH 43537

##### **PROPOSAL**

Feller Finch & Associates on behalf of Mr. George Walker, have submitted a final plat for a two (2) lot subdivision entitled "Shaelyn Place" in Section 11 of Lake Township. The subdivision contains two (2) lots and covers approximately 5.2 acres. The purpose of the subdivision is that the owner/applicant wishes to create an additional parcel split on the property. However, the number of minor parcel splits allowable on an original tract of land has been exceeded.

The Wood County Land Transfer Policy as well as Planning Commission Office Policy states that a parcel of land is allowed to have a total of four (4) minor parcel splits, which are splits under five (5) acres in size, off of an original tract of land. An original tract is defined as how the parcel existed in 1961. In this case, the applicant's parcel has already been split four (4) times, therefore their only recourse to gain another split is to create a two (2) lot major subdivision.



The applicants have requested waivers from the Wood County Subdivision Rules and Regulations for the improvements required under the Regulations such as sidewalks, open space, etc.

#### **LOCATION**

The proposed plat is located in Section 11 of Lake Township on the east side of Pemberville Road between Walbridge and Ayers Roads.

#### **LAND USE AND ZONING**

The property underlying the proposed plat is zoned R-2 Residential, and lands surrounding the parcel on all sides are also zoned R-2. The underlying property of the proposed plat lies within an expansion area as designated by the Wood County Land Use Plan. There are no floodplains or wetlands on this parcel, and all utilities are available to the parcel. Land use in the area is medium density residential.

#### **ATTACHMENTS**

- E. Location Map
- F. Plat Map
- H. Letter from Wood County Engineer's Office

#### **STAFF ANALYSIS**

The plat of Shaelyn Place consists of two (2) lots totaling 5.2 acres of land that the applicants currently own. The plat is being created/proposed because the number of allowable minor parcel splits of the underlying property of the plat has been exceeded, so a major platted subdivision needs to be created and approved to allow the further subdivision of this parcel.

Since this plat is being drafted with the purpose of allowing two (2) more minor parcel splits rather than for the development of a full scale platted subdivision, the applicant has requested waivers from all required plat improvements, such as sidewalks and open space.

While subdivisions – plats of this nature are relatively rare, they are not unheard of and there are some currently in existence. The last one heard and approved by the Planning Commission was in 2003 and was located on a parcel of land in Grand Rapids Township. The situation was the same in that the applicants wished to create a minor parcel split from a parcel that had already exceeded the amount of minor splits available to it.

In regards to this plat, it meets Lake Township's zoning requirements, and public water and sewer is available to the parcel. The end use (residential) fits in with the County Land Use Plan as well as the existing land use in the area.

The Wood County Engineer's Office also reviewed this plat and identified the following errors, concerns, etc.:

1. There were too many errors found on the plat to be listed within the letter.
2. No engineering plans had been submitted to the Engineer's Office for review. (Even though most items have had waivers requested, the Engineer's Office still needs to see drainage plans and ingress – egress plans.

#### **STAFF RECOMMENDATION**

Given the availability of public water and sewer, and the exiting land use in the area, it is the Planning Commission Staff opinion that the plat of Shaelyn Place is compatible with the surrounding area.

The Engineer's Office however noted many errors that will need to be weighed by the Planning Commission when the Commission decides whether or not to grant final approval to Shaelyn Place.

#### **ITEM #4 – ZONING TROY TOWNSHIP**

##### **APPLICANT**

Troy Township Zoning Commission  
6505 Five Point Road  
Perrysburg, OH 43551

##### **PROPOSAL**

The Troy Township Zoning Commission has drafted and submitted a new section to the Supplementary Land Use Regulation section of the current Troy Township Zoning Resolution. Specifically, the language is added to the land use requirements for agriculturally zoned parcels in regards to incidental structures on the parcels.

##### **ATTACHMENT**

G. Proposed Language

##### **STAFF ANALYSIS**

Troy Township has been having a reoccurring problem with landowners building barns and outbuildings on agriculturally zoned parcels and not seeking permits for said structures. The reason often cited by landowners is that the underlying parcel is zoned Agricultural, therefore they feel that agricultural type buildings like barns and sheds do not need zoning permits. In actuality, unless the barns and outbuildings are being used specifically for agricultural uses such as animal husbandry, farm equipment storage, etc., they are not true agricultural uses and therefore require a permit.

In reviewing the proposed language with the Prosecuting Attorney's Office, it is the opinion of that Office that the language as presented is somewhat wordy and confusing and while the spirit of the language is good, the actual language is not. The language has been forwarded to the Prosecutor's Office for review and re-drafting.



### **STAFF RECOMMENDATION**

Given that the intent and spirit of the proposed regulation is good, it makes sense for Troy Township to adopt it. However, it makes even more sense to be sure what is getting adopted is the clearest, most concise and legally sound language possible.

Based on this, it is the recommendation of the Wood County Planning Commission that the Planning Commission recommend to Troy Township that the Township approve the amendment with the condition that the Township use whatever language is provided by the Prosecutor's Office.

### **DIRECTOR'S TIME ITEM: ADOPTION OF THE EMPLOYEE HANDBOOK**

The Wood County Commissioners have recently drafted and adopted a new version of the Wood County Employee Handbook. This document sets forth guidelines and establishes policy concerning items such as vacation accrual, sick leave, discipline processes, etc.

As it is organized, the Planning Commission is an independent agency. It is independent of Commissioners' policy and the Commission serves as the "appointing authority" for the Planning Commission Office. This means that employee policies such as the employee discipline policy and other items are to be set by the Planning Commission Board. When the Commissioners adopted this new handbook, it was effective for all Commissioners related departments, not independent agencies like the Planning Commission.

It is the desire of the Director to have the Planning Commission adopt this newly revised handbook. The rationale behind this desire is that the Planning Commission Office currently follows the Commissioners' Office employee policies, and the Commissioners' Office handles the payroll and insurance for the Planning Commission Office. Since these items are currently practiced, it makes sense from an operational standpoint to have the Planning Commission Office adopt the Commissioners' Employee Handbook. Another advantage of adopting and abiding by the Employee Handbook is that all of the policies and procedures set forth in the document have been reviewed and approved by legal counsel, which minimizes the risk of legal action.

In closing, in order to adopt the new Employee Handbook as the official policy for the Planning Commission Office, the Planning Commission needs to pass a formal action to do so. The Director feels strongly that it is advisable to adopt the handbook.

Lastly, the new handbook can be viewed on the County website by going to the following link: <http://www.co.wood.oh.us/employee/policies/default.html>.