

**Wood County Planning Commission**  
**November 13, 2012 @ 5:30pm**

The Wood County Planning Commission met in regular session on Tuesday, November 13, 2012 at the County Office Building in Bowling Green. Planning Commission members in attendance were: Anthony Allion, Robert Black, Jim Carter, Raymond Huber, Richard Kohring, Joel Kuhlman, Donna Schuerman, and Leslee Thompson. Planning Commission staff in attendance was: David Steiner and Kelly Hemminger. 19 guests were present at the meeting.

Chairman Thompson called the meeting to order. Upon calling the meeting to order, Mr. Steiner reported that approval was needed for the new Administrative Assistant position description. Mr. Black made a motion to approve the description. Mr. Allion seconded the motion and Commission members responded in full support.

Ms. Schuerman made a motion to approve the October 2012 Planning Commission meeting minutes. Mr. Black seconded the motion and Commission members responded in full support.

**STAFF ACTIVITIES REPORT – OCTOBER 2012**

Mr. Steiner reported the following summary of activities for the month of October 2012; Held last work meeting for the update of the Wood County Land Transfer Policy; Land Transfer Policy anticipated to become effective January 1, 2013; Reviewed preliminary plat for Williamsburg on the River Extension; Attended TMACOG Land Use Steering Committee meeting; Planner attended annual Northwestern Ohio Planning and Zoning Workshop; Awarded contracts, held preconstruction meetings, and work began on the FY11 Weston and Portage projects; Officially closed out FY10 Community Development Block Grant (CDBG), Began work on FY12 Community Housing Improvement Program (CHIP); Continued to work on the FY12 CDBG Environmental Reviews; Director met with Board of County Commissioners (BCC) to discuss the 2013 Planning Commission budget; Completed 15 parcel splits and 1 parcel combination totaling approximately 355 acres of land; Issued 10 rural address locations.

**MIDDLETON TOWNSHIP – SUBDIVISION**

Michael A. Deaton submitted a final plat-replat entitled “Re-Plat of Lots 1 and 2 Hull Prairie Meadows Plat One” for Planning Commission review and approval. The replat consisted of combining the existing Lots 1 and 2 in the Hull Prairie Meadows Subdivision into one new lot of record.

Mr. Steiner began his review and discussion of the item and reported that the applicant desired to combine Lots 1 and 2 of Plat One of the Hull Prairie Meadows Subdivision into a single lot of record. Mr. Steiner reported that the applicant indicated they would like to construct a patio and pool on the lots. Mr. Steiner reported that property was located in Section 23 of Middleton Township, more specifically, on the north side of Prairie Lake Drive. Mr. Steiner reported the property and surrounding lands were zoned R-3 Planned Unit Development (PUD) and reported that the Wood County Comprehensive Land Use

Plan had designated the area as an Urban/Small Town Expansion Area. Mr. Steiner reported that no floodplains or wetlands were associated with the property and noted that all utilities were available to the property. Mr. Steiner reported several minor plat errors were found and noted that had been corrected. Mr. Steiner recommended approval of the item.

When the item was turned over to the Commission for review and discussion, Mr. Carter questioned if a recommendation was needed. Mr. Steiner reported that the Commission members would need to approve or deny the replat. Mr. Huber questioned if a swimming pool was allowed in Middleton Township. Mr. Steiner reported that Middleton Township required them to combine the lots together in order to meet setbacks. Mr. Kuhlman questioned if fencing was required. Mr. Steiner reported that Middleton Township would regulate fencing requirements.

There being no further discussion, Mr. Black made a motion to approve the “Re-Plat of Lots 1 and 2 Hull Prairie Meadows Plat One”. Mr. Kuhlman seconded the motion and Commission members responded in full support.

#### **MIDDLETON TOWNSHIP – SUBDIVISION**

Matt and Rachel Lotycz submitted an application to obtain a variance from the Wood County Subdivision Rules and Regulations. The applicants own an 8.67 acres parcel of land in Middleton Township and had indicated that they would like to split the property into three (3) parcels. Per the Wood County Subdivision Rules and Regulations, “A lot shall not have an average depth which is more than three (3) times it’s average width, nor shall it have a depth of less than one hundred twenty (120) feet.” The applicants requested a variance allowing two (2) lots to exceed the 3:1 depth to width ratio.

Mrs. Hemminger began her review and discussion of the item and reported that the property was located in the southwest quarter of Section 23, Middleton Township. Mrs. Hemminger reported that the property was located at the northwest corner of the intersection of Five Point Road and Hull Prairie Road. Mrs. Hemminger stated that the property and surrounding lands were zoned Agricultural and reported that lands to the north were zoned R-3 PUD Residential. Mrs. Hemminger stated that the Wood County Comprehensive Land Use Plan designated the property as an Urban/Small Town Expansion Area and reported that no floodplains or wetlands were associated with the property. Mrs. Hemminger stated that public water was available to the property but noted that it was unknown if and/or when public sewer would be available.

When the item was turned over to Commission members for review and discussion, Mr. Huber expressed major concerns with the Hull Prairie Road right of way. Mr. Huber reported that when Hull Prairie Road underwent widening several years back, it was discovered that the centerline of the road was not within the road right of way. Mr. Huber stated that the Wood County Engineer’s office acquired road right of way to accommodate Hull Prairie Road but indicated that the large ditch on the west side of Hull Prairie Road was not entirely within the road right of way. Mr. Huber stated that the property in question would not be able to access Hull Prairie Road. Mrs. Hemminger reported that the

applicant had been in contact with the Wood County Engineers Office regarding the issue. Mr. Huber requested that Commission members table the item until the Hull Prairie Road right of way issue could be clarified and resolved. Mr. Steiner questioned if access would be affected along Five Point Road. Mr. Huber reported that the right of way along Five Point Road was not an issue. Mr. Stoll, Northwestern Water and Sewer District, reiterated that public water was available and noted that the property fell within an active Ohio Environmental Protection Agency ordered area for sanitary sewers. Mr. Lotycz reported that he would work with the Wood County Engineers office to resolve the right of way issue.

There being no further discussion, Mr. Huber made a motion to table the item until the right of way issue could be resolved. Mr. Black seconded the motion and Commission members responded in full support. Mr. Steiner noted that the item was not time sensitive.

### **TROY TOWNSHIP - ZONING**

The Troy Township Zoning Commission had submitted a new definition for “Home Property Business”, which was accidentally omitted from the Home Property Business language that Troy Township enacted earlier in 2012. The definition needed added to the Troy Township Zoning Resolution in order to complete the township’s Home Property Business section.

Mr. Steiner began his review and discussion of the item and reported that Troy Township had previously submitted language for what the township called “Home Property Business” for Planning Commission review and recommendation. Mr. Steiner reported that the language essentially allowed commercial uses to occur on parcels of land zoned for agricultural or residential use, without changing the underlying zoning to a commercial designation. Mr. Steiner stated that the township would allow these uses through the issuance of a conditional use permit that would address the specific nature of each applicant that came before the township.

Mr. Steiner reported that the Wood County Planning Commission reviewed and recommended denial of the language at the June 2012 meeting. Mr. Steiner stated that the Troy Township Zoning Commission and Trustees ultimately chose to disregard the Planning Commission’s recommendation and voted to enact the language. Mr. Steiner noted that the “Home Property Business” definition had been omitted and therefore recommended approval of the definition for the sake of completeness and enforceability.

When the item was turned over to Commission members for review and discussion, Mr. Black made a motion to recommend approval of the item. Mr. Kohring seconded the motion. Mr. Allion questioned if the definition properly addressed home property businesses. Mr. Steiner reported that it did. There being no further discussion, Commission members responded in full support.

**DIRECTORS TIME**

Mr. Steiner reported that the next Planning Commission meeting was scheduled for December 4, 2012 @ 5:30pm. Mr. Steiner stated that the Final Draft of the Wood County Land Transfer Policy had been mailed to the Commission members. Mr. Steiner reported that the policy affected property splits and combinations within the unincorporated areas of Wood County. Mr. Steiner reported public hearings were scheduled for December 4, 2012 and December 14, 2012, and noted that the document was anticipated to become effective on January 1, 2013. Mr. Allion questioned if the Commission members needed to take any action on the policy. Mr. Steiner reported that no action was needed, and noted that the document would officially be adopted by the Wood County Auditor and Engineer under Section 319 of the Ohio Revised Code. Mr. Huber questioned the status of the update of the Wood County Subdivision Rules and Regulation. Mr. Steiner reported that he was waiting for comment on them from the Wood County Engineers Office.

Mr. Black questioned if the Wood County Health District would be available to present information regarding the Community Development Block Grant monies that they have received. Mr. Steiner reported that he would ask the Wood County Health District and the Northwestern Water and Sewer District to be in attendance at a future meeting. Mr. Steiner reported that he planned to present information regarding grants at the January 2013 Planning Commission meeting.

There being no further discussion, Mr. Carter made a motion to adjourn the November 13, 2012 Planning Commission meeting. Ms. Schuerman seconded the motion and Commission members responded in full support.