

Wood County Planning Commission
October 5, 2010 @ 5:30pm

The Wood County Planning Commission met in regular session on Tuesday, October 5, 2010 at the County Office Building in Bowling Green. Planning Commission members in attendance were: Anthony Allion, Rob Black, Jim Carter, Patrick Fitzgerald, Raymond Huber, Richard Kohring, and Leslee Thompson. Planning Commission staff in attendance was: David Steiner, Kelly Hemminger, and Katie Baltz. One guest was present at the meeting.

Chairman Allion called the meeting to order. Upon calling the meeting to order, Mr. Black made a motion to approve the August 2010 Planning Commission meeting minutes. Mr. Carter seconded the motion with Commission members responding in full support. Mr. Huber questioned if a legal opinion had been obtained regarding the length of time that a plat approval was valid. It was decided that Mr. Huber and Mr. Steiner would request a formal legal opinion from the Wood County Prosecutors Office.

Mr. Steiner stated the Wood County Subdivision Rules and Regulations needed to be updated and reported that he met with the Board of Commissioners to discuss the possibility of hiring a consultant to assist with the update. Mr. Black questioned how a consultant would be determined. Mr. Steiner reported if money was allocated for the update, a formal Request for Qualifications (RFQ) would be done. Mr. Steiner stated that a committee would be formed to review the RFQ's and select a consultant.

New Business:

ACTIVITIES REPORT *(August and September 2010)*

Mr. Steiner stated he worked with landowners in unzoned Montgomery Township to resolve a side yard setback violation. Mr. Black questioned if unzoned areas had setbacks. Mr. Steiner stated that minimal setbacks were established by the Wood County Subdivision Rules and Regulations in the unzoned areas. Mr. Steiner reported the FY09 CDBG Village of West Millgrove project was completed and reported the FY09 Village of Risingsun project was bid out. Mr. Steiner reported the FY09 Village of Cygnet and FY09 Village of Custar projects had been prepared for bid. Mr. Steiner reported that the FY08 CDBG Program had been closed out and reported that a total of 9 condemned homes had been demolished under the Neighborhood Stabilization Program (NSP). Mr. Steiner reported that the Ohio Department of Natural Resources (ODNR) annual Floodplain Management Conference was attended and stated that assistance was provided to the Village of West Millgrove for the development of Floodplain Regulations. Mr. Steiner reported that 11 parcel splits and 4 parcel combinations totaling approximately 130 acres were completed and 8 rural address locations had been issued. Mr. Fitzgerald questioned the amount of unspent funds that were returned to the Ohio Department of Development (ODOD). Mrs. Baltz reported that approximately \$4,000 was returned to ODOD.

ZONING – PORTAGE TOWNSHIP

The Portage Township Zoning Commission had drafted language to regulate the placement of residential and commercial wind turbines under 5 megawatts in size within their township. The language submitted for review was drafted by the Wood County Planning Commission Office and Wood County Prosecutors Office.

Mr. Steiner reported that the language submitted by Portage Township was drafted by the Wood County Planning Commission with the exception of the provision that Portage Township would not require an engineering report for any turbine that was less than fifty one (51) feet in size. Mr. Steiner reported the township believed that units less than fifty one (51) feet in size were going to be on a scale that would pose minimal risk to adjacent property owners and may be an undue burden on a landowner. Mr. Steiner reported the turbine language would address both residential and utility type turbines as a conditional use.

When the item was turned over to the Planning Commission members for review and discussion, Mr. Black questioned if “Wind Farm” was defined. Mr. Steiner stated it was not and reported that he would research a definition for “Wind Farm” and include it as part of the recommendation to the township. Ms. Holmes reported that when, for example, a zoning resolution or the Ohio Revised Code does not define a word, it takes on its common everyday meaning. Mr. Huber questioned what an engineering report was. Mr. Steiner stated that Section 3.2.a-i of the document, explained the components of an engineering report.

There being no further discussion, Mr. Black made a motion to recommend that Planning Commission members recommend to Portage Township that they approve the proposed Wind Turbine Regulations, with a condition that they include a definition for “Wind Farm”. Mr. Kohring seconded the motion and Planning Commission members responded in full support.

AGENDA MAILINGS

Mr. Black questioned when the general public was provided with a copy of the staff analysis and recommendation. Mr. Steiner reported the staff analysis and recommendation was only made available to the Planning Commission members and a general agenda was provided to the public. Mr. Steiner reported that if a member of the public or developer would request the complete staff analysis and recommendations, it would be made available to them. Mr. Black reported that he thought it would be helpful for the general public and developers to be mailed the staff analysis and staff recommendation. Mr. Black reported that Lucas County posted their staff analysis and staff recommendation on their website.

There being no further discussion, Mr. Black made a motion to include the staff recommendation and staff analysis with all agenda mailings and be made available on the Wood County Planning Commission website. Mr. Huber and Mr. Kohring expressed concern with making staff recommendations and staff analysis available to the public. Mr. Fitzgerald questioned when the staff recommendations and staff analysis became public

information. Ms. Holmes reported that a “draft” has been ruled to be public record and reported that she believed a report becomes a public document once it was sent to Commission members. Mr. Fitzgerald pointed out that many times the decision of the Planning Commission members is not the same as the staff recommendation, and stated that he didn’t want to send the wrong signal to the applicant and/or public. Commission members agreed that the agenda mailings should be posted on the Wood County Planning Commission website and that the staff recommendation should be excluded. Ms. Holmes suggested that the public be informed through a press release that the Wood County Planning Commission Meeting Agendas would be made available on the Wood County Planning Commission Website. Mr. Black made a motion to include the staff analysis of agenda items, but to exclude the staff recommendation. Mr. Steiner questioned if a staff recommendation was to be developed. After discussion among Commission members, Mr. Black made a motion to include staff analysis and staff recommendation to all members of the Planning Commission, the public, and posted on the Wood County Planning Commission website. Mr. Huber seconded the motion, with a vote of five in favor, one opposed (Mr. Kohring), motion carried.

DIRECTORS TIME

Mr. Steiner reported his annual performance review needed to be scheduled. Mr. Carter reported it was the responsibility of the Planning Commission members to conduct Mr. Steiner’s review. Mr. Carter explained that Mr. Steiner would provide Mr. Allion, President of Board, with a narrative of his accomplishments. The review panel would consist of Mr. Carter, Mr. Kalmar (County Administrator), Mr. Allion, Mr. Black, and Mr. Kohring. Mr. Steiner’s annual performance review will be conducted on Wednesday, October 27, 2010 at 4:00pm in the Wood County Commissioners Office.

The November Planning Commission meeting is scheduled to take place on November 2, 2010. Planning Commission members decided to reschedule the meeting to November 9, 2010 at 5:30pm due to Election Day.

TRAINING SESSION – PLANNING COMMISSION POWERS AND DUTIES

Linda Holmes, Wood County Prosecutors Office, gave a presentation and “refresher” course on the specific role and function of the Planning Commission per the Ohio Revised Code.

There being no further discussion, Mr. Black made a motion to adjourn the October 5, 2010 Planning Commission meeting. Mrs. Thompson seconded the motion and Commission members responded in full support.