



**WOOD COUNTY PLANNING COMMISSION
AGENDA
JUNE 2, 2015 at 5:30 PM**

The Wood County Planning Commission will meet in regular session on Tuesday, June 2nd, 2015 at the County Office Building in Bowling Green, Ohio. The time of this meeting is 5:30 pm. A suggested agenda follows:

ROLL CALL

APPROVAL OF MAY 2015 MEETING MINUTES

UNFINISHED BUSINESS

NEW BUSINESS

MIDDLETON TOWNSHIP - SUBDIVISION EXTENSION REQUEST

Feller Finch & Associates on behalf of McCarthy Builders have submitted a request for a one year preliminary plat extension for Riverbend Plats 3, 4, and 5.

SUBDIVISION REGULATIONS VARIANCE REQUEST – MONTGOMERY TOWNSHIP

Judith Keiser is seeking a variance from the frontage requirements set forth in the Wood County Subdivision Rules and Regulations. The applicant's property is located in Montgomery Township, an unzoned township. In unzoned townships, the Wood County Subdivision Rules and Regulations pertaining to minimum parcel frontages and lot sizes are enforced. The applicant wishes to subdivide the subject property in order to settle an estate. In order to split the property, a variance on the minimum lot frontage needs to be granted.

ZONING TEXT AMENDMENT – MIDDLETON TOWNSHIP

The Middleton Township Zoning Commission has submitted a text amendment to their current Zoning Resolution. The text amendment(s) consist of adding definitions for Road Right of Way and Public Way.

**AGENDA PAGE TWO
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WOOD COUNTY PLANNING COMMISSION**

WOOD COUNTY PLANNING COMMISSION LAND USE PLAN

The Planning Commission staff will update Planning Commission members on the process of drafting a new land use plan for Wood County. Additionally, Planning Commission Staff will solicit volunteers from the Planning Commission Board to assist staff members with reviewing all submitted Statements of Qualifications from firms interested in drafting the new land use plan. The goal of this review is to reduce the number of interested firms down to three or four firms. These firms will then be invited to present their qualifications and approach to creating the new land use plan to the Planning Commission at one of the Commission's regularly scheduled meetings.

PUBLIC FORUM

DIRECTOR'S TIME

Staff activities for March and April 2015 will be reviewed.

CHAIRMAN'S TIME/COMMISSION MEMBERS' TIME

ADJOURNMENT

Please make plans to attend!

ITEM # 1: PRELIMINARY PLAT EXTENSION REQUEST – MIDDLETON TOWNSHIP

APPLICANT

Feller Finch & Associates
1683 Woodlands Drive
Maumee, OH 43537

PROPOSAL

Feller Finch & Associates on behalf of McCarthy Builders have submitted a request for a one year preliminary plat extension for the plat(s) Riverbend Plats 3, 4, and 5.

ATTACHMENTS

1 -A. Request letter.

STAFF ANALYSIS

Riverbend Plats 3-5 were granted preliminary approval at the July 1, 2014 Planning Commission meeting. These plats were the last to be granted preliminary approval under the old subdivision rules and regulations. As such, they are not subject to the preliminary plat extension policies in the new subdivision regulations. They would be subject to the new policies if the plat layout is changed from what was granted preliminary approval.

Under the old regulations, no time limits and no number of requests were ever stated. The Planning Commission used their own discretion when granting extensions and when considering the number of extension requests that can be granted.

STAFF RECOMMENDATION

As noted above, these plats fall under the old subdivision rules and regulations. Unlike the new regulations, there are no time limits or request limits on extensions.

Given this, the Planning Commission Staff feels that a one year extension for preliminary plat approval is a reasonable request and recommends that the Planning Commission grant a one year extension for preliminary approval for Riverbend Plats 3-5.

ITEM # 2: SUBDIVISION VARIANCE REQUEST– MONTGOMERY TOWNSHIP

APPLICANT

Judith Keiser
736 W. Front Street
Pemberville, OH 43450

PROPOSAL

The applicant is seeking a variance from the frontage requirements set forth in the Wood County Subdivision Rules and Regulations. The applicant's property is located in Montgomery Township, an unzoned township. In unzoned townships, the Wood County Subdivision Rules and Regulations pertaining to minimum parcel frontages and lot sizes are enforced. The applicant wishes to subdivide the subject property in order to settle an estate. In order to split the property, a variance on the minimum lot frontage needs to be granted.

LOCATION

The subject property consists of 38 acres of land in Section 4 of Montgomery Township. Specifically, the property is located on the west side of Wayne Road approximately 2,300 feet south of Holcomb Road and 2,600 feet north of Portage Road.

ATTACHMENTS

- 2 - A. Location Map
- 2 - B. Variance Request

STAFF ANALYSIS

The Wood County Subdivision Rules and Regulations regulate minimum parcel sizes, minimum lot frontages and building setbacks in all unzoned areas of the County. The subject parcel is located in Montgomery Township which is currently one of Wood County's unzoned townships and therefore the Subdivision Regulations are used.

Currently all parcels being created in unzoned areas must have a minimum of 175 feet of frontage and be at least 2 acres in size.

The subject parcel consists of 38 acres of land and is located on the west side of Wayne Road. The current configuration of the parcel makes it difficult for the applicant to subdivide the property in such a way as to settle the estate that is open on this property.

The applicant wishes to split the parcel roughly down the middle. The north half will end up bypassing another existing parcel of land. This configuration creates a situation where the 175 feet minimum parcel frontage cannot be met.

When the applicant first approached the Planning Commission Staff with her proposal, the new Subdivision Rules and Regulations were not in affect and under the old regulations, her proposal was compliant. The applicant had went ahead and ordered a survey of the parcel in the configuration that was decided upon. This survey did not occur until after the new regulations were in affect. Due to this, the applicant needed to request a variance in order to proceed with what they planned on achieving.

Since there is still some uncertainty with how the parcel will ultimately be split, the variance request is for the entire frontage of the parcel, and not for a specific length of frontage. This gives the executors of the estate some latitude in regards to the configuration of the parcels they ultimately end up creating.

Lastly, any parcels being created will be reviewed by the Planning Commission Staff and will be subject to the staff's approval.

STAFF RECOMMENDATION

The subject parcel is configured in such a way that meeting the 175 feet minimum is difficult. Another factor in this request is that the applicant did reach out to the Planning Commission Staff prior to the adoption of the new Regulations. At that time, what they were proposing was allowable. In the time between receiving verbal approval and actually hiring a surveyor, the regulations changed.

Given the lapse of the new and old regulations as well as the applicant basing their decision on parcel configuration on what was allowable under the old regulations, the Planning Commission Staff recommends that the Planning Commission grant a variance from the 175 feet of frontage for the parcel.

ITEM # 3: ZONING TEXT AMENDMENT – MIDDLETON TOWNSHIP

APPLICANT

Middleton Township Zoning Commission
21745 N. Dixie Highway
Bowling Green, OH 43402

PROPOSAL

The Middleton Township Zoning Commission has submitted two text amendments to the current Middleton Township Zoning Resolution. These amendments consist of adding definitions for Right of Way and Public Way. The impetus for the addition of these definitions stemmed from the township's proposed language to prohibit the planting of trees and shrubs in the road Right of Way. When looking to add this language, the Township discovered that they had no definitions for either Right of Way or Public Way.

ATTACHMENTS

3-A. Copy of proposed definitions

STAFF ANALYSIS

The purpose of this amendment is to ensure that when the terms Right of Way and Public way are referenced in the current Middleton Township Zoning Resolution, the definitions for said terms actually exist.

STAFF RECOMMENDATION

Given the necessity for these two definitions and the comprehensiveness of these definitions, the Planning Commission Staff recommends that the Planning Commission recommend to Middleton Township that the Township approve the two definitions.

ITEM # 4 WOOD COUNTY LAND USE PLAN UPDATE

PROPOSAL

Statements of Qualifications (SOQ's) for consultants interested in assisting with the creation of a new Comprehensive Land Use Plan for Wood County have been submitted to the Planning Commission Office. There were a total of seven (7) SOQ's submitted from a fairly wide and diverse pool of firms. It was originally the intent of the Planning Commission Staff to have the Planning Commission members review and possibly narrow the pool of firms down to three or four they felt were the best fit for the project. These "short listed" firms would then be invited to present their proposals to the Planning Commission in more depth.

Given the amount of SOQ's received, the Planning Commission Staff felt it was more practical to solicit two or more volunteers from the Planning Commission to assist the Staff with whittling down three to four firms to invite for a presentation.

STAFF ANALYSIS

As stated above, the original idea of having the entire Planning Commission review the SOQ's has been deemed impractical due to the number of SOQ's received. Given this, the Planning Commission Staff is strongly asking for volunteers from the Planning Commission to help sort out the SOQ's and narrow them down to three or four firms that will come to a Planning Commission meeting and give a more in depth presentation.