

**Wood County Planning Commission**  
**May 5, 2015 @ 5:30pm**

The Wood County Planning Commission met in regular session on Tuesday, May 5, 2014 at the County Office Building in Bowling Green. Planning Commission members in attendance were: John Alexander, Anthony Allion, Rob Black, John Brossia, Jim Carter, Doris Herringshaw, Raymond Huber, Joel Kuhlman, Donna Schuerman and Leslee Thompson. Planning Commission staff in attendance was David Steiner and Katie Baltz. 21 guests were present at the meeting.

Chairman Black called the meeting to order. Upon calling the meeting to order, Mr. Alexander made a motion to approve the May 2015 Planning Commission Special meeting minutes. Mr. Allion seconded the motion and Commission members responded in full support.

**New Business**

**STAFF ACTIVITIES REPORT**

Mr. Steiner stated that the staff activities for April 2015 would be reviewed at the June 2015 meeting.

**SUBDIVISION – PERRYSBURG TOWNSHIP**

Feller Finch & Associates had submitted a plat on behalf of Greg and Barbara Archambeau, entitled "Replat of lots 21 & 22 in Cambridge" for final plat approval.

Mr. Steiner stated that the applicants wished to combine the existing Lots 21 and 22 in the Cambridge Subdivision in Perrysburg Township into one new lot of record in order to construct a new dwelling on the lots which would straddle lot lines.

Mr. Steiner stated that the underlying property was zoned R-1 Residential, that there were no floodplains or wetlands on the property and that land use in the area was consistent with the applicant's proposal. Mr. Steiner noted that all utilities, roadways and water and sewer systems had already been installed.

Mr. Steiner stated that the plat as presented met all of the township's requirements and that the only error found was that Donna Schuerman's name was still listed in the signature block as the sign off for the Commission. Mr. Steiner noted that this would need to be changed to have the Director of the Planning Commission's signature on the signature block. Mr. Steiner noted that the Engineer's office had just informed him of an issue with the plat that the Engineer's Office would address.

Mr. Steiner stated that based on the information available at the time of his review, it was the recommendation of the Wood County Planning Commission Staff that the Planning Commission grant final approval to the plat "Replat of Lots 21 & 22 in Cambridge" with the condition that all labeling errors on the plat as presented be corrected.

John Musteric, Wood County Deputy Engineer stated that he had noticed that a wall was present on the lots and should be shown on the plat and that right of way and easement information should be shown on the plat as well.

Following a discussion of the item, Mr. Huber stated that he would not sign off on a plat until it was done to the Engineer's Office's standards.

Mr. Greg Archambeau stated that his name was incorrect on the agenda and that the agenda report was incorrect and that they were not adding to an existing home, they would be building a new home.

Mr. Alexander made a motion to approve the plat entitled "Replat of lots 21 & 22 in Cambridge" with the corrections including the applicants name on the plat and the correct signature block. Mr. Kuhlman seconded the motion, Commission members responded with a vote of 8 in favor, none opposed, Mr. Huber abstained, motion carried.

#### **SUBDIVISION – PERRYSBURG TOWNSHIP**

Feller Finch & Associates on behalf of Mary Lou Fox had submitted a final replat entitled "Replat of Lots 9 & 10 of Waterford Beside the River".

Mr. Steiner stated that the applicant wished to combine the existing Lots 9 & 10 in the plat of Waterford Beside the River into one new lot of record in order to construct a new dwelling on the lots that will straddle the existing lot lines.

Mr. Steiner stated that the two existing lots were currently zoned PUD-R which is Planned Unit Development Residential and that all lands surrounding the lots also had a PUD-R designation. Mr. Steiner stated that land use in the area was medium to low density residential and that no floodplains or wetlands were on the lots and all utilities were available.

Mr. Steiner stated that it was the recommendation of the Planning Commission Staff that the Planning Commission grant this replat final approval with the condition that errors found by the Engineer's office were to be corrected.

Following a brief discussion, Ms. Schuerman made a motion to approve the plat entitled "Replat of lots 9 & 10 in Waterford Beside the River" with the error corrections, including the applicants name on the plat. Ms. Thompson seconded the motion, Commission members responded with a vote of 8 in favor, none opposed, Mr. Huber abstained, motion carried.

#### **ZONING – MIDDLETON TOWNSHIP**

The Middleton Township Zoning Commission had submitted a text amendment to their current Zoning Resolution. The proposed amendment sought to prohibit the planting of any trees or shrubs within fifteen (15) feet of the edge of a public road surface.

Mr. Steiner stated that one item of concern that the Planning Commission Staff had with this language as proposed was where the fifteen (15) feet of prohibited area is measured from. Mr. Steiner stated that the language stated that no trees or shrubs could be located within fifteen (15) feet of the edge of the public road surface. Mr. Steiner stated that the measurement criteria appeared to be ambiguous and did not clearly state which edge of the road surface the fifteen (15) feet was to be measured from.

Jeff Ford, Middleton Township Zoning Inspector agreed with Mr. Steiner in that the trees should be located outside of the right of way.

Mike Molton, Chairman of the Middleton Township Zoning Board stated that the 15 feet came from a discussion with Mr. Huber and Linda Holmes.

Mr. Huber and Mr. Alexander stated that additional language should be added to the proposed zoning language to include: "no trees or shrubs shall be located within fifteen (15) of the edge of the public road surface that is contiguous to the parcel, or within the public right of way, whichever is greater".

There being no further discussion, Mr. Alexander made a motion to recommend that Middleton Township approve the zoning language with the additional language as described above. Ms. Herringshaw seconded the motion, Commission members responded in full support.

#### **WOOD COUNTY PLANNING COMMISSION BYLAWS**

Mr. Steiner stated that a motion was necessary to adopt that revised Wood County Planning Commission bylaws.

Mr. Alexander made that motion, Mr. Kuhlman seconded the motion, Commission members responded in full support.

#### **REVIEW OF APPLICATIONS FOR FY15 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Grant Applications for the FY15 CDBG program were mailed to Villages, Townships and Organizations throughout Wood County. The Wood County Planning Commission must review the applications that were submitted and then select the four (4) projects to be recommended to the Commissioners for funding.

Mr. Steiner stated that the Board of County Commissioners would make the final selection of projects at the public hearing to be held on May 21, 2015 at 9:30 AM.

Mr. Steiner reviewed the Community Development Implementation Strategy (CDIS) process that had been used this year, and the corresponding list that had ranked the projects.

Mr. Steiner began his review and discussion and reported that a total of 9 applications had been submitted for the FY15 Community Development Block Grant (CDBG) Allocation Program, with a total of \$282,800 being requested.

Mr. Steiner stated that \$181,000 was available for funding in FY15, and reported that a total of \$159,280 would be available for up to 4 projects. Mr. Steiner stated that a portion of the funds would be used for the fair housing program and administration of the grant.

Mr. Steiner then reviewed the FY15 CDBG applications and briefly detailed the projects that were proposed. They were as follows:

**VILLAGE OF BLOOMDALE – QUALIFIED BY AN INCOME SURVEY**

Replace 380 feet of concrete walk in front of the Village Hall on Vine Street between Maple Street and Taft Drive to elevate the walk above the pavement to protect the pedestrians.

CDBG Funds Requested	\$33,000
Local Contribution	\$ 5,000 (Capital Improvement)
Total Project Cost	\$38,000

**VILLAGE OF BRADNER – QUALIFIED BY AN INCOME SURVEY**

Replace approximately 580 linear feet of 6” water main on Main Street. Project will include installation of new 8” ductile iron waterline with new valves, the relocation of existing meter pits and one new fire hydrant.

CDBG Funds Requested	\$ 45,000
Local Contribution	\$ 94,188 (Local Share)
Total Project Cost	\$139,188

**VILLAGE OF HASKINS – QUALIFIED AS AN ADA IMPROVEMENT**

Install approximately 38 ADA compliant curb ramps throughout the Village of Haskins to meet current ADA standards.

CDBG Funds Requested	\$45,800
Local Contribution	\$ 4,750 (Income Tax Capital Improvement)
Total Project Cost	\$50,550

**VILLAGE OF JERRY CITY – QUALIFIED BY CENSUS (LMI)**

Resurface 230 cubic yards of asphalt concrete on First St., North St., Dickson St. and Factory Street.

CDBG Funds Requested	\$46,600
Local Contribution	\$ 9,950 (Streets, Curbs & Sidewalks Fund)
Total Project Cost	\$56,550

**VILLAGE OF NORTH BALTIMORE – QUALIFIED AS AN ADA IMPROVEMENT**

Install 8 ADA compliant curb ramps at the intersection of N. Tarr Street and East Broadway Street to meet current ADA standards.

CDBG Funds Requested	\$28,000
Local Contribution	\$ 2,518 (Local Share)
Total Project Cost	\$30,518

**CITY OF NORTHWOOD – PLANNING ACTIVITY, MAY NOT QUALIFY**

Prepare a comprehensive plan for the City of Northwood to develop strategies for community revitalization, economic development and the improvement of quality of life.

CDBG Funds Requested	\$10,000
Local Contribution	\$25,000 (Local Share)
Total Project Cost	\$35,000

**CITY OF ROSSFORD – QUALIFIED AS AN ADA IMPROVEMENT**

Install 2 Automatic door operators to the main entrance of the Rossford Community Recreation Center to become ADA compliant and install a fully ADA compliant unisex restroom in the lobby of the center.

CDBG Funds Requested	\$31,700
Local Contribution	\$ 0
Total Project Cost	\$31,700

**VILLAGE OF WALBRIDGE – QUALIFIED AS AN ADA IMPROVEMENT**

Install approximately 7 ADA compliant curb ramps with truncated domes along Main Street from Clayton Street to Wilber Street.

CDBG Funds Requested	\$14,000
Local Contribution	\$ 2,867 (Local Share)
Total Project Cost	\$16,867

**VILLAGE OF WESTON - QUALIFIED AS AN ADA IMPROVEMENT**

Replace deteriorating concrete walk and Install approximately 16 ADA compliant curb ramps and/or detectable warnings to meet ADA requirements along Main Street from Taylor Street to Cherry Street.

CDBG Funds Requested	\$28,700
Local Contribution	\$ 9,500 (Local Share)
Total Project Cost	\$38,200

After summarizing the details of the applications, Mr. Steiner turned the item over to the Planning Commission members for review and discussion. Mr. Black then allowed all individuals who were present in the audience to give a brief summary of their projects.

After much discussion regarding the projects that would be funded, Mr. Alexander made a motion to recommend to the Board of County Commissioners to fund the following projects and amounts and alternates:

- |                               |             |
|-------------------------------|-------------|
| 1. Village of North Baltimore | \$32,900.00 |
| 2. Village of Haskins         | \$49,600.00 |
| 3. Village of Bradner         | \$45,000.00 |
| 4. Village of Rossford        | \$31,700.00 |

ALTERNATES:

- |                          |             |
|--------------------------|-------------|
| 1. Village of Jerry City | \$46,600.00 |
| 2. Village of Walbridge  | \$14,000.00 |

Fair Housing = \$15,000 and General Administration = \$6,800

Mr. Kuhlman seconded the motion and Commission members responded with full support, motion carried.

**CHAIRMAN'S TIME**

Mr. Black stated that there would be upcoming public meetings throughout the county for the drafting of the new land use plan and would like Planning Commission members to make a commitment to attend the meetings near their area of residence.

Mr. Steiner agreed and stated that 1 or 2 Commission members would need to be part of a committee for the land use plan update.

**DIRECTOR'S TIME**

Mr. Steiner stated that a June 2, 2015 Planning Commission meeting would be held in order to begin the review process of firms interested in updating Wood County's land use plan.

There being no further items of business, Ms. Schuerman made a motion to adjourn the May 5, 2015 Planning Commission Meeting. Ms. Thompson seconded the motion, Commission members responded in full support, meeting adjourned.