

**Wood County Planning Commission
October 7, 2014 @ 5:30pm**

The Wood County Planning Commission met in regular session on Tuesday, October 7, 2014 at the County Office Building in Bowling Green. Planning Commission members in attendance were: John Alexander, Rob Black, John Brossia, Jim Carter, Doris Herringshaw, Raymond Huber, Joel Kuhlman, Scott Lockwood, Donna Schuerman and Leslee Thompson. Planning Commission staff in attendance was: David Steiner and Katie Baltz. Three (3) guests were present at the meeting.

Old Business

Upon calling the meeting to order, Mr. Black asked for a motion to approve the August 2014 meeting minutes. Mr. Alexander made a motion to approve the August 2014 Planning Commission meeting minutes. Ms. Thompson seconded the motion and Commission members responded in full support.

Mr. Black noted that the Director's time would be moved up on the agenda.

New Business

DIRECTOR'S TIME ITEM

Mr. Steiner noted that the County Administrator, Andrew Kalmar and the Assistant Prosecuting Attorney, Linda Holmes were in attendance.

Mr. Kalmar stated that he was present to answer any questions related the employee handbook that had been recently revised and adopted by the Commissioners. Mr. Alexander questioned the applicability of the County Commissioners' personnel policy and whether an independent board could adopt such a policy and if it would pose any risk to the Commission.

Mr. Kalmar stated that there should not be a risk to the Planning Commission as the Planning Commissions and the Commissioners have the same legal counsel. Mr. Kalmar noted that the Planning Commission could change any portion of the policy if desired.

Following a brief discussion, Mr. Kuhlman made a motion for the Planning Commission to adopt the Wood County Employee Handbook, Ms. Thompson seconded the motion, Commission members responded in full support.

Mr. Huber asked if the Planning Commission was governed by the Ohio Revised Code or the Planning Commission By-laws. Mr. Kalmar stated that the Planning Commission was defined by the Ohio Revised Code. Mr. Steiner stated that the by-laws contained policies for conducting meetings and office practices were derived from the Ohio Revised Code.

Mr. Huber noted that the by-laws stated that the Planning Commission was made up of eight (8) citizens and three (3) members of the Board of County Commissioners. Ms. Holmes passed out a packet of information that cited the Ohio Revised Code and stated that Mr. Huber sat on the Planning Commission as a citizen representative, and there could be the occasion when he should abstain from voting on issues relating to his duties as the County Engineer.

Following a brief discussion of classified and unclassified employee status, Mr. Steiner stated that Ms. Holmes was present to discuss a civil lawsuit against the Board of County Commissioners as a result of the Moving Ohio Forward grant. Following additional discussion, Mr. Black asked that issues like this continue to be brought to the attention of the Planning Commission members. Mr. Black thanked Ms. Holmes for her time and she exited the meeting.

Mr. Steiner stated that some goals and budget requests for the Planning Commission Office in 2015 were to complete a Community Development Implementation Strategy (CDIS), to draft a new Land Use Plan, to update the Planning Commission website and to examine the Planning Commission office's workload.

SUBDIVISION – PERRYSBURG TOWNSHIP

Oravec and Associates had submitted a final plat entitled "Woodmont Plat Six". This plat was another phase of development within the Woodmont Subdivision in Perrysburg Township. This particular phase contained seven (7) lots and covered approximately 2.6 acres of land.

Mr. Steiner stated that Woodmont Plat Six was located in the larger Market Centre and Woodmont developments, which were located in Road Tract 2 of Perrysburg Township. Mr. Steiner stated that Plat Six was located in between Woodmont Plats Five and Two, and was accessed by the extension of Woodmont Drive.

Mr. Steiner stated that the plat property was zoned PUD-R (Planned Unit Development Residential), that the lands surrounding the plat property were also zoned PUD-R, that land use in the area was a mixture of commercial and medium to high density residential and that the Wood County Land Use Plan had designated the area where this parcel was located at as being in an urban in-fill area and part of a key corridor (Route 20). Mr. Steiner noted that there were no floodplains or wetlands on this parcel.

Mr. Steiner stated that there were concerns brought up by Perrysburg Township related to sidewalk installation along the east side of Woodmont Drive and a discrepancy between the construction drawing and the final plat drawing related to easements.

Mr. Steiner stated that a review of the plat by the Engineer's office revealed several labeling errors on the plat and stated that a set of construction drawings for the storm sewer system in Woodmont Plat Six needed to be submitted to the Engineer's Office.

Mr. Steiner stated that most of the errors found were minor labeling errors rather than major design and planning errors and would recommend conditional approval of the plat if sidewalk issues could be resolved to the satisfaction of the board.

Mr. Oravec noted that the easement discrepancy and other errors that were brought to his attention had been corrected on the plat. Mr. Oravec noted that construction plans showed sidewalk plans on both sides of the street and would have to be built that way. Mr. Oravec stated that all of Woodmont would have sidewalks with the exception of a section of Plat Two where sidewalks were not installed.

John Musteric asked if Plat Two had money put into escrow. Mr. Steiner said that he would look into this issue and would notify Perrysburg Township.

There being no further discussion, Mr. Lockwood made a motion to approve "Woodmont Plat Six" with the condition that all of the Engineer's issues had been resolved. Mr. Kuhlman seconded the motion. Planning Commission members responded with a vote of 7 in favor, none opposed, Mr. Huber abstained, motion carried.

SUBDIVISION- MIDDLETON TOWNSHIP

ESA Engineers had submitted a plat entitled "Saddlebrook Plat Fourteen" on behalf of Midland Agency for final plat approval. The plat consisted of ten single family lots, covered approximately 2.9 acres of land and was the fourteenth phase of development in the existing Saddlebrook Subdivision.

Mr. Steiner stated that this particular phase was in the southeast portion of the subdivision and was bordered by Saddlebrook Plat Seven to the north and by the Hull Prairie Meadows subdivision to the south.

Mr. Steiner noted that the underlying plat property was zoned R-3 Residential, lands to the, east, north and west were zoned R-3 Residential, and lands to the south were zoned in R-3 PUD.

Mr. Steiner stated that the plat would contain sidewalks, streets with 25 feet of back to back paving with curbs and gutters, public water and sanitary sewer, and other utilities such as gas, electric and cable. Mr. Steiner noted that lots would have access through the extension of Saddle Horn Drive and that the lots all met Middleton Township's minimum zoning requirements.

Mr. Steiner stated that the Wood County Engineer's Office had found some labeling errors. Mr. Steiner noted that Middleton Township had expressed concerns regarding the lack of a temporary turn-around at the end of Saddle Horn Drive.

Mr. Steiner stated that his recommendation would be to grant approval to Saddlebrook Plat Fourteen with the condition that the errors identified by the Engineer's Office be corrected and that a temporary turn around off of Saddle Horn Drive be constructed.

Mr. Huber asked if the developer owned the property immediately to the west. Greg Baduras of ESA Engineers stated that yes they did, and that a turn-around was shown on the construction plans.

Middleton Township Zoning Inspector, Jeff Ford asked if the area where Saddlebrook Court would eventually hook into Saddlebrook Court could be covered with stone instead of a turn-around to eliminate mud being spread around by construction vehicles. Mr. Baduras stated that stone could be laid to help eliminate some of the mud problem.

There being no further discussion, Mr. Kuhlman made a motion to approve "Saddlebrook Plat Fourteen" subject to the Engineer's approval. Ms. Thompson seconded the motion, Commission members responded in a vote of 7 in favor, none opposed, Mr. Huber abstained, motion carried.

DIRECTOR'S TIME ITEM, CONTINUED

Mr. Steiner gave a brief summary of some of the staff activities that had occurred from July through September 2014.

Mr. Black noted that the Planning Commission by-laws were very outdated and requested volunteers for a by-laws committee. Mr. Alexander volunteered, Mr. Kuhlman stated that he might be willing to commit at a later time, Ms. Thompson volunteered and Mr. Black stated that he would be on the committee and that they could try to meet in January.

Following a brief discussion, The Planning Commission members decided to change the time of the November Planning Commission meeting due to the election. Ms. Schuerman made a motion to change the November 4, 2014 Planning Commission meeting to begin at 4:00, Mr. Alexander seconded the motion, Commission members responded in full support.

Mr. Alexander stated that the Planning Commission might want to consider implementing a fee schedule in the future. Mr. Carter suggested a review of what other bi-cities and planning commission's charge.

Following a brief discussion, Ms. Thompson made a motion to adjourn the October 7, 2014 Planning Commission meeting. Ms. Schuerman seconded the motion and Commission members responded in full support.