

**Wood County Planning Commission**  
**June 7, 2016 @ 5:30pm**

The Wood County Planning Commission met in regular session on Tuesday, June 7, 2016 at the County Office Building in Bowling Green. Planning Commission staff in attendance was David Steiner and Katie Baltz. 21 guests were in attendance

Vice Chairman Huber called the meeting to order.

**Roll Call**

Planning Commission members present were: John Alexander, Tony Allion, Doris Herringshaw, Ray Huber, Joel Kuhlman, Craig Lahote, Donna Schuerman, Leslee Thompson and David Wirt. Planning Commission members absent were: Rob Black and John Brossia.

Mr. Alexander made a motion to approve the April 2016 Planning Commission meeting minutes. Mr. Kuhlman seconded the motion and Commission members responded in full support.

**STAFF ACTIVITIES REPORT**

Mr. Steiner stated that the staff activities for May 2016 would be reviewed at the July 2016 meeting.

**SUBDIVISION – MIDDLETON TOWNSHIP**

Midland Agency of NW Ohio and ESA Engineers had submitted a final plat entitled “Saddlebrook Plat Seventeen” for final plat approval.

Mr. Steiner stated that the plat was located in the existing Saddlebrook Subdivision and that this particular phase was located in the south west portion of the subdivision. Mr. Steiner noted that Saddlebrook Plat Seventen bordered Plat Nine and Plat Fifteen.

Mr. Steiner stated that the underlying plat property was zoned R-3 Residential and lands surrounding the plat were also zoned R-3. Mr. Steiner stated that this plat would contain the following plat improvements: sidewalks, streets with back to back paving and curbs and gutters, public water and sanitary sewer, and other utilities such as gas, electric and cable.

Mr. Steiner stated that the plat consisted of fourteen (14) single family residential lots. Mr. Steiner stated that lots would have access through the extension of Saddle Horn Drive and Reddington Court

Mr. Steiner stated that he would recommend approval with the condition that any errors found by the Engineer’s office would first be corrected.

Mr. John Musteric, Deputy County Engineer stated that all corrections had already been made.

Mr. Allion asked if the U shaped design of the plat created problems when assigning addresses. Ms. Baltz stated that this design is not common, but it did create addressing problems. Mr. Steiner stated that the design was not desirable but could not be prohibited and addresses could be worked out.

There being no further discussion Ms. Schuerman made a motion to approve the plat entitled "Saddlebrook Plat Seventeen". Ms. Thompson seconded the motion, Commission members responded in full support.

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

Todd Kurfess et al. had requested a variance from the Wood County Subdivision Rules and Regulations.

Mr. Steiner stated that the purpose of the variance request was that the applicants would like to create an additional parcel along the frontage of the parent parcel which would leave the applicants with approximately fifteen (15) feet of access to the thirty five (35) acres of farmland behind the proposed parcel split.

Mr. Steiner stated that the applicants had to seek a variance from the Planning Commission since the parcel(s) in question are located in the unzoned portion of Perrysburg Township and the Subdivision Rules and Regulations govern items like minimum lot frontage and parcel size in unzoned areas.

Mr. Steiner stated that the parcel was located in Section 34 of Perrysburg Township and the parcel contained approximately thirty five acres of land on the south side of Reitz Road. Mr. Steiner noted that Lime City Road was approximately 2200 feet to the east, and State Route 199 was located approximately 1700 feet to the west.

Mr. Steiner stated that land use at the parcel and surrounding areas was agricultural with a smattering of low density rural residential.

Mr. Steiner stated that all parcels being created had to meet the minimum frontage standards set forth in the Subdivision Regulations, and a variance would be the only way the applicants could split off a new parcel while not creating a landlocked situation with the parent parcel.

Mr. Steiner stated that the Planning Commission staff recommended that the Planning Commission consider granting a variance to the frontage of both the new parcel being split as well as the parent parcel in order to increase the width for access to the parent parcel.

Mr. Alexander stated that 30 feet of frontage is not anywhere close to the requirement.

Mr. Alexander asked if the Planning Commission granted a variance to both parcels if a specific number could be required. Mr. Steiner stated that the variance could specify the required frontage required, and would run with the land.

Mr. Huber stated that if somebody wanted to develop the back of the property in the future, that there would not be enough space for the required 60 feet for a road if the requested 15 feet were approved.

Following a brief discussion, Mr. Alexander made a motion to deny the request for a variance for 15 feet of frontage.

Mr. Todd Kurfess stated that he was speaking on behalf of the applicants, not as an attorney, but as their parent and owner of the land. Mr. Kurfess stated that the land had been in the family for generations and will remain within the family for years to come. Mr. Kurfess stated that the variance request had been made with full knowledge of the implications to the land in the future. Mr. Kurfess stated that increasing the frontage to above 15 feet would be agreeable as long as the building lot would still be in compliance for building a residence.

Following a brief discussion, Mr. Alexander made a motion to withdraw his motion for denial in order for the applicant to revise and resubmit their application.

Mr. Kurfess stated that they would be willing to reapply but would like some indication as to what frontage numbers would be acceptable.

Mr. Kuhlman made a motion to hold the variance request in order to give the applicant to submit an amended application or a new application for a frontage variance. Ms. Thompson seconded the motion.

Following a brief discussion, Commission members voted 8 in favor, none opposed, motion carried.

### **ZONING – PERRYSBURG TOWNSHIP**

Mr. Mark Rich had submitted a request to rezone 2.27 acres of an existing 7.3 acre parcel of land in River Tract 72 of Perrysburg Township from an R-1 Residential zoning Classification to an R-3 Residential Zoning Classification.

Mr. Steiner stated that the request was to allow the applicant the opportunity to split small residential lots off of the existing 7.3 acre parcel.

Mr. Steiner noted that the subject parcel was located in River Tract 72 of Perrysburg Township on the west side of Simmons Road, just north of the I-80 Turnpike. Mr. Steiner stated that the Belmont Meadows Subdivision was located to the north of the parcel.

Mr. Steiner stated that the parcel was currently zoned R-1 Residential, lands to the east were zoned R-1 Residential, and lands to the north and south were zoned R-2 Residential. Mr. Steiner noted that utilities were available to the parcel, and that there were no floodplains or wetlands on the parcel. Mr. Steiner stated that the Wood County Land Use Plan identified the parcel as being located in an urban infill area.

Mr. Steiner stated that the minimum parcel size in an R-3 Zoning District was 10,500 Sq. Ft. and minimum width was 75 feet. Mr. Steiner noted that Perrysburg Township had stated that the goal of an R-3 district was to allow for and encourage medium density residential uses. Mr. Steiner noted that the Planning Commission was only making a recommendation and that final action was chosen by the Perrysburg Township Trustees.

Mr. Mark Rich, passed out a drawing of his proposed splits and stated that the northern three parcels would be split off, and the fourth parcel that is furthest south would be tied to the acreage in the back of the parcel.

There being no further discussion, Mr. Alexander made a motion to recommend to Perrysburg Township that the Township approve the request to rezone the 2.27 acres from an R-1 Residential Zoning Classification to R-3 Residential Zoning Classification with the understanding that the southern lot not be separated from the back of the property. Ms. Thompson seconded the motion, Commission members responded in full support.

**REVIEW OF APPLICATIONS FOR FY16 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Grant Applications for the FY16 CDBG Allocation program had been mailed to Villages, Townships and Organizations throughout Wood County. The Wood County Planning Commission must then review all of the applications that were submitted and select four (4) projects to be recommended to the Wood County Commissioners for funding.

Mr. Steiner began his review and discussion and reported that a total of 7 applications had been submitted for the FY16 Community Development Block Grant (CDBG) Allocation Program, with a total of \$307,800 worth of grant funds being requested.

Mr. Steiner stated that \$185,000 in grant funds were available for funding in FY16, and reported that a total of \$162,000 would be available to use 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 FY16 CDBG applications and briefly detailed the projects that were proposed. They were as follows:

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

Replace approximately 715 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 two new fire hydrants.

CDBG Funds Requested	\$ 55,000
Local Contribution	\$122,107 (Local Share – 68.95%)
Total Project Cost	\$177,107

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

Install approximately 29 ADA compliant curb ramps throughout the Village of Haskins to meet current ADA standards.

CDBG Funds Requested	\$32,500
Local Contribution	\$ 3,600 (Income Tax Capital Improvement – 9.97%)
Total Project Cost	\$36,100

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

Resurface approximately 150 cubic yards of asphalt pavement on Dickson Street in Jerry City.

CDBG Funds Requested	\$59,400
Local Contribution	\$25,000 (local share-Street Fund – 29.62%)
Total Project Cost	\$84,400

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

Renovate existing restrooms at the Village Park to comply with ADA requirements – install ADA water closet, sink and other interior alterations for men and women’s restrooms.

CDBG Funds Requested	\$39,200
Local Contribution	\$ 4,300 (Local Share – 9.89%)
Total Project Cost	\$43,500

**NORTHWESTERN WATER & SEWER DISTRICT (NWWSD) – QUALIFIED BY LMI DIRECT BENEFIT**

Grant funds will be awarded to Low-Moderate Income homeowners in Bairdstown who qualify (per HUD income limits) to pay for sewer lateral installation costs.

CDBG Funds Requested	\$50,000
Local Contribution	\$ 0 (No local share – direct benefit to homeowners)
Total Project Cost	\$50,000

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

Demolish existing stairs and construct new ADA ramps, and replace door at the Village’s new location of the Municipal Building and Senior Center on Main Street to make it ADA compliant.

CDBG Funds Requested	\$41,300
Local Contribution	\$ 4,590 (Local Share – 10.00%)
Total Project Cost	\$45,890

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

Install approximately 16 curb ramps and/or detectable warnings to meet ADA requirements along Main Street from Taylor Street to Cherry Street in Weston.

CDBG Funds Requested	\$30,400
Local Contribution	\$10,100 (Local Share – 24.94%)
Total Project Cost	\$40,500

After summarizing the details of the applications, Mr. Steiner turned the item over to the Planning Commission members for review and discussion. Mr. Steiner 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. Northwestern Water & Sewer District | \$40,000.00 |
| 2. Village of Bradner                  | \$50,000.00 |
| 3. Village of Walbridge                | \$36,500.00 |
| 4. Village of North Baltimore          | \$35,500.00 |

**ALTERNATES:**

- |                       |             |
|-----------------------|-------------|
| 1. Village of Haskins | \$32,500.00 |
| 2. Village of Weston  | \$30,400.00 |

Fair Housing = \$15,000 and General Administration = \$8,000

Ms. Schuerman seconded the motion and Commission members responded with full support, motion carried.

Mr. Steiner stated that the Board of County Commissioners would make the final selection of projects at the public hearing to be held on June 9<sup>th</sup>, 2016 at 10:00 am.

**CHAIRMAN'S TIME**

**DIRECTOR'S TIME**

Mr. Steiner stated that the Analysis of Impediments of Fair Housing had been completed and adopted.

Mr. Steiner stated that the next Planning Commission meeting would be held on July 5, 2016. Ms. Schuerman stated that she would not be available to attend the July Planning Commission meeting.

There being no further items of business, Mr. Allion made a motion to adjourn the June 7, 2016 Planning Commission Meeting. Ms. Schuerman seconded the motion, Commission members responded in full support, meeting adjourned.