

Wood County Planning Commission
August 9, 2016 @ 5:30pm

The Wood County Planning Commission met in regular session on Tuesday, August 9, 2016 at the County Office Building in Bowling Green. Planning Commission staff in attendance was David Steiner and Katie Baltz. 3 guests were in attendance

Chairman Black called the meeting to order.

Roll Call

John Alexander-Present, Tony Allion-Present, Rob Black-Present, John Brossia-Present, Doris Herringshaw-Present, Ray Huber-Present, Joel Kuhlman-Absent, Craig Lahote-Present, Donna Schuerman-Present, Leslee Thompson-Absent, David Wirt-Present.

Mr. Alexander made a motion to approve the July 2016 Planning Commission meeting minutes, Mr. Wirt seconded the motion. Mr. Huber noted that the July 2016 meeting minutes contained a couple of typographical errors on pages two and three. Mr. Alexander made a motion to amend his motion to approve the July 2016 Planning Commission meeting minutes to include the corrections that had been noted by Mr. Huber. Mr. Wirt seconded the motion and Commission members responded in full support.

Unfinished Business

New Business

ZONING – CENTER TOWNSHIP

Mr. Steiner stated that Center Township had submitted an application to amend their current zoning resolution to include language to regulate nontraditional accessory buildings.

Mr. Steiner stated the Center Township had chosen to allow nontraditional accessory uses with the caveat that the structures remain for a period not to exceed twelve (12) months and must meet setback requirements for the underlying zoning district.

Mr. Steiner recommended that the Planning Commission recommend approval of the zoning amendment to Center Township with the strong suggestion that the Township follow through and strongly manage permits if a time limit is placed in the language.

Ms. Schuerman made a motion to recommend that Center Township approve the amendment to the zoning text, Ms. Herringshaw seconded the motion, Commission members responded in full support.

SUBDIVISION – LAKE TOWNSHIP

The Kapp Family Limited Partnership had submitted a three (3) lot subdivision entitled “Kapp Country Acres” for review and approval. Said plat contained three (3) lots totaling approximately 3.925 acres of land in Section 25 of Lake Township.

Mr. Steiner stated that the purpose of this subdivision was that the applicant had exceeded the amount of minor parcel splits available to them through the administrative parcel split process, and needed to undergo the platting process.

Mr. Steiner stated that the proposed plat was located in the NW ¼ of Section 25 of Lake Township at the southeast corner of Latcha and Bradner Roads, approximately 1,475 feet west of the Woodland Forest Subdivision.

Mr. Steiner stated that the underlying plat parcel was zoned A-1 Agricultural and that surrounding lands were also zoned A-1 Agricultural. Mr. Steiner stated that land use in the area was primarily agricultural and low density residential with the exception of the Woodland Forest Subdivision.

Mr. Steiner stated that in regards to utilities, there was a forced main sanitary sewer system serving the Woodland Forest Subdivision, but it could not be tapped into according to the Northwestern Water and Sewer District (NWWSD). Mr. Steiner stated that there were no floodplains or wetlands on the parcel, and that the Wood County Land Use Plan had identified this area as being in Prime Farmland – Rural Countryside area.

Mr. Steiner stated that the applicants had dedicated right of way along Bradner and Latcha Roads to the County Commissioners, and had created 20 foot drainage easements on the portions of the lots that front Latcha Road.

Mr. Steiner stated that the Planning Commission’s requirements were met with the exception of two scrivener errors on the signature page.

Mr. Steiner stated that a letter from the Health Department stated that the proposed lot splits would be recommended for approval if specific conditions were met.

Mr. Steiner stated that errors discovered by the Wood County Engineer’s office had not been provided to the Planning Commission office by the time of the mailing of the agenda report. Mr. Steiner stated that the Engineer’s office could address any issues they had with the plat.

The applicant, Mr. Robert Kapp stated that developing the lots would generate additional property tax. Mr. Kapp stated that there was not currently drainage on the front of the property and that he had proposed to install a 6 inch drainage pipe to flow west to the ditch.

Mr. Black asked why there was a date discrepancy of multiple years between the letter that Northwest Water & Sewer District provided from 2005, and the statement from Mr. Kapp that the sanitary sewer had been installed approximately 3 years ago. Mr. Steiner

stated that Jerry Greiner from the Northwestern Water & Sewer District would be best suited to answer questions relating to the sanitary sewer services.

Mr. Huber stated that the letter from the Northwestern Water and Sewer District was not on letterhead and did not contain a signature and that he considered it to be a worthless piece of paper without a signature.

Mr. Huber stated that there was a double standard of putting a sanitary sewer in front of a potential residential lot and then stating that it was only sized for a particular area. Mr. Huber stated that he believed that the law stated that residents would be required to tap into a sanitary line if it is run in front of their home.

Mr. Huber stated that the letter from the Wood County Health Department stated numerous requirements for new lot development and that there was no evidence of these requirements being met.

Chief Deputy Engineer, John Musteric stated that there were issues noted in a letter dated July 29, 2016 concerning drainage and other errors.

Following a brief discussion, Mr. Alexander stated that there were too many unanswered questions regarding the Health Department's requirements and the Northwestern Water and Sewer Districts sewer line questions. Mr. Alexander made a motion to deny the Kapp Country Acres Subdivision. Mr. Huber seconded the motion, Commission members responded in full support.

Mr. Steiner asked for clarification as to why the plat was denied. Mr. Black stated that the plat must meet the subdivision regulations as any other plat would, and stated that they needed confirmation as to why the applicants would not be allowed to tap into the sanitary sewer that was in place.

DIRECTOR'S TIME

Mr. Steiner stated that the Staff activities would be reviewed at the next meeting.

Mr. Steiner stated that a member of the Planning Commission would be needed to participate in his annual review in September, along with Chairman Black. Ms. Schuerman stated that she would be willing to participate.

Mr. Steiner stated that a draft fee schedule was being passed out for Planning Commission members to review. Mr. Steiner stated that a lot of the services that the Planning Commission offers are free, and that other communities charge for these services.

Mr. Black asked if the fees received would go into the general fund. Mr. Steiner stated that he believed that the fees would go into the general fund, but would look for clarification. Mr. Black asked Mr. Steiner to place the fee schedule on the agenda for the following month so action could be taken on whether to approve or deny the implementation of a fee schedule for the Planning Commission.

Mr. Wirt stated that the amount of revenue anticipated (based on the current activity from this year) should be compared to the cost of collecting and processing that revenue to determine if it would be beneficial to collect fees at all, especially if the administrative activities already fall under the fixed cost/overhead for the Planning Commission staff.

Mr. Alexander stated that having a fee in place could encourage applicants to make sure their documents were correct the first time.

Ms. Herringshaw stated that if the Planning Commission office is going to charge for services, the public need to have all of the instructions and expectations spelled out for them in a way that is easy to understand and follow.

Mr. Black stated that many of the expectations are explained line by line, and that the professionals have a responsibility to submit quality work for their client.

Mr. Huber asked if the Planning Commission staff could provide the requirements for the installation of a septic system in Wood County. Mr. Steiner stated that the Planning Commission office would work with the Engineers office and the Health Department to work through this issue.

Mr. Brossia stated that the rule of thumb had always used to be a 1 acre minimum parcel size required for a septic system. Mr. Brossia stated that he had called the Health Department the previous week to ask for the required size information, and the Health Department told him to call the County Engineer's office.

Mr. Black asked if the Head of the Health Department could be added to the agenda for a future Planning Commission meeting to give an explanation on what is required for septic systems.

CHAIRMAN'S TIME

There being no further items of business, Ms. Schuerman made a motion to adjourn the August 9, 2016 Planning Commission Meeting. Mr. Allion seconded the motion, Commission members responded in full support, meeting adjourned.