**Meeting Minutes**

**Wood County Planning Commission**

**March 3, 2020**

**5:30 pm**

The Wood County Planning Commission met in regular session on Tuesday, March 3, 2020 at the County Office Building in Bowling Green, Ohio.  Planning Commission staff members in attendance were David Steiner and Jamie Stanley.  Planning Commission members in attendance were: Steve Arnold, Ted Bowlus, John Brossia, Brendyn George, Doris Herringshaw, John Musteric, Jeffrey Schaller, and John Schuerman.  No guests were in attendance.

Chairman John Musteric called the meeting to order.

**Old Business**

Mr. Steiner introduced and welcomed the new Planning Commission member, Brendyn George.

**New Business**

Ms. Herringshaw made a motion to approve the January 2020 Planning Commission meeting minutes.  Mr. Bowlus seconded the motion. Mr. Musteric called for a vote.

Mr. Arnold - Abstain, Mr. Bowlus - Yes, Mr. Brossia - Yes, Mr. George - Yes, Ms. Herringshaw - Yes, Mr. LaHote - Absent, Mr. Musteric - Yes, Ms. Ruland - Absent, Mr. Schaller –Yes, Mr. Schuerman - Yes, Mr. Wineland - Absent.

**SUBDIVISION/ ROAD DEDICATION – PERRYSBURG TOWNSHIP**

Lewandoski Engineers submitted a plat for a new roadway in the Market Centre Development in Perrysburg Township entitled: “Road Tract 2 Service Drive”. This plat is proposed in order to provide access to a new commercial development in the Market Centre development.

Mr. Steiner provided an overview of the application. Mr. Steiner explained this proposed right of way plat is not in compliance with the current Wood County Subdivision Regulations requirements in regards to the minimum right of way width for the type of end use the proposed road is accessing.

Mr. Steiner indicated the proposed right of way on the plat as submitted is 30’ feet and a 60’ ft. right of way is the required width for streets per the Wood County Subdivision Rules and Regulations.

Mr. Steiner indicated there are currently provisions for alleyways in the Wood County Subdivision Regulations these allow for a 30’ ft. right of way width.

Mr. Steiner further explained these are defined as “A minor street used for vehicular access to the back or side of properties abutting on another street. Design speed is ten miles per hour” and they are required to have a 30’ ft. right of way.

Mr. Steiner said he feels strongly that the uses said right of way plat is connecting to are not in the spirit and scope of an “alley”. Mr. Steiner explained that a commercial strip development has been built on the parcel the proposed right of plat will be used to access. This is not an access to the side or the rear of a building. He explained it is the primary access for this development.

Mr. Steiner further explained that there appears to be no connectivity between the existing streets both to the west and east of said plat. Mr. Steiner indicated that if this proposed roadway plat was to connect to the existing Market Centre Drive, what has been presented for review does not do this.

Mr. Steiner explained the developer does have the option of making this plat a private drive. This would mean that the responsibility of maintaining the road would fall directly on the owner(s).

Mr. Steiner explained that there is sufficient cause to deny this roadway dedication plat. Mr. Steiner emphasized that it is important to note that the Planning Commission Board is the sole agency that will ultimately approve or deny this plat. Mr. Steiner indicated the Township will not have the final decision as they do with a rezoning request.

Mr. Steiner explained the Planning Commission can decide to approve this plat, deny this plat, or make the developers turn the proposed plat into a private drive. Mr. Steiner recommends that the Planning Commission vote to make the proposed plat a private street as the street has already been built.

The Commission discussed the historical progression of this particular issue. The Commission agreed that there has been a lack of compliance with the rules.

Mr. Musteric discussed potential compliance options and referenced ORC 5553.10 (a paper copy was provided for the Commission to read) in relation to the history of this particular area (i.e. Miller Drive extension) and discussed if Perrysburg Township have the authority to okay it.

Additional discussion involved the steps taken by other businesses in that vicinity and particularly Chik Fil A as required for approval while this was built first and then approval was sought. The Commission discussed that Market Center is dedicated road and therefore public. The Commission discussed the adequacy of the road as it currently exists.

Mr. Arnold made a motion to recommend that the Commission deny approval of the request for the Right of Way dedication plat. Mr. Bowlus seconded the motion.

Mr. Musteric called for a vote. The motion carried with a vote of eight (8) yes votes, zero (0) no votes.

Mr. Arnold - Yes, Mr. Bowlus - Yes, Mr. Brossia - Yes, Mr. George - Yes, Ms. Herringshaw - Yes, Mr. LaHote - Absent, Mr. Musteric - Yes, Ms. Ruland - Absent, Mr. Schaller –Yes, Mr. Schuerman - Yes, Mr. Wineland - Absent.

**ZONING – CENTER TOWNSHIP**

The Center Township Zoning Commission submitted an application to make a series of updates to their current zoning resolution.

Ms. Stanley provided an overview of the following text amendment requests submitted by Center Township: edits to their existing Fence/Hedges language provisions, their existing application language provisions, and an updated fee schedule. The Township also submitted the revised language incorporating the proposed changes into their existing Resolution.

Ms. Stanley stated that the text amendments as proposed by the Township were acceptable as long as the suggested edits and corrections were considered. Ms. Stanley recommends the Planning Commission recommend to Center Township to approve the text amendments based on the Township addressing the concerns noted.

Mr. Schaller made a motion to recommend that Center Township approve the text amendments request. Mr. Bowlus seconded the motion.

Mr. Musteric called for a vote.

Mr. Arnold - Yes, Mr. Bowlus - Yes, Mr. Brossia - Yes, Mr. George - Yes, Ms. Herringshaw - Yes, Mr. LaHote - Absent, Mr. Musteric - Yes, Ms. Ruland - Absent, Mr. Schaller - Yes, Mr. Schuerman - Yes, Mr. Wineland – Absent.

**PUBLIC FORUM**

**CHAIRMAN’S TIME/COMMISSION MEMBERS’ TIME**

**DIRECTOR’S TIME**

**Staff Activity Report**

Mr. Steiner reviewed the staff activities performed in January and February 2020.  Mr. Steiner stated he continued to train the new planner. Mr. Steiner stated the Office prepared items for the March 2020 Planning Commission meeting.

Mr. Steiner stated that the Office assisted the new Plain Township Zoning Inspector with an overview of their duties. Mr. Steiner stated that he assisted the new Lake Township Zoning Inspector with procedural questions.

Mr. Steiner stated the Office spoke with a developer looking at reconfiguring existing structures into new multi family dwelling units.

Mr. Steiner stated the Office spoke with a Lake Township resident to discuss options for splitting the land their condominium sits on.

Mr. Steiner stated he researched the Right of Way proposal for the March 2020 meeting.

Mr. Steiner stated he set that annual Tax Incentive Review Council (TIRC) meeting for March17, 2020. Mr. Steiner stated he printed out the forms for tax abatement holders to complete and return for review.

Ms. Stanley researched the zoning resolution text amendments for the March 2020 meeting. Ms. Stanley stated that the Office is actively pushing information to the public regarding the 2020 Census. Ms. Stanley attended the Flood Plain Management Training in February.

Mr. Steiner stated there were nine (9) addresses assigned as of February 21, 2020. Mr. Steiner stated there were nine (9) parcel splits finalized and nine (9) parcel combinations finalized as of February 21, 2020.

Mr. Steiner continued work on the CDBG and CHIP grants. Mr. Steiner reviewed Statements of Qualifications from firms interested in administering Wood County’s 2020 CHIP grant and Poggemeyer Design Group was selected.

Mr. Steiner stated that the pre-bid meetings with potential bidders for the Village of Risingsun and Perrysburg Heights Community Center roof replacement projects were held. Mr. Steiner stated that bids were received for the Village of Risingsun and Perrysburg Heights Community Center roof replacement projects. Mr. Steiner stated both projects have been awarded.

Mr. Steiner stated that the Ohio Development Services Agency (ODSA) has awarded the County a grant of approximately $400,000 to upgrade the water lines for the Village of Bradner.

Ms. Herringshaw made a motion to adjourn the March 3, 2020 Planning Commission meeting. Mr. Schuerman seconded the motion. Commission members responded in full support. The meeting adjourned.