**Meeting Minutes**

**Wood County Planning Commission**

**June 2, 2020**

**5:30 pm**

The Wood County Planning Commission met in regular session on Tuesday, June 2, 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, Craig LaHote, John Musteric, John Schuerman (arrived at 5:36pm) and Erik Wineland.  Five (5) guests were in attendance.

Chairman John Musteric called the meeting to order.

**Old Business**

**New Business**

Mr. Bowlus made a motion to approve the March 2020 Planning Commission meeting minutes with amendment as stated.  Mr. Arnold seconded the motion. Mr. Musteric called for a vote.

Mr. Arnold - Yes, Mr. Bowlus - Yes, Mr. Brossia - Yes, Mr. George - Yes, Ms. Herringshaw - Absent, Mr. LaHote - Abstain, Mr. Musteric - Yes, Ms. Ruland - Absent, Mr. Schaller –Absent, Mr. Schuerman - Absent, Mr. Wineland - Abstain. No quorum for approval.

Mr. Arnold made a motion to table the approval of the March 2020 Planning Commission meeting minutes with amendment as stated. 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 - Absent, Mr. LaHote - Yes, Mr. Musteric - Yes, Ms. Ruland - Absent, Mr. Schaller –Absent, Mr. Schuerman - Absent, Mr. Wineland - Yes.

Mr. Arnold made a motion to untable the approval of the March 2020 Planning Commission meeting minutes with amendment as stated. Mr. ­­­­Wineland seconded the motion. Mr. Musteric called for a vote.

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

Mr. Arnold made a motion to approve the March 2020 Planning Commission meeting minutes with amendment as stated.  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 - Absent, Mr. LaHote - Abstain, Mr. Musteric - Yes, Ms. Ruland - Absent, Mr. Schaller –Absent, Mr. Schuerman - Yes, Mr. Wineland - Abstain.

**Selection of PY2020 CBG Community Development Activities**

Grant Applications for the PY2020 CDBG Allocation program had been e-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 PY2020 Community Development Block Grant (CDBG) Allocation Program, with a total of $455,423 worth of grant funds being requested.

Mr. Steiner stated that $328,000 in grant funds were available for funding in PY20, and reported that a total of $288,640 would be available to use for up to 4 projects. Mr. Steiner stated that a portion (12% or $39,360) of the funds would be used for the fair housing program and administration of the grant.

Mr. Steiner then reviewed the PY20 CDBG applications and briefly detailed the projects that were proposed. They were as follows:

 ***Village of Bloomdale***

 ***Qualified by an income survey***

*The proposed project is located at the Village office and adjacent to the Village community basketball court. The project will be new asphalt parking lot approximately 7200 SF with an ADA accessible parking spot, removal of 8" of old stone and asphalt, replace with topsoil and seed approximately 1600 SF.*

 *CDBG Funds Requested $ 46,673*

 *Local Contribution $ 5,185*

 *Total Project Cost $177,107*

***Village of Bradner***

***Qualified by an income survey***

*The Village's Elevated Storage Tank is located along Caldwell Street near the Water Treatment Plant. The Village is proposing to address coating deterioration with spot interior and exterior recoating of this 150,000 gallon elevated tank as well as replacement of the roof vent, installation of a mud valve, aluminum jacketing over the fill pipe insulation, a screened flap gate on the overflow pipe, a ladder extension at the condensate platform and replace the baseball door frame.*

 *CDBG Funds Requested $ 82,000*

 *Local Contribution $ 47,070*

 *Total Project Cost $129,070*

***Village of Custar***

***Qualified by an income survey***

*The project involves reconstructing 635 feet of asphalt pavement including 225 SY of full depth pavement repairs, 1390 SY of pavement planning, 315 Gallons of Tack Coat, 175 CY of 2" Asphalt Concrete Surface Course, 450 feet of curb and gutter replacement, replacing 925 SF of sidewalk, reconstructing two manholes, pavement markings, restoration of Right-of-Way and engineering and survey services.*

 *CDBG Funds Requested $ 59,750*

 *Local Contribution $ 35,000*

 *Total Project Cost $ 94,750*

***City of Northwood***

***Qualified as an ADA improvement***

*8800 sq feet and 4 Curb Ramps of new sidewalks along both sides of Maryland Place and the north side of Brentwood Drive to connect into the existing sidewalk in Brentwood Park. These new sidewalks will also interconnect the Andrus Road sidewalk with Brentwood Park.*

 *CDBG Funds Requested $ 82,000*

 *Local Contribution $ 24,150*

 *Total Project Cost $106,150*

***Village of Portage***

***Not Qualified***

*The project consists of replacing 13,300 SF of sidewalks along Findlay Pike (SR25) and relocate the 13 utility poles to the back of the right-of-way in the central downtown area along Findlay Pike.*

 *CDBG Funds Requested $ 82,000*

 *Local Contribution $185,600*

 *Total Project Cost $267,600*

***City of Rossford***

***Qualified LMI and ADA***

*This project would eliminate the steps in the sidewalk along Glenwood Road at the intersection of Beech Street and Glenwood. Clearly this section of sidewalk is not ADA compiant or handicapped accessible. This is also in an LMI tract of 51%-60% for the City of Rossford. This sidewalk section is located directly across the street from Rossford Junior-Senior High School so there are many individuals who use this sidewalk while parking and walking into events at the school.*

 *CDBG Funds Requested $ 21,000*

 *Local Contribution $ 2,100\**

 *Total Project Cost $ 21,000*

*\*The City signed off after the application was submitted.*

***Village of Walbridge***

***Qualified as an ADA improvement***

*The proposed project is the Walbridge Library parking lot with an approximate size of 69' x 160' size. The improvements will consist of pavement planing, pavement repair, resurface, pavement markings/striping, replace storm sewer, ingress and egress from Main Street.*

 *CDBG Funds Requested $ 82,000*

 *Local Contribution $ 9,172*

 *Total Project Cost $ 21,000*

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. Arnold made a motion to recommend to the Board of County Commissioners to fund the following projects and amounts and an alternate:

1. Village of Bradner $72,160.00

2. Village of Custar $72,160.00

3. City of Northwood $72,160.00

4. Village of Walbridge $72,160.00

ALTERNATE:

1. Village of Bloomdale $72,160.00

2. --------------- ------------

(Fair Housing and General Administration 12% or $39,360)

Mr. Arnold made a motion to approve the Planning Commission’s CDBG PY2020 Selections of projects and alternate project after two amendments to include the alternate project.  Mr. Wineland seconded the motion and amendments. Mr. Musteric called for a vote.

Mr. Musteric called for a vote.

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

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 4th, 2020 at 10: am.

**SUBDIVISION/ ROAD DEDICATION – PERRYSBURG TOWNSHIP**

A roadway dedication plat in the Market Centre Development in Perrysburg Township has been re-submitted for Planning Commission review and approval as requested by Perrysburg Township. Said plat is entitled: “Road Tract 2 Service Drive” and is being proposed in order to provide access to a new commercial development in the Market Centre development.

This item was reviewed at the March 2020 Planning Commission meeting where it was denied. It has been requested by the Township that the item be placed on the agenda again.

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 there are currently provisions for alleyways in the Wood County Subdivision Regulations these allow for a 30 foot right of way width.

Mr. Walt Celley of Perrysburg Township shared the history of the parcel and the surrounding development. Mr. Celley stated that the Perrysburg Township Zoning Commission approved the site plan in November 2017 subject to conditions regarding public right of way language.

Mr. Celley shared that in May 2018, the Township entered into an infrastructure development agreement that called for the developer to dedicate a 30 foot right of way that had been previously approved by the Zoning Commission as a private cross easement. However, Mr. Clley stated the Township Trustees wanted to pursue a public right of way. According to Mr. Celley, the developer offered to gift a 30 foot right of way to the Township. Mr. Celley offered the idea of alley as an option.

There was much discussion about the parcel in question. The Commission discussed the lack of compliance and why for this parcel only. Assistant Prosecutor Linda Holmes attended the meeting.

The Commission discussed safety and liability factors as well as discussing the rules/regulations as written.

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

Mr. Musteric called for a vote.

Mr. Arnold - Yes, Mr. Bowlus - No, Mr. Brossia - No, Mr. George - Yes, Ms. Herringshaw - Absent, Mr. LaHote - No, Mr. Musteric - Yes, Ms. Ruland - Absent, Mr. Schaller –Absent, Mr. Schuerman - Yes, Mr. Wineland - Yes.

The motion to deny carried.

**ZONING-PLAIN TOWNSHIP**

Plain Township has submitted a new zoning resolution. Mr. Steiner explained the items were granted approval by the Planning Commission in April 2019. Mr. Steiner explained that due to unforeseen circumstances, the Township did not take action on the item within the proper timeframe thereby requiring a resubmittal. Mr. Steiner stated the item is the same as submitted for the April 2019 Planning Commission with the addition of language regarding commercial recreation facilities and campground activities. Mr. Steiner explained the Planning Commission staff edited and formatted the document for easier reading.

Mr. Wineland made a motion to recommend that the Commission recommend that Plain Township approve the new zoning resolution. Mr. Musteric seconded the motion.

Mr. Musteric called for a vote.

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

**PUBLIC FORUM**

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

**DIRECTOR’S TIME**

**Staff Activities**

Mr. Steiner reviewed the staff activities performed in March, April and May 2020. Mr. Steiner stated he continued to train the new planner. Mr. Steiner and Ms. Stanley prepared items for the June 2020 Planning Commission meeting.

Mr. Steiner stated he assisted the new Plain Township Zoning Inspector in zoning matters. Mr. Steiner stated he worked with Portage Township on a zoning matter.

Mr. Steiner stated he assisted the Village of Rudolph with a matter in Liberty Township.

Mr. Steiner stated that he continues to work on CBG grants and the CHIP grant.

Mr. Steiner stated the Ohio Development Services Agency (ODSA) granted Wood County a three month extension for all PY2018 grants due to Covid.

Mr. Steiner stated he held the pre-bid meeting with potential bidders for the Village of Pemberville sidewalk project. Mr. Steiner indicated that bids were received for the Village of Pemberville sidewalk project and that the contract process will begin shortly.

Mr. Steiner stated the North Baltimore NRG grant was placed out to bid.

Mr. Steiner stated that he began drafting the PY2020 CHIP application.

Mr. Steiner stated he held mandatory Housing Advisory Council (HAC) meeting for the CHIP application.

Mr. Steiner stated he held the required CDIS hearing for all communities wishing to apply for CDBG funding.

Mr. Steiner stated he and Ms. Stanley sent out and reviewed CDBG Allocation grant applications for PY2020.

Mr. Steiner stated he set hearing date for a Residential Public Infrastructure Grant (RPIG) for a potential sewer project in Sugar Ridge.

Mr. Steiner stated he prepared a waiver request to see if Revolving Loan Funds (RLF) can be used towards a building demolition project within the Village of Pemberville.

Mr. Steiner stated he solicited Statements of Qualifications (SOQ) for firms interested in preparing a possible application for a downtown revitalization grant.

Mr. Steiner stated he received all reports from firms with active tax abatements. Information has been entered, but mandatory meeting has been delayed due to Covid issues.

Mr. Steiner stated he received all reports from firms with active tax abatements. Information has been entered, but mandatory meeting has been delayed due to Covid issues.

The Planning Commission staff issued 13 rural addresses from February 21, 2020 through May 20, 2020.

The Planning Commission staff processed 12 parcel splits (153.792 acres) and 6 parcel combinations (245.493 acres).

**Motion to Adjourn:**

Mr. George made a motion to adjourn the June 2, 2020 Planning Commission meeting. Mr. Bowlus seconded the motion. Commission members responded in full support. The meeting adjourned.