**Meeting Minutes**

**Wood County Planning Commission**

**January 5, 2021**

**5:30 pm**

The Wood County Planning Commission met in regular session on Tuesday, January 5, 2021 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, Craig LaHote, John Musteric, John Schuerman and Brian Swope.  One (1) guest was in attendance.

Chairman John Musteric called the meeting to order.

**Old Business**

None

**New Business**

Mr. Swope made a motion to approve the January 2021 Planning Commission meeting minutes. Mr. LaHote seconded the motion. Mr. Musteric called for a vote.

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

The motion to approve carried. Vote: 5 yes and 1 abstention

**Subdivision – Middleton Township**

Mr. Steiner explained that Feller Finch and Associates was requesting a twelve (12) month preliminary plat approval extension for The Village at Riverbend Plats 6-12. Mr. Steiner referred the members to the agenda report he had drafted. Mr. Steiner explained that the subject plats are part of the larger Village at Riverbend located in Section 23 of Middleton Township.

Mr. Steiner explained that according to the applicant, Plats 1-5 have been constructed as of December 3, 2020 and that Plat 6 is under construction and is set to be completed in 2021. Mr. Steiner further explained that the applicant notes that there have been no modifications or changes to the current approved drawing.

Mr. Feller (applicant) indicated that Plat 6 would be done in the spring of 2021 and that Plat 7 should be completed in 2021, not plats 8-12.

The applicant indicated that they have been moving ahead with construction at a fairly brisk pace and activity in said plats is indicative of this. Due to the progress made and the impact of COVID-19, Mr. Steiner explained that the Planning Commission Staff has no objections to granting the requested extension.

The Planning Commission members indicated no objections.

Mr. Arnold made a motion to recommend approval of the preliminary plat approval extension. Mr. Bowlus seconded the motion.

Mr. Musteric called for a vote.

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

The motion to approve carried. Vote 6 yes

**PUBLIC FORUM**

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

Mr. Musteric mentioned officer elections. Upon discussion, the officer elections will be put on the February Agenda.

Mr. LaHote mentioned holding virtual meetings when there is a light agenda and no documents to review. Upon discussion, the idea will be up for consideration on a meeting specific basis.

**DIRECTOR’S TIME**

**Staff Activities**

Mr. Steiner referred the members to the Staff Activities report.

Mr. Steiner explained that discussion and work continued on the update of the Wood County Land Transfer Policy. These activities were done in conjunction with the County Auditor and County Engineer, along with members of their staffs.

The Planning Commission staff met with the Wood County Health Department to discuss an option for having their department to review parcel splits.

Mr. Steiner shared that the Staff reviewed and provided assistance to several floodplain issues.

Mr. Steiner stated that grant activity continued with work on all CDBG grants as well as the CHIP grant.

Mr. Steiner noted that he began work on the Critical Infrastructure Grant (CIG) for Village of Brander for water tower and main water line improvements.

Mr. Steiner stated that he had awarded the second phase of the Perrysburg Heights NRG grant to Geddis Paving and Excavating and that he had placed the third phase of the Perrysburg Heights NRG Grant out to bid. This phase is for the pavilion installation.

Mr. Steiner stated that the work of the PY18 Pemberville street improvement project had concluded.

Mr. Steiner stated that he continued work on the PY18 Village of North Baltimore NRG grant.

Mr. Steiner noted that he finished submitting information to ODSA for the PY2020 CHIP grant.

Ms. Stanley shared that fifteen (15) rural addresses were issued from October 30, 2020 to December 20, 2020.

Ms. Stanley shared that ten (10) parcel splits and eight (8) parcel combinations were processed.

Mr. Steiner noted that there have been multiple zoning classification requests from citizens, title companies and real estate professionals.

The meeting schedule for 2021 was discussed and will continue as in the past on the first Tuesday of the month with the two exceptions in August and November. These two meetings will be held on the second Tuesday of the month.

Mr. Musteric noted that the next meeting is scheduled for February 2, 2021.

**Motion to Adjourn:**

Mr. Scheurman made a motion to adjourn the January 5, 2021 Planning Commission meeting. Mr. Bowlus seconded the motion. Commission members responded in full support. The meeting adjourned.