**Meeting Minutes**

**Wood County Planning Commission**

**May 4, 2021**

**5:30 pm**

The Wood County Planning Commission met in regular session on Tuesday, May 4, 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, Brendyn George, Doris Herringshaw, Craig LaHote, John Musteric, Jeffrey Schaller, and Brian Swope.  Seven (7) guests were in attendance – 2 in person and 2 via Zoom.

Chairman John Musteric called the meeting to order.

**Old Business**

None

**New Business**

Mr. Bowlus made a motion to approve the April 2021 Planning Commission meeting minutes with edits. Mr. Schaller seconded the motion. Mr. Musteric called for a vote.

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

The motion to approve carried. Vote: 6 yes, 2 abstain and 0 no. Motion carried.

**Subdivision– Middleton Township**

Mr. Steiner explained that the applicant, McCarthy Builders, had submitted a final plat entitled: “The Village at Riverbend Plat Six” for review and approval. Mr. Steiner further explained that this plat is the sixth plat or phase in the Village at Riverbend development.

Mr. Steiner explained that the plat is located in River Tracts 54 and 55 of Middleton Township and within the Village of Riverbend subdivision. Mr. Steiner stated that this particular plat will be accessed by the continuation of East Sunset Maple Drive as well as by a new street entitled Holly Drive.

Mr. Steiner stated all lands surrounding the parcel are zoned residential. Mr. Steiner also indicated that there are no floodplains or wetlands on the parcel and that all utilities are available.

Mr. Musteric referenced a letter that he had drafted that listed three items his office needed corrected. Said corrections were: easements being drawn to scale, easements being labelled for future plats and that Holly Drive be named differently to differentiate from a similarly named roadway. The discussion indicated the renaming would be beneficial for emergency services and the applicant indicated they would comply with the requests in the Engineer’s letter.

Mr. Steiner indicated that the staff recommend approval with the condition that all issues identified by the County Engineer be corrected before the plat be released for recording.

Mr. Musteric made a motion to grant conditional final approval with the condition that the edits and corrections be completed before the plat can be released for recording. Mr. Swope seconded the motion.

Mr. Musteric called for a vote.

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

The motion to approve carried. Vote 8 yes

**Zoning – Perrysburg Township**

Mr. Steiner introduced the item by explaining that a Michael R. Cappelletty had submitted a request to rezone approximately 12.6 acres of land in Road Tract 6 of Perrysburg Township from an A-1 Agricultural zoning classification to a C-2 Community Business zoning classification with the intent to develop a commercial retail center and self-storage facility.

Mr. Steiner stated that the parcel is located on the south side of US Route 20 (Fremont Pike) across from the Crossroads Development area, directly west of ABC Auto Auction and approximately 1175 feet east of the Bayer Mobile Home Park.

Mr. Steiner stated that the parcels to the west are zoned A-1 Agricultural, the lands to the east are zoned C-2 Community Business and the lands to the south and west are zoned PUD-R: Planned Unit Development Residential. Mr. Steiner stated that the parcel is subject to an overlay zone to the north of the subject parcel which places further restrictions on ingress and egress, setbacks, etc…

Mr. Steiner stated the land use in the area tends to be more commercial, however there is some residential use to the immediate west of the parcel.

Mr. Steiner stated that all utilities are available to the parcel and that there are no wetlands or floodplains on the parcel. Mr. Steiner also noted that the Wood County Land Use Plan has designated the area a being in an enhancement zone, which is defined as: “locations with existing development that is currently stable but may experience change over the coming decades”.

Mr. Steiner indicated he has concern over access on Fremont Pike and potential impact on residential properties that should be addressed as it relates to buffering and drainage.

There was discussion by the Commission and applicants over access concerns.

Mr. Steiner stated that the Wood County Planning Commission Staff recommends that the Commission recommend the approval of the rezoning request as long as the issues of access, buffering and drainage are satisfactorily addressed. Mr. Steiner emphasized that this is only a recommendation.

Mr. Arnold made a motion to recommend approval of the rezoning request. Mr. LaHote seconded the motion.

Mr. Musteric called for a vote.

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

The motion to approve carried. Vote 8 yes

**Zoning – Troy Township**

Ms. Stanley explained that Troy Township Zoning Commission submitted two text amendments to their current Zoning Resolution.

Ms. Stanley stated that the first proposed text amendment involves requiring all applicants for a zoning permit to file a statement of intended use with the zoning inspector prior to the inspector issuing a zoning permit. Ms. Stanley explained that the second proposed text change involves the clarification that fences, pools, ponds, outdoor furnaces, and signs need to apply for a zoning permit.

Ms. Stanley explained that these changes are housekeeping issues and that the majority of Wood County’s zoned townships require a statement of intended use be filed with the zoning inspector before a permit is issued. Ms. Stanley stated that the second item is just adding clarity of the uses that need zoning permits.

The Wood County Planning Commission Staff recommends that the Planning Commission recommend the approval of the proposed zoning text changes. There was limited discussion.

Mr. Swope made a motion to recommend approval of the text change request. Mr. Arnold seconded the motion.

Mr. Musteric called for a vote.

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

The motion to approve carried. Vote 8 yes

**PUBLIC FORUM**

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

Mr. Musteric apologized for missing the previous meeting.

**DIRECTOR’S TIME**

Mr. Musteric discussed the Fox Cove Subdivision issue. Mr. Musteric explained that legal counsel may need to be sought as the original plan was for 16 lots but it is currently only 4. Mr. Musteric explained that there is an issue with drainage and there is no clarity on who is responsible.

**Staff Activities**

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

Mr. Steiner stated the Land Transfer Policy updates have been finalized and two public hearings will be held and the updates will be adopted.

Mr. Steiner explained that a developer meeting was held with regard to Williamsburg on the River.

Mr. Steiner stated that there was a meeting with engineers, surveyors and homeowner’s association members from Riverbend Lakes Plat 1 discussing nonconforming lots and open spaces.

Mr. Steiner stated that the North Baltimore and the Perrysburg Heights NRG grants are wrapping up.

Ms. Stanley shared that eight (8) rural addresses were issued from March 29, 2021through April 22, 2021.

Ms. Stanley shared that nine (9) parcel splits and two (2) parcel combinations were processed.

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

**Motion to Adjourn:**

Mr. Bowlus made a motion to adjourn the May 4, 2021 Planning Commission meeting. Mr. Schaller seconded the motion. Commission members responded in full support. The meeting adjourned.