**Meeting Minutes**

**Wood County Planning Commission**

**December 7, 2021**

**5:30 pm**

The Wood County Planning Commission met in regular session on Tuesday, December 7, 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, John Brossia, Ted Bowlus, John Brossia, Brendyn George, Doris Herringshaw, John Musteric, Jeffrey Schaller, John Schuerman and Brian Swope.  Two (2) guests were in attendance.

Chair John Musteric called the meeting to order.

**Old Business**

**New Business**

Mr. Bowlus made a motion to approve the November 2021 Planning Commission meeting minutes with the corrections noted. Ms. Herringshaw 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, Mr. Schaller – YES, Mr. Schuerman - YES, Mr. Swope – ABSTAIN.

The motion to approve carried. Vote: 8 yes, 1 abstain and 0 no.

**ZONING – TROY TOWNSHIP**

Mr. Steiner stated that the Troy Township Zoning Commission has submitted a set of new regulations to their current zoning resolution. Specifically, Mr. Steiner explained that the Township has created a new zoning district entitled C-5 Highway Commercial District.

Mr. Steiner explained the Township created this district because it felt there was a need for a district that accommodates wholesale and service uses at a greater intensity than is permitted in their current commercial districts.

Mr. Steiner stated that within this proposed district uses like storage of building materials and supplies would be a permitted use, motor vehicle service stations would be permitted uses, restaurants and lounges as well as all other levels of retail activity would be permitted uses. Mr. Steiner stated that commercial recreational facilities, public garages, printing and publishing operations, auto body repair shops, motor vehicle, marine, mobile home and agricultural implement sales would be conditional uses requiring BZA approval under this new district.

Mr. Steiner noted that the Township does propose to remove the item “Retail Businesses: all types” from their land use matrix. Mr. Steiner further explained that this is confusing at first glance, however when reviewed further, it is revealed that the Township is simply eliminating this general “generic” definition of retail business and instead replacing it with more defined business types.

Mr. Steiner stated that the Director feels the proposed language is solid and the created district will fill a void in the existing commercial zoning. Mr. Steiner stated that he recommends that the Planning Commission recommend to Troy Township to approve the proposed language as submitted.

The Planning Commission discussed briefly the concept of permitted and conditional use as well as there not currently being an existing C-5 commercial zoning section in the Township. Discussion of potential spot zoning and possible future C-5 designated sections were discussed as well.

Mr. Schaller made a motion to recommend Township approve the amendments. 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 - YES, Mr. LaHote - ABSENT, Mr. Musteric - YES, Mr. Schaller – YES, Mr. Schuerman - YES, Mr. Swope – YES.

The motion to approve carried. Vote: 9 yes, 0 no.

**ZONING – LAKE TOWNSHIP**

Ms. Stanley stated that First Solar Inc has submitted a request to rezone 10 acres of land in Section 19 of Lake Township from an A-1 Agricultural Zoning Classification to an M-2 Industrial Zoning Classification. Ms. Stanley explained that the applicant has indicated that they would like to have the parcels be consistent with their adjacent parcels.

Ms. Stanley stated that the subject parcel (6562 Keller Road) is located in Section 19 of Lake Township and more specifically, the 10 acres is located approximately 1500 feet east of the intersection of Tracy Road and Keller Road.

Ms. Stanley explained that the 10-acre parcel is currently zoned A-1 Agricultural with the parcels to the west, north and east of the parcel being zoned M-2 Heavy Industrial and the parcel located immediately south of the parcel being zoned A-1 Agricultural.

Ms. Stanley shared that the Wood County Comprehensive Land Use Plan has the area where the parcel is located at being in a growth management and targeted economic development area. Ms. Stanley stated these areas have the most intersecting factors contributing to growth with proximity to existing development, dense transportations networks, access to water and sewer services and are already showing signs of growth pressures. Ms.Stanley also shared that there are no floodplains or wetlands on the parcel.

Ms. Stanley stated that the parcels are located adjacent to the current First Solar facility on Tracy Road and that the zoning classification change would be a logical step.

Ms. Stanley stated that the staff recommends that the Township approve the zoning classification change.

Mr. George made a motion to recommend Township approve the zoning change 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, Mr. Schaller – ABSTAIN, Mr. Schuerman - YES, Mr. Swope – ABSTAIN.

The motion to approve carried. Vote: 7 yes, 2 abstain, 0 no.

**ZONING – LAKE TOWNSHIP**

Mr. Steiner explained that the Lake Township Zoning Commission has submitted a text amendment to their current zoning resolution. Mr. Steiner stated that the amendment proposes to amend Article V – Height and Lot Are Requirements for Business and Industrial Uses.

Mr.Steiner explained that Lake Township has elected to amend Article V of their zoning resolution, which is the section that regulates items such as minimum lot areas, minimum lot frontages, setbacks, and in the case of lots that are zoned industrial, the maximum amount of the lot that is allowed to be covered by a primary structure. Mr. Steiner stated that the resolution currently reads, the maximum amount a lot that is zoned industrial can be covered by a structure is 25%. Mr. Steiner stated that this has been shown to be overly restrictive.

Mr. Steiner stated it is very difficult to site an adequate industrial building on a parcel and still meet the 25% maximum lot coverage resulting in an owner having to either redesign their site plan or seek a variance from the BZA to exceed the 25% coverage requirement.

Mr. Steiner stated that the Lake Township Zoning Commission has decided to amend the 25% maximum coverage requirement to a 50% maximum lot coverage requirement as they feel that this is a much more reasonable and realistic figure to work with.

Mr. Steiner stated that he feels this amendment is much needed and that most Townships have eliminated the maximum lot coverage language making this request a positive action. Accordingly, Mr. Steiner stated that he recommends that the Commission recommend to Lake Township to approve the amendment as submitted.

After brief discussion about other Townships using setbacks instead of maximum lot coverage, action was taken.

Mr. Brossia made a motion to recommend Township approve the zoning change request. Mr. Swope 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, Mr. Schaller – YES, Mr. Schuerman - YES, Mr. Swope – YES.

The motion to approve carried. Vote: 9 yes, 0 no.

**SUBDIVISION – MIDDLETON TOWNSHIP**

Mr. Steiner stated that Feller Finch & Associates along with McCarthy Builders have submitted a request for preliminary plat approval extension for the Village at Riverbend Plats 7 thru 12. Mr. Steiner explained that the applicants are seeking a twelve (12) month extension on the preliminary approval. Mr. Steiner stated that the preliminary drawing for the entire plat was granted preliminary approval on December 3, 2020 and is set to expire on December 1, 2021.

Mr. Steiner explained that Village at Riverbend is an ambitious project that will take years to complete and the developers are making good progress but it is unrealistic to expect the entire subdivision to be completed in one year. Mr. Steiner explained that Plats 1-6 have been completed and plat & is slated for paving in the spring of 2022. Mr. Steiner also stated that the applicant has stated that there have been no modifications or changes to the current drawing that has approval.

Mr. Steiner stated that he recommends that the Commission approve the request for a preliminary plat approval extension.

There was discussion about the need for a preliminary approval extension every 12 months and if there may be an alternate time frame. Mr. Steiner and Mr. Musteric explained that the need for an extension acts as a checks and balance to address any potential changes. The Commission discussed looking at alternatives to this required extension every 12 months.

Mr. Brossia made a motion to approve the request for an extension on the preliminary plat approval request for Village at Riverbend Plats 7-12. Mr. Swope 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, Mr. Schaller – YES, Mr. Schuerman - YES, Mr. Swope – YES.

The motion to approve carried. Vote: 9 yes, 0 no.

**PUBLIC FORUM**

Mr. Hossler stated that zoning text changes should be coming from Lake Township within the new year.

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

Mr. Musteric shared a handout about Market Center Drive extension that Perrysburg Township wants to be looked at. Mr. Musteric stated that as it has been seen previously by the Commission and still does not meet the standards for approval. Mr. Musteric asked the Commission if it should be required to be brought back to the Commission as an item on the agenda and the Commission agreed that it should be before being acted on.

**DIRECTOR’S TIME**

**Staff Activities**

Mr. Steiner stated that a goal for the upcoming year is to review and update the Subdivision Regulations and that the Planning Commission will need to make a motion to approve any updates.

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

Mr. Steiner stated that the staff had assisted Bloom and Troy Townships with zoning questions.

The staff answered several questions and advised several landowners and potential land purchasers regarding how to parcel off, combine and or reconfigure parcels of land.

Mr. Steiner noted that the PY2020 CHIP grant is well underway and work continues on it.

Mr. Steiner stated that the office prepared for the State audit of the PY2018 CHIP grant and no findings or orders.

Mr. Steiner stated that he placed the PY2020 Village of Bloomdale Village Hall parking lot project out to bid and awarded the PY2020 Village of Bloomdale village park parking lot project to Morlock Asphalt.

Mr. Steiner stated that the staff conducted a visit to a floodplain violation site with the County Engineer, Chief Building Inspector, Director of the Wood County Soil and Water District and the Wood County Prosecutor’s Office. Said visit was to gather visual information for an upcoming variance hearing to be held on December 15th.

Ms. Stanley shared that 9 rural addresses were issued from October 26, 2021 through November 25, 2021.

Ms. Stanley shared that eight (8) 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.

Mr.Steiner noted that the office learned today that the sewer line project in the Village of Bradner is starting this week.

**Motion to Adjourn:**

Mr. Swope made a motion to adjourn the December 7, 2021 Planning Commission meeting. Mr. Schaller seconded the motion. Commission members responded in full support. The meeting adjourned.