**Meeting Minutes**

**Wood County Planning Commission**

**June 7, 2022**

**5:30 pm**

The Wood County Planning Commission met in regular session on Tuesday, June 7, 2022 at the County Office Building in Bowling Green, Ohio.  Planning Commission staff members in attendance were: David Steiner, Jamie Stanley and Connor Peterson. Planning Commission members in attendance were: Steve Arnold, Ted Bowlus, Brendyn George, Doris Herringshaw, Craig LaHote, John Musteric, Brian Swope and Matthew Tewers.  Two (2) guests were in attendance.

John Musteric called the meeting to order.

**Old Business**

Matthew Tewers was introduced as a new member, replacing Erik Wineland who stepped down.

Mr. Arnold made a motion to untable the January 2022 Planning Commission meeting minutes that had been tabled at the April 5, 2022 meeting. 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 – absent, Mr. Schuerman - absent, Mr. Swope – YES, Mr. Tewers - YES

The motion passed. Vote: 8 yes, 0 no, 0 abstain.

Mr. Swope made a motion to approve the January 2022 Planning Commission meeting minutes that had been tabled at the April 5, 2022 meeting. Ms. Herringshaw 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 - ABSTAIN, Mr. Schaller – absent, Mr. Schuerman - absent, Mr. Swope – YES, Mr. Tewers - ABSTAIN

The motion passed. Vote: 6 yes, 0 no, 3 abstain.

**New Business**

Ms. Herringshaw made a motion to approve the April 2022 Planning Commission meeting minutes. Mr. Tewers 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 – absent, Mr. Schuerman - absent, Mr. Swope – ABSTAIN, Mr. Tewers - YES

The motion passed. Vote: 7 yes, 0 no, 1 abstain.

**SUBDIVISION – PERRYSBURG TOWNSHIP**

Mr. Steiner stated that FWB Inc. has submitted a final plat entitled “Replat of Lots 19 & 20 in Cambridge”. Said plat is located in the existing Cambridge Subdivision located in Perrysburg Township. The purpose of the plat is to combine existing lots 19 and 20 into one new lot of record. Mr. Steiner stated that the item had been on the April agenda in order to address concerns raised.

After discussion of the issues previously identified and noted in the May letter from the Engineer’s office, it was decided that a contingency of a replacement bond or storm sewer replacement would be required before the plat could be signed.

Mr. Arnold made a motion to approve the plat with the contingencies addressed. 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 – ABSENT, Mr. Schuerman - ABSENT, Mr. Swope – YES, Mr. Tewers - YES

The motion to APPROVE carried. Vote: 8 yes, 0 no.

**ZONING – MIDDLETON TOWNSHIP**

Mr. Steiner stated that the Middleton Township Zoning Commission has submitted two text amendments to their current Township Zoning Resolution. Mr. Steiner explained said amendments address patios and decks as well as carports.

Mr. Steiner noted that while the proposed language was pretty standard, there may be an issue with the phrase “any building material” being vague. Mr. Steiner suggested considering the alternative language of “may be constructed of typical construction materials” or deletion of that portion. During discussion, Mr. Musteric questioned how to determine setbacks from property lines and other structures without a survey and also if the structure would require a roof. Additionally, during discussion it was noted that Section 33 did not have a title but discusses carports.

Ms. Herringshaw made a motion to approve the text amendment and to include the suggested corrections. Mr. George 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 – ABSENT, Mr. Schuerman - ABSENT, Mr. Swope – YES, Mr. Tewers - YES

The motion to APPROVE carried. Vote: 8 yes, 0 no.

**SELECTION OF PROJECTS FOR THE PY2022 CDBG GRANT**

**Ms. Stanley presented the seven (7) projects submitted for consideration for the PY2022 CDBG grant of $328,000.00. Ms. Stanley explained that $39,360.00 (12%) of the total was allocated for Administration costs and $20,000.00 was allocated to the Fair Housing piece required for the grant.**

**After the presentation, the Planning Commission members discussed how to best utilize the available $268,640.00 on a maximum of four (4) projects. See the table below for the projects considered.**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT** | **AMOUNT REQUESTED** | **PROJECT NAME** | **GENERAL DESCRIPTION** |
| VILLAGE OF BLOOMDALE\* | $ 72,200.00 | Storm Sewer Improvements, Phase II | Storm sewer improvements, phase II, N. Main St, Sunset Dr, & Garfield ST/Sunset Dr to Stearns Rd |
| VILLAGE OF BRADNER\* | $ 78,325.00 | ADA Village Hall restroom renovations | ADA restroom renovations: new doors, flooring, HVAC, sink and electrical |
| THE COCOON SHELTER\* | $ 70,000.00 | ADA restroom renovations | Phase 3-upgrading two public restrooms for ADA handicap accessibility |
| VILLAGE OF CUSTAR | $ 31,100.00 | Curb ramp improvements | Install 16 curb ramps which consist of 985 sf of concrete curb ramps, removing 704 sf of existing sidewalk and installing 128 sf of detector matting |
| NWWSD\* | $ 71,181.00 | Sanitary sewer service lateral | Sanitary sewer lateral connections for Low to Moderate (LMI) homes within the District service area - includes abandonment of on-lot septic systems, permits, lateral service line extension, appurtenances and restoration |
| PERRYSBURG HEIGHTS ASSOCIATION | $ 26,149.00 | ADA restroom renovations | ADA renovations of boys' and girls' restrooms in the education area of the center |
| CITY OF ROSSFORD | $ 43,783.00 | ADA sidewalk intersection upgrade | ADA upgrades to sidewalk intersection of Glenwood Road and Beech Street |

**Ms. Stanley presented a variety of project combinations and then the Commission members discussed which four projects to choose and then also selected two (2) alternate projects to present as options for the Wood County Commissioners to vote on for inclusion in the County’s CDBG application. The Commission members noted that all the projects were of value and would benefit the residents of Wood County.**

**The following projects were selected:**

|  |  |  |  |
| --- | --- | --- | --- |
| COMMUNITY/CATEGORY | PROJECT NAME | REQUESTED AMOUNT | AWARDED AMOUNT |
| Village of Bloomdale | Storm sewer improvements, phase II | $ 72,200.00 | $ 72,200.00 |
| Village of Bradner | ADA restroom renovations | $ 78,325.00 | $ 78,325.00 |
| Cocoon Shelter | ADA restroom renovations | $ 70,000.00 | $ 70,000.00 |
| NWWSD | Sanitary sewer service lateral | $ 71,181.00 | $ 48,115.00 |
| Village of Custar\* | Curb ramp improvements | $ 31,100.00 | $ - |
| City of Rossford\* | ADA sidewalk intersection upgrade | $ 43,783.00 | $ - |
| Perrysburg Heights Assocation | ADA restroom renovations | $ 26,149.00 | $ - |
| Fair Housing | FH | $ 20,000.00 | $ 20,000.00 |
| Administration (12%) | Administration | $ 39,360.00 | $ 39,360.00 |
| TOTALS | | $ 452,098.00 | $ 328,000.00 |
|  | FUNDED | ALTERNATES | NOT FUNDED |

**PUBLIC FORUM**

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

**DIRECTOR’S TIME**

**Mr. Steiner introduced the Mr. Connor Peterson as the newly hired Project Assistant for the Planning Commission office.**

**Staff Activities**

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

Mr. Steiner stated that the new hire began researching how other Counties incorporate the Health Department into their parcel split process.

Mr. Steiner noted that he had answered several questions regarding the new development of the Reserve at Williamsburg On The River.

Mr. Steiner explained that the staff is discussing using open space funds for purchase of vacant land for the Wood County Park District.

Ms. Stanley shared that 26 rural addresses were issued from December 25, 2021 through March 25, 2022.

Ms. Stanley shared that thirteen (13) parcel splits and five (5) 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. Swope made a motion to adjourn the June 7, 2022 Planning Commission meeting. Mr. Tewers seconded the motion and the Commission members responded in full support. The meeting adjourned.