

RECORD OF PROCEEDINGS
CITY OF BOWLING GREEN CITY COUNCIL

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

MONDAY, APRIL 16, 2018

Held

20

The regular meeting of the Bowling Green City Council, held in the Council Chamber, 304 North Church Street, Bowling Green, Ohio was called to order at 7:00 p.m. by Council President Aspacher. The meeting began with the Pledge of Allegiance.

On roll call, Council Members Aspacher, Gordon, Herald Jeffers, Robinette, Rowland, and Zanfardino were present. Also present were Municipal Administrator Lori Tretter, City Attorney Michael Marsh, Public Works Director Brian Craft, Utilities Director Brian O'Connell, Planning Director Heather Saylor, and Parks and Recreation Director Kristin Otley. Mayor Richard Edwards was not present.

Council Member Zanfardino moved, Jeffers seconded, to approve the minutes of the regular meeting held April 2, 2018 as distributed. On unanimous voice vote, Council President Aspacher declared motion carried.

CORRESPONDENCE

Clerk of Council Kay Scherreik noted for the record that copies of the Budget Summary Report for the month of March 2018 was distributed to Council prior to this evening's meeting.

Clerk also noted for the record that the Bowling Green Municipal Court Annual Report was received and distributed to Council Members prior to the meeting as required.

SPECIAL RECOGNITIONS – MAYOR EDWARDS

City Attorney Michael Marsh performed the swearing in of Shad Kitchen to the position of Lieutenant for the Fire Division.

Municipal Administrator Lori Tretter introduced MaryJane Saunders of the Human Relations Commission (HRC) to present the Commission's quarterly Honor Roll award. The award was presented to the Dear Santa Program founders, Dee and Jim Szalejko, by HRC member, Cassie Woodbury.

LOBBY VISITATIONS

Bob Callecod, 1234 Brownwood Drive, addressed City Council regarding the upcoming Wood County Parks District renewal levy on the May 2018 ballot. Callecod gave a brief history of the parks and reminded citizens that this levy is a renewal and not a new tax.

Aiden Hubbell-Staeble, 137 Leroy Avenue, addressed City Council indicating that he and his girlfriend were discouraged with the lack of affordable quality housing for families and students in Bowling Green. He noted that he feels City Council needs to take a hard look at the housing situation throughout the City. He also asked Council to use its influence to push the state legislature to pass tougher gun regulations to stop gun violence in schools.

The following individuals came before Council and read the names of students that were killed or injured by guns in schools starting the incident in Columbine and ending with the Sandy Hook incident. The students indicated that they would continue the list at the next meeting.

- Carlie Pritt – 707 Ridge Street
- Zach Davis – 474 Washburn Road
- Hannah Barnes – 909 Klotz Road
- Connor Froelich – 707 Ridge Street
- Alyson Baker – 809 N. Grove Street

Council Member Jeffers commented that it is difficult to sit and listen to the names of all those people that are gone under those circumstances. Jeffers noted that Council has looked at similar resolutions in the past with regards to the state legislature and it is his opinion that Council should limit its resolutions to issues over which it has direct control.

Council Member Rowland praised the students for becoming involved in the governmental process and noted that gun violence is not a political issue, but an issue of life and death. Rowland thanked them for their participation.

Council Member Gordon commented that the problem may be that local voices are not being heard at the state level. Gordon praised the efforts of the students who organized the walkout at the high school and the local rally and encouraged them to continue to let their voices be heard.

Council Member Zanfardino also praised the efforts of students across America and indicated that Council will discuss the students' request.

NEW LEGISLATION

The following new legislation was recommended by the Administration and presented to Council for introduction:

Council Member Jeffers, for the Finance Committee, introduced a resolution transferring previously appropriated funds.

Council Member Aspacher, for the Public Utilities Committee, introduced an ordinance amending Section 50.38 of the Codified Ordinances of the City of Bowling Green, Ohio, relating to sewer lateral.

Council Member Aspacher, for the Public Utilities Committee, introduced an ordinance vacating a utility easement at 521 Woodbridge Boulevard.

Council Member Aspacher, for the Public Utilities Committee, introduced an ordinance authorizing the Utilities Director to advertise for qualifications and bids, and enter into a contract or contracts for the engineering, purchase, installation, and any associated work for one 25.0 MVA transformer at the Dunbridge Road Substation.

Council Member Zanfardino, for the Transportation & Safety Committee, introduced an ordinance amending and adopting Section 99.02(B) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding Arborist to Control Trees.

OFFICIAL REPORTS

Mayor Dick Edwards was not present.

Municipal Administrator Lori Tretter introduced the City's newly hired Sustainability Coordinator, Amanda Gamby, who started her employment with the City two weeks ago. Tretter reported on the following two upcoming events:

- The Martin Luther King, Jr. observance program originally scheduled for January but postponed due to weather will be held on Friday, April 27, in the Wood County Library Atrium at 1:00 pm;
- State of the City Address is scheduled for Tuesday, May 1, at the Wood County Library beginning at 8:00 am.

Planning Director Heather Saylor reported that 84 permits have been issued thus far in 2018 versus 72 at this same time last year. Single family housing starts are at 20 versus 13 last year. Saylor thanked everyone involved with the Interfaith Breakfast that was held last week. She indicated that it takes many people to make that event successful and she is thankful for all the help. Saylor also noted that NIOT will be holding its 5 year anniversary event on Tuesday, April 17, at the Presbyterian church beginning at 5:00 p.m.

Parks and Recreation Director Kristin Otley reported that roof repair work began today on the Simpson Building. She also reminded citizens that summer program registration begins April 30 for residents.

City Attorney Michael Marsh had no report.

Public Utilities Director Brian O'Connell reported to Council regarding a recent study regarding water revenues. O'Connell explained that the study revealed that revenues were not meeting expenses. The Board of Public Utilities will continue to review the study and make recommendations regarding future rate increases.

Public Works Director Brian Craft had no report.

COUNCIL COMMITTEE REPORTS

Council Member Herald reported that the Public Lands and Buildings Committee met on April 12 regarding the food truck issue and plans to meet again on Wednesday, April 18, at 5:45 p.m. Herald asked committee members to review the document recently sent to them prior to the meeting. He indicated that he plans to go through the document and vote on which portions to move forward to the City Attorney to put into legislative form and move on to Council Committee-of-the-Whole for consideration. Council President Aspacher commended Herald on his work in putting together the draft report, but recommended that the committee quickly get through the first 178 pages and get to the final 2 pages which represent the draft for potential legislation. Aspacher indicated that he would like for the committee to have a recommendation for legislation coming out of the Wednesday meeting. Herald explained that the report is in Microsoft PowerPoint format and rather than pages, there are 178 slides. He noted that the first 21 slides are the Executive Summary. Aspacher noted that he did not intend to make Council Member Herald defend his report, but complimented him on the thoroughness of the report. Aspacher suggested that it is time to move forward with a legislative recommendation. Council Member Zanfardino (member of the Public Lands and Buildings Committee) noted that along with the 178 slide presentation they also have a 1½ page proposal put forth by Council Member Rowland. Zanfardino hopes that they will be able to take a hard look at the 1½ page proposal which is easier to follow and come out of the meeting with a recommendation that could be implemented on a trial basis. He indicated that he would like to see a trial program put in place prior to when the BGSU students return in August. Council Member Rowland (member of the Public Lands and Buildings Committee) commented that she would like to start with the 1½ page proposal on Wednesday and move towards have a legislative recommendation by the end of the meeting to send to the City Attorney.

Council Member Robinette, for the Planning, Zoning and Economic Development Committee, reported that he received input from all Council Members regarding the Community Action Plan (CAP) focus and priorities. Robinette noted that he put the information he received into a spreadsheet ranking the priorities and distributed copies to fellow Council Members (a copy of the report is attached and made a part of these minutes). Robinette said that there are 12 projects in which the City is the lead agent that could be moved along immediately. This represents 61% of the priorities in the CAP. Robinette read a list of 10 recommendations for implementation (a copy of which is attached and made a part of these minutes). Council President Aspacher said this report is exactly what he was looking for and gives Council a basis upon which to build. Other Council Members agreed and indicated that they look forward to the process of implementation.

READING OF LEGISLATION

Clerk read Resolution #3700 transferring previously appropriated funds, for first reading.

Council Member Jeffers moved, Rowland seconded, to suspend the rules and give Resolution #3700 its second and third reading. On roll call vote, Council Members Gordon, Herald, Jeffers, Robinette, Rowland, Zanfardino, and Aspacher voted yes. Council President Aspacher declared motion carried, and rules suspended.

Clerk read Resolution #3700 for second and third reading by number and title only.

Council Member Jeffers moved, Rowland seconded, to adopt Resolution #3700. On roll call vote, Council Members Herald, Jeffers, Robinette, Rowland, Zanfardino, Aspacher, and Gordon voted yes. Council President Aspacher declared motion carried, and Resolution #3700 adopted.

Clerk read Ordinance #8674 amending Section 50.38 of the Codified Ordinances of the City of Bowling Green, Ohio, relating to sewer lateral, for first reading.

Clerk read Ordinance #8675 vacating a utility easement at 521 Woodbridge Boulevard, for first reading.

Clerk read Ordinance #8676 authorizing the Utilities Director to advertise for qualifications and bids, and enter into a contract or contracts for the engineering, purchase, installation, and any associated work for one 25.0 MVA transformer at the Dunbridge Road Substation, for first reading.

Clerk read Ordinance #8677 amending and adopting Section 99.02(B) of the Codified Ordinances of the City of Bowling Green, Ohio, regarding Arborist to Control Trees, for first reading.

Clerk read Ordinance #8672 authorizing the Utilities Director to request qualifications and enter into a contract or contracts for engineering services for improvements to the Western Water Tower, for second reading.

Clerk read Ordinance #8673 authorizing the Utilities Director to advertise for bids and enter into a contract or contracts and/or participate in the Interlocal Purchasing System (TIPS) for roof replacement at the Water Pollution Control Facility, for second reading.

Clerk read Resolution #3699 adopting amendments to the Community Development Block Grant Citizen Participation Plan for the City of Bowling Green, for third reading.

Council Member Gordon moved, Rowland seconded, to adopt Resolution #3699. On roll call vote, Council Members Jeffers, Robinette, Rowland, Zanfardino, Aspacher, Gordon, and Herald voted yes. Council President Aspacher declared motion carried, and Resolution #3699 adopted.

Clerk read Ordinance #8671 authorizing the Municipal Administrator to advertise for bids and enter into a contract or contracts for the cleaning of uniforms for the Department of Safety, for third reading.

Council Member Jeffers moved, Zanfardino seconded, to adopt Ordinance #8671. On roll call vote, Council Members Robinette, Rowland, Zanfardino, Aspacher, Gordon, Herald, and Jeffers voted yes. Council President Aspacher declared motion carried, and Ordinance #8671 adopted.

Council Member Robinette moved, Zanfardino seconded, to adjourn. On unanimous voice vote, Council President Aspacher adjourned the April 16, 2018 regular meeting of the City Council at 8:27 p.m., subject to call.



Kay D. Scherrek, Clerk of Council



Michael Aspacher, President of Council

SHORT TERM

	Priority ¹	
Core Development		
	4	A. Establish a new core zoning district for the Core Development area to allow for minor height increases and reduced parking requirements in comparison to the current B-5 designation.
	4	B. Rezone properties at Thurston/Manville and E Wooster, including the municipal building site to the core zoning district.
	1	C. Create a short term development agreement between the City and BGSU to facilitate the development of the saw corner of Manville and East Wooster.
Target Reinvestment		
	5	A. Create a City-wide rental property registration program and landlord self certification process to improve rental property conditions.
	2	B. Facilitate Community Development Corporation (CDC).
	4	C. Utilize a portion of the CAP implementation- funding to implement a micro grant program (< \$5K/grant) for the Target Reinvestment Area.
Single-Family Reinvestment		
	1	A. Encourage forming and strengthening local neighborhood groups.
		B. Establish a rehabbers network program through a potential collaboration with BGSU and Habitat for Humanity.
		C. Dedicate funding collected through the Court Street Connects project to beautify Ridge Park and support the East Side Neighborhood Association with planning and organizing an ongoing schedule of events at the Park.
Transitional Development		
	2	A. Establish additional criteria for the site plan review process to ensure that new development meets the intent of the City's land development regulations, CAP priorities, and enhances overall character of BG
		B. Work with BGSU to formalize and improve entries into campus, especially at S. College Drive and Mercer Road.
		C. Rezone the blocks between Troup Avenue and S. Mercer Road, south to Clough Street to R-3 Multiple Family Residential -- Moderate Density.
	1	D. Create and promote design guidelines for the Transitional Development Areas that will help ensure that new development fits within the existing neighborhood.
Multi-Family Reinvestment		
		A. Rezone the blocks south and east of Crim Elementary to R-4 Multiple Family Residential -- High density.
		B. Reduce parking requirements in the R-4 and R-5 Districts to encourage walking and biking to campus.

Creative District		No Short Term Initiatives
Hike Bike Trail Along Creek		
		A. Organize a committee of the East Side Neighborhood Association and "friends of the trail" volunteer team to help clean, maintain, and promote the future corridor.

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1. No. of council members who identified this priority as an immediate focus.

MEDIUM TERM	
Priority ¹	
Core Development	
	D. Establish a relocation option for the municipal utilities building and work with selected developer on implementing feasible redevelopment for the existing site.
	E. Enhance Thurstin-Manville and E. Wooster intersection through public streetscape improvements.
4	F. Apply for a grant for Court Street bicycle improvements through the People For Bikes Community Grant Program and the Ohio Local Transportation Improvement Program.
4	G. Consider using Tax Increment Financing (TIF) to further fund improvements within the Core Development Area.
Target Reinvestment	
	D. Work with Wood County Habitat for Humanity to focus Home Ownership and Home Repair programs and services on the Target Reinvestment Areas.
2	E. Evaluate recommended potential approaches to control building use conversions through a city-wide zoning update.
1	F. Encourage property owners to apply for assistance through Wood County's Community Housing Impact and Preservation Program (CHIP).
1	G. Improve landscaping requirements for new development within the R-3 zone
	H. Rezone the area between the CSX tracks, N Summit Street, Court Street and Poe Road to R-3 Multiple Family Residential – Moderate Density.
	I. Encourage the newly created CDC, or other mixed-income developers to apply for Competitive and Non-Competitive Low-Income Housing Tax Credit Program (LIHTC).
Single-Family Reinvestment	
5	D. Consider a Historic Preservation Ordinance and Commission, conduct a historic building inventory of the Single-Family Reinvestment Areas, and establish one or more local historic districts deemed significant to the City's cultural fabric.
3	E. Evaluate recommended potential approaches for variances and conditional use requests through a city-wide zoning update.
1	F. Encourage local groups to apply for a National Endowment for the Arts - Our Town Grant or a National Association of Realtors (NAR) - Placemaking Micro-Grant to help activate Ridge Park.
	G. Encourage residents to apply for the Brush with Kindness program through Habitat for Humanity.
	H. Modify the zoning code to allow accessory dwelling units (ADUs) for owner-occupied properties within the R-1 and R-2 zones to promote housing affordability and provide additional income for homeowners.
	I. Encourage local groups to apply for the Every Body Walk! Micro Grant Program.

Transitional Development			E. Examine whether the windmill house on University Pond is eligible to apply for historic landmark status in order to help safeguard an important neighborhood landmark.
Multi-Family Reinvestment			
	1		C. Connect the design of the public street environment (complete streets) to zoning approvals.
	3		D. Improve Clough Street, Scott Hamilton Avenue, Thurston Avenue, and College Drive corridors with bicycle infrastructure.
	1		E. Create and enforce additional screening standards for residential parking lots as part of city-wide zoning update.
	2		F. Create and enforce additional landscape standards for residential front setbacks as part of city-wide zoning update.
			G. Work with BGSU to install traffic calming and pedestrian-oriented measures along Thurston Ave.
Creative District			
			A. Establish and define the goals of the District and recruit members to form a Creative District Alliance.
			B. Identify dedicated, multi-year funding streams to support an annual operating budget.
			C. Encourage the Creative District Alliance to work with the City to develop a creative zoning district that would allow a broader mix of uses to help cultivate creative production and consumption.
			D. Establish a tool-sharing program through collaboration with BGSU to assist emerging artists and makers who lack the means to buy expensive tools.
			E. Develop supplemental live/work and creative production design guidelines as a resource to inform design and construction of projects geared towards artisanal production.
			F. Develop a comprehensive and targeted marketing strategy to attract allied stakeholder groups that will play critical roles in realizing the vision for the District.
			G. Encourage Creative District leadership to implement policy and financial incentives that make the District more attractive as a place to live and work for creative professionals.

Hike Bike Trail Along Creek		1	<p>B. Develop a Phase 1 detailed design that utilizes public right-of-way to connect Mercer Road to Crim Elementary School.</p> <p>C. Apply for grants through the Clean Ohio Green Space Conservation Program, the Ohio Recreational Trails Program, the Clean Ohio Trails Fund and the PeopleForBikes Community Grant Program.</p> <p>D. Implement and construct Phase 1, including the trail surface, landscaping, seating, signage, and lighting.</p> <p>E. To support future phases, acquire easements along the east side of the vacant property south of State Street, between Amherst Village Apartments and Ivywood Apartments running north to E. Wooster Street, east of Scott Hamilton Drive and from Briarwood Drive to E Napoleon Road.</p> <p>F. Develop a Phase 2 detailed design that utilizes this newly-acquired right-of-way to connect the segment between Scott Hamilton Avenue and Briarwood Drive and to connect the creek segment to the BGSU Campus and Carter Park.</p> <p>G. Implement and construct Phase 2.</p>
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1. No. of council members who identified this priority as an immediate focus.

		LONG TERM
	Priority ¹	
Core Development		No Long Term Initiatives
Target Reinvestment		
	4	J. Work with BGSU through a Public-Private Partnership (PPP) to develop vacant University-owned property west of the CSX tracks between Evers Avenue and Ridge Street as well as existing parking lots between Ridge Street and Court Street
Single-Family Reinvestment		No Long Term Initiatives
Transitional Development		
		F. Work with BGSU and other property owners to create a walking trail around University Pond.
	3	G. Work with BGSU and selected developer to develop vacant University-owned property with mixed-use development including townhomes between Williams Street and Bathwin Avenue as well as the corner of E. Wooster and State Streets and E. Wooster Street and University Lane.
Multi-Family Reinvestment		H. Redesign portions of Carter Park to be more attractive and usable
	1	I. Encourage redevelopment of properties adjacent to Carter Park into a neighborhood that supports and connects directly to the Park.
		J. Encourage large land assemblages while incorporating a unified street system that will tie future development into a connected neighborhood.
Creative District		H. Visually distinguish the Creative District by demonstrating its identity through a variety of streetscape elements and public realm improvements.
		I. Explore opportunities for new uses including a kitchen incubator, greenhouses and artist spaces in the Creative District.
Hike Bike Trail Along Creek		H. Develop a Phase 3 detailed design that includes bicycle infrastructure on Scott Hamilton Avenue between Crim Elementary and Manville Avenue, as well as an extension of the trail between Briarwood Drive and E. Napoleon Road.
	1	I. Implement and construct Phase 3.

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1. No. of council members who identified this priority as an immediate focus.

Bowling Green City Council Meeting

April 16, 2018

Greg Robinette CAP Implementation Recommendations:

- 1. Ask the city administrator and the planning director to forward to the Planning Commission for study and review CAP priorities 1A, 1B, dealing with Zone Code issues, with the goal of providing to City Council recommendations for specific amendments to the city of Bowling Green Code of Ordinances and other recommendations necessary to implement CAP priorities 1A and 1B.**

- 2. Ask the city administrator and the planning director to forward to the Planning Commission for study and review CAP priority 3E, with the goal of reviewing the Zoning Code for consistency of language regarding variances and conditional use requests, and if appropriate, providing to City Council recommendations for specific amendments to the city of Bowling Green Code of Ordinances to make the definitions and requirements for variances and conditional use requests consistent throughout the Bowling Green Code of Ordinances.**

- 3. Ask the city administrator to work with the appropriate city department to provide to City Council a recommendation for implementing the micro-grant program outlined in CAP priority 2C.**

- 4. Ask the city administrator and the planning director to forward to the Bicycle Commission and/or other appropriate city department CAP priority 1F, dealing with a grant application, for implementation.**

- 5. Ask the city administrator to provide to City Council at a future meeting an explanation of the processes and requirements for Tax Increment Financing (TIF) in the event that City Council chooses to implement CAP priority 1G to fund public infrastructure improvements within the Core Development Area.**

- 6. Ask the city administrator and the Mayor to review CAP priority 3D, dealing with a Historic Preservation Ordinance and Commission, and to provide to City Council a recommendation for its implementation. Including at a minimum the structure, mission, and target completion dates for such a commission.**

- 7. Ask the city administrator to work with the appropriate city department to draft a plan that implements CAP priority 5D, dealing with bicycle infrastructure, and present the plan to City Council.**

- 8. Ask the city administrator and the Parks & Recreation Director to work with the Parks & Recreation Board and any other appropriate city department to draft a plan that includes a recommendation for improvements to Carter Park in accordance with CAP priority 5H, and present the plan to City Council.**

9. Ask the city administrator to review CAP priorities 2J and 4G, dealing with focused development areas near BGSU to: (1) determine if these goals will be addressed in the on-going BG City-BGSU joint project to develop a Land Development Strategy, and (2) if the specific projects identified in CAP priorities 2J and 4G are not addressed in the Land Development Strategy project, then prepare a recommendation for implementation that includes a structure for collaboration with BGSU and any other required stakeholders.

10. Ask the city administrator in cooperation with the appropriate city departments to draft a preliminary inspection program in accordance with the recommendation outlined in CAP priority 2A. Specifically, CAP priority 2A recommends the creation of a city-wide rental property registration program that includes a landlord self-certification process to improve rental property conditions. This program can result in improved rental property conditions without the need for potentially intrusive home inspections conducted by code enforcement staff. The program emphasizes open communication between landlords, city staff, renters, and university representatives, along with a self-certification process conducted by landlords as part of the rental registration effort. This self-certification allows the City to develop a checklist of common violations, gives landlords discretion as to whether these violations exist on the property, and provides this information to renters to help them evaluate their current or potential apartments. CAP priority 2A specifically recommends review of the program developed and implemented by a peer community in the case study on page 49 of the CAP document, and notes that peer communities have utilized similar programs to provide benefits to landlords, tenants, and all citizens in the City.

We request that the city identify the resources currently available, the resources needed to implement the program, and cost estimates for implementation.

It is understood that this is a complicated priority and that the administration's preliminary inspection program proposal may be further reviewed and amended by any or all of the Planning mechanisms available, including study and action by the Planning Commission, before reaching City Council for a vote.