

## **Planning Commission Minutes – August 1, 2018**

The Planning Commission met on the above date at 7:00 p.m. in the Administrative Services Building, 304 N. Church Street, Bowling Green, Ohio.

**Members Present:** Will Airhart, Judy Ennis, Gary Hess, Mark Hollenbaugh, Ryan Holley, Richard Michel, Kris Phillips and Erica Sleek

**Members Absent:** Jeff Betts

**Minutes:** Minutes from the June 6, 2018 Planning Commission meeting were approved as submitted.

### **LOBBY VISITATION**

Mr. Hollenbaugh asked if anyone wished to come forward and speak to the commission. Due to no interest, the time for lobby visitation was closed.

### **PUBLIC HEARING**

Mr. Hollenbaugh read the ordinance amendment request as follows:

- An ordinance amendment to Section 150.02 Conditions Under Which Certificates Are Required, Section 150.104 Fee for Zoning Certificates, and Section 151.17 Fees.

Heather Saylor, Planning Director, explained the main reason to raise some of the fee is to be better aligned with the amount of staff time spent on reviews and more aligned with existing permits. For example, the permit fees for zoning compliance and fees for "use of land without a structure" are \$5.00, which do not cover staff time to process or materials. Additionally, commercial and industrial projects take much more intensive staff review, but the fee could be higher for a residential zoning permit, depending on the size of the addition. Lastly, research of other communities showed the proposed fees are comparable to other similar cities. Staff looks at permit fees annually to make sure they are reflective of staff time, but also balance affordability.

*Ms. Ennis moved, Mr. Hess seconded, that the ordinance amendments be recommended to City Council. Motion carried unanimously by a roll call vote.*

## **SUBDIVISION**

Mr. Hollenbaugh read the subdivision request as follows:

- Final Plat for Pheasant Farms Plat 8.

Ms. Saylor advised that this request is for the creation of 10 lots in Pheasant Farms, which would be Plat 8. The Planning Commission originally approved this preliminary drawing on July 5, 2017 and re-approved the plan again on June 6, 2018. Ms. Saylor advised all financial guarantees have been received in the amount of \$212,932.50. She explained the City is required to collect these fees before the work is completed to help guarantee completion of the project. Once all work is completed, the guarantees will be returned to the owner. A shade tree fee has also been collected for each lot, which amounts to \$270.00 per lot, along with a sidewalk fee that was collected at an amount of \$325.00 per lot. Ms. Saylor advised the Commission there were no changes to the original plat.

*Mr. Holley moved, Ms. Sleek seconded, that the Final Plat for Pheasant Farms Plat 8 be approved. Motion carried unanimously by a roll call vote.*

## **REPORTS**

### **Representative to Zoning Board of Appeals**

Ms Ennis advised that the first order of business at the June 13, 2018 Zoning Board of Appeals meeting was to elect officers. The officers are as follows:

- Chair – Judy Ennis
- Vice Chair – Hobart Johnson
- Secretary – Rose Hess

Ms. Ennis read the Zoning Board of Appeals item as follows:

- Mario Bejarano, 133 Wolfly Avenue, has requested a variance to add an 8 foot by 40 foot extension to their existing driveway, which would encroach 2 feet into the 3 foot required setback from the property line to the east.
- Dominic Esposito, 1437 South Orleans Avenue, has requested a variance to construct an 8 foot by 14 foot accessory building, which would encroach 3.5 feet into the 5 foot required setback to the property line to the west.
- Wayne Bucher, 312 Westwood Drive, has requested a variance to construct an 8 foot by 14 foot accessory building, which would encroach 3 feet into the 5 foot required setback to the property line to the west.

Ms. Ennis advised the variances were approved as requested.

### **Planning Department**

Ms. Sayler advised zoning permits are down from the numbers at this same time last year. Currently, the permit numbers are at 224 compared to 235 for last year. There were 22 single-family housing starts compared to 17 from last year at this time, and also 5 commercial building permits, compared to 5 last year. There are 4 industrial permits for this year compared to 3 last year, and 5 institutional projects compared to 1 for the previous year.

Ms. Sayler advised site improvement permits were issued for the McDonald's on East Wooster Street and the Chase Bank on the South East corner of Main and Wooster Street, in downtown. There was also an approval for an addition to the Wood County Health District on East Gypsy Lane Road.

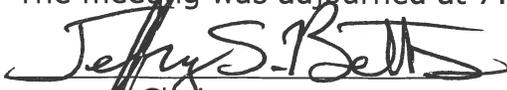
Permits that are currently under review or on hold are for the Bowling Green Manor, which would be for new construction on Newton Road. A mixed-use building at 510 E Wooster Street, where the old Shed was torn down this week is currently being reviewed. Nick Snyder Financial, 1303 Brim Road located in the Bellard Business Park, has also submitted plans that are currently under review. Construction plans are also currently being reviewed for Stone Ridge Plat 8, and work progressing with the property owners to create a small subdivision at 535 Mitchell Road, which was recently reviewed by Planning Commission.

Ms. Sayler advised the items of the Community Action Plan (CAP) are still actively being worked on by the members of staff they were assigned to. There will be some zoning updates needed for this plan where parking regulations will be looked at. Ms. Sayler also advised the Commission to keep someone in mind from the Commission who would be willing to work with her and another City Council member with a small committee where initial changes can be discussed. The newly created micro-grant, a recommendation of the CAP, received 2 applications in June and the next due date for the grants would be in January 2019.

Ms. Sayler also advised the second year of the Citizens Academy will be taking place, starting on August 14, 2018. This program will give an inside look into certain City operations.

### **ADJOURNMENT**

The meeting was adjourned at 7:17 p.m.

  
Chairperson

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Secretary

