

## **Planning Commission Minutes – June 6, 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:** Jeff Betts, Judy Ennis, Will Airhart, Gary Hess, Mark Hollenbaugh, Kris Phillips, Ryan Holley, Richard Michel and Erica Sleek

**Members Absent:**

**Minutes:** Minutes from the May 2, 2018 Planning Commission meeting were approved as submitted.

### **ELECTION OF OFFICERS**

Mr. Betts asked for nominations for Chairperson of the Planning Commission. Mr. Holley nominated Mr. Betts and Ms. Ennis seconded. Mr. Betts was unanimously elected by a voice vote.

Mr. Betts then asked for nominations for the Vice Chairperson. Mr. Betts nominated Mr. Hollenbaugh and Mr. Holley seconded. Mr. Hollenbaugh was unanimously elected by a voice vote.

Mr. Betts asked for nominations for the representative to the Zoning Board of appeals. Mr. Betts nominated Ms. Ennis and Mr. Holley seconded. Ms. Ennis was unanimously elected by voice vote.

### **LOBBY VISITATION**

Mr. Betts asked if anyone wished to come forward and speak to the commission. Due to no interest, the time for lobby visitation was closed. Mr. Betts announced that there would be no July 4, 2018 Planning Commission Meeting due to the holiday and the Municipal Building is closed.

### **SUBDIVISION**

Mr. Betts read the subdivision request as follows:

- Preliminary Plan Extension for Pheasant Farms Plat 8.

Ms. Sayler advised that the Planning Commission originally approved this preliminary drawing on July 5, 2017. These preliminary drawings are valid for one year at which time they must be re-approved. Ms. Sayler advised that there were no changes to the drawing, and a re-approval has been requested.

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

Mr. Betts read the subdivision request as follows:

- Subdivision Not Requiring a Plat with Waivers for 535 South Mitchell Road

Ms. Saylor advised this request has several waivers that need to be approved by Planning Commission, and that is why this particular request cannot be approved administratively. The owner of the 6.5 acre property is JTMG Holdings LLC and it is currently zoned as R-3 Multiple Family. The owner is proposing to have single family units at the location. The City has worked with the owners ahead of time to have a service drive or private drive at the location, which would allow for only 2 curb cuts at the most northern and southern edges of the existing parcel, instead of 5 for each future residence. Ms. Saylor advised that minimizing the number of curb cuts will make Mitchell Road much safer.

Ms. Saylor advised that staff does support the following waivers:

- No lot shall have a depth that exceeds 2 and one half times its width, per section 151.36 (B)
- Improvements of the road to the center line which includes roadways, curbs, gutters and storm drain systems, per section 151.37 (K)
- Easements for cable television, electric, telephone lines shall be provided along the rear lot lines and side lot lines. A 15 foot wide easement should be granted for the purpose, per section 151.46 (H)

Mr. Betts asked if sidewalks would need to be dealt with in the future if houses are erected. Ms. Saylor advised there are currently sidewalks already at the location, but it is likely some damage will occur when the homes are under construction. She advised the City wants to make sure that those sidewalks are repaired if there is any damage done, which included collecting a financial guarantee for the sidewalks. Mr. Betts then asked why the recommendation of the depth not exceeding 2 and one half times the width was specified. Ms. Saylor advised she felt it was because this is typical of zoning ordinances to have this language to avoid unusual lot size and dimensions and to keep things more uniformed.

*Mr. Betts moved, Ms. Ennis seconded, that the Subdivision Not Requiring a*

*Plat with Waivers be approved. Motion carried unanimously by a roll call vote.*

## **ORDINANCE AMENDMENTS**

Mr. Betts read the ordinance amendments request as follows:

- To Section 150.02 Conditions Under Which Certificates Are Required, Section 150.104 Fee for Zoning Certificates, and Section 151.17 Fees.

This item was set for public hearing to be heard at the August 1, 2018 Planning Commission meeting.

## **REPORTS**

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

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

- Tom Pendleton, representing property owner Phillip Simmons, has requested a variance to allow a 12 foot x 12 foot addition to an existing 12 foot x 12 foot accessory building at 421 Knollwood Drive, which would encroach 9 feet into the required 20 foot rear yard setback to the east.

Ms. Ennis advised the variance was approved as requested.

### **Planning Department**

Ms. Saylor advised zoning permits are slightly down from the numbers at this same time last year. Currently, the permit numbers are at 132 compared to 161 for last year. There were 22 single-family housing starts compared to 16 from last year at this time, and also 3 commercial building permits, compared to 5 last year. There are 4 industrial permits for this year compared to 2 last year, and 5 institutional projects compared to 1 for the previous year.

Ms. Saylor said a site improvement permit was approved for the McDonald's on East Wooster Street

Permits that are currently under review or on hold are for the Bowling Green Manor which will have a new building on Newton Rd. There is also a permit for an addition to the Wood County Health District on East Gypsy Lane Road that is under review. The Chase Bank on South Main Street which will be downtown has submitted a plan for review. Also, construction plans for Stone Ridge Plat 8 have been submitted along with the final plans for Pheasant Farms Plat 8.

Ms. Sayler advised the items of the Community Action Plan are still actively being worked on by the members of staff they were assigned to. A micro grant had been announced on May 21, 2018 to City Council. Ms. Sayler provided the Planning Commission with a copy of that application. She also advised that the deadline for applications is June 15, 2018.

Ms. Sayler advised that the City and University have gone together and hired Development Strategies, which is a land development advising company that assists with implementation of targeted development and will provide assistance in implementation of various recommendations in the Community Action Plan related to the East Wooster Street corridor. She also provided the Planning Commission with a copy of the press release that was printed in the newspaper.

**ADJOURNMENT**

The meeting was adjourned at 7:16 p.m.

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Chairperson

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Secretary