

## **Planning Commission Minutes – October 3, 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, Gary Hess, Mark Hollenbaugh, and Richard Michel

**Members Absent:** Will Airhart, Erica Sleek, Kris Phillips and Ryan Holley

**Minutes:** Minutes from the September 5, 2018 Planning Commission meeting were approved as submitted.

### **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.

### **PUBLIC HEARING**

Mr. Betts began the public hearing by reading the annexation request as follows:

- Annexation of approximately 0.70+ acres, identified as parcel numbers R63-510-270000027000 and R63-510-270000028000, currently addressed as 14069 Mitchell Road, from Plain Township. Jean Hines, petitioner.

Heather Saylor, Planning Director, advised this request is for 2 parcels in which the petitioner Jean Hines is honoring an annexation agreement that she signed back in 1996. The annexation agreement was required once she requested City water and electric services at her home. Ms. Saylor discussed with Ms. Hines the annexation request, the process, and that her 5-digit County address would be changed to a 4-digit City address once the annexation is approved by City Council.

Mr. Betts asked if there was anyone in attendance who was representing Ms. Hines that would like to come forward and give applicant testimony due. Due to no one coming forward, Mr. Betts then asked if there was anyone present who wanted to come forward and give public testimony. Again, there was no response at which time the public hearing was closed, and discussion between Planning Commission members followed. During discussion, it was contemplated whether the interim zoning should be A-1 Agricultural or if it should be R-2 Single-Family Residential. Mr. Hollenbaugh said it was his opinion that the zoning should be R-2 because it appeared that most properties in the area were R-2.

*Ms. Ennis moved, Mr. Hess seconded, that the annexation of approximately 0.70+ acres, identified as parcel numbers R63-510-270000027000 and R63-510-270000028000, from Plain Township be recommended to City Council. Motion carried unanimously by a roll call vote.*

## **INTERIM ZONING**

Mr. Betts read the interim zoning request as follows:

- Interim zoning of approximately 0.70+ acres, identified as parcel numbers R63-510-270000027000 and R63-510-270000028000, currently addressed as 14069 Mitchell Road, from Plain Township. Jean Hines, petitioner.

Mr. Betts asked if there was anyone willing to make a motion for the R-2 Single-Family Residential zoning classification.

*Mr. Hess moved, Ms. Ennis seconded, that the interim zoning of R-2 Single-Family Residential of 14069 Mitchell Road be recommended to City Council. Motion carried unanimously by a roll call vote.*

## **CITY COUNCIL REFERRAL**

Ms. Saylor advised a letter was written by Greg Robinette, City Council member, to City Council summarizing their top ten priorities to implement from the Community Action Plan (CAP). Two of the priority items were referred to the Planning Commission for further review and study. The items for Planning Commission to review are items 1A, 1B and 3E from the CAP, which involves Zoning Code issues. Ms. Saylor explained that the development strategies in 1A and 1B relate back to the work between the City and the University for the Core District. Ms. Saylor felt recommendations from Development Strategies will likely provide guidance to items 1A and 1B. She then explained item 3E relates to variances and conditional uses.

Mr. Betts explained he would like to set up a standing sub-committee in response to this referral from City Council. He suggested the committee be identified as the CAP Sub-Committee, with the option to change members every year. He felt with the CAP being an on-going project that was designed to be completed in stages, it was imperative the option to change members be available. Mr. Betts, Mr. Hollenbaugh and Mr. Hess volunteered to be the 3 members of the CAP Sub-Committee for the first year.

*A unanimous roll call vote approved the standing CAP Sub-Committee and the 3 volunteer members.*

## **REPORTS**

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

Ms Ennis advised that the Zoning Board of Appeals met on September 12, 2018. She read the Zoning Board of Appeals item as follows:

1. Tim Purdy, 823 Jefferson Drive, has requested the following variances to construct a 13 foot by 14 foot covered accessory structure, which would encroach:
  - 10 feet into the 10 foot required setback from the side property line to the east
  - 20 feet into the 20 foot required rear yard setback from the property line to the south
  - 11 feet into the 20 foot required setback from the primary structure.
  
2. John Pendleton, 629 Ordway Ave, has requested a variance to construct an 8 foot by 18 foot porch, which would encroach 10 feet into the 35 foot required front yard setback from the property line to the north.

*Ms. Ennis advised both variances were approved as requested.*

### **Planning Department**

Ms. Saylor advised zoning permits are similar to the numbers at this same time last year. Currently, the permit numbers are at 315 compared to 304 for last year. There were 28 single-family housing starts compared to 28 from last year at this time, and 7 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.

A permit is currently on-hold for the Bowling Green Manor for a new building on Newton Road. The Final Plat for Stone Ridge Plat 8 will likely be on the next agenda scheduled for November. A Subdivision Not Requiring a Plat for 535 Mitchell Road is on-hold. A Subdivision Not Requiring a Plat for a parcel on Mourning Dove was just received for review.

Ms. Saylor advised that Development Strategies, hired by the City and BGSU to analyze development feasibility, is on phase two of four phases. A survey is currently circulating on-campus asking staff, faculty and students what development they are interested in. The third phase of the plan is anticipated to start this month, where scenario testing is going to be completed which includes cost estimates, proforma for development and site

capacity development, and other items for project feasibility on the East Wooster corridor.

Ms. Sayler advised that City Council is on their third reading of an ordinance to create a Historic Preservation Commission, which is expected to be on the October 17, 2018 meeting agenda. Mr. Hollenbaugh asked how much of what is being considered is the same or different from the historic preservation report, which was completed by a committee a few years ago. Ms. Sayler explained some of it similar, but scaled down without any type of regulations. She explained the hope is that the Historic Preservation Commission will serve as an educational platform and perhaps as time goes on its duties can expand into having guidelines.

Zoning updates for the off-street parking portion of the Zoning Code are still currently being discussed.

Ms. Sayler will be attending the Northwest Ohio Planning and Zoning Seminar on November 16, 2018 in Toledo where she was asked to serve on the panel at the conference. There is still funding available for Planning Commission members to attend the seminar if they are interested.

Ms. Sayler advised she attended a workshop in Tiffin hosted by Heritage Ohio called "Show Me The Money". The workshop agenda covered the different types of grants available.

Ms. Sayler advised the fee increases that the Planning Commission had recommended approval for had been passed by City Council and take effect October 19, 2018

The current vacancy rate for the City is 8.5% for rental units. She advised the number is low compared to the 25% vacancy rate during the recession.

### **ADJOURNMENT**

The meeting was adjourned at 7:19 p.m.

  
Chairperson

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Secretary