

PLANNING AND ZONING COMMITTEE

JUNE 20, 2016

The meeting was called to order at 5:00 p.m. by Chairman Tim McCarthy. Committee members present were Tim McCarthy, Jonathan Smith and Becky Williams. Also present were Bridgette Kabat, City Administrator, Karlene Henderson, Law Director and Brody Walters, Planning and Zoning Administrator.

CITIZENS' CONCERNS

Barry Knotts a resident of Carrington Woods said that he has requested an amendment to the Code regarding driveways and it will be considered at the next Planning Commission meeting. He said that he has two issues regarding his driveway, the limitation of 35% of the front yard for a driveway, and the administrative policy that allows only one curb cut for a single family residence. Mr. Knotts said that his driveway is not new, it is a replacement. Mr. Walters said that when an entire driveway is replaced then it is considered new. Mr. McCarthy said that he is not sure City Council can override an administrative policy without a Code change and he is inclined to wait for the Planning Commission's decision and, if it is not approved, then City Council can review it.

Mr. Knotts requested that this item be deferred from the June Planning Commission and that it be placed on the agenda for the July Planning Commission meeting.

THE RESERVE LANDMARK FEATURE/SIGNAGE

Mr. Walters stated that the Code section regarding landmark features was written to encourage creative signage and/or landmarks. He said The Reserve's application is the first under this section of the Code. Mr. Walters stated that one of the criteria for this Special Approval Use is that it be located no closer than 1000' to another landmark feature and the next location he could see another landmark feature would be at the proposed roundabout at Hull Prairie and Roachton Roads, which is more than 1000' away. Ms. Williams asked if there is any concern with the proposed landmark feature being located in the right-of-way. Mr. McCarthy asked about Section 660.16, which prohibits obstructions in the right-of-way. Mr. Walters stated that this will be in a curbed island and the City will be acknowledging its existence by approving the Special Approval Use. Ms. Henderson stated that the contract will include an indemnification clause to address any potential liability associated with an obstruction in the right-of-way. The Committee agreed 3-0 to recommend approval of the Special Approval Use for The Reserve's Landmark Feature/Signage. Mr. McCarthy suggested that the Service Committee might want to revisit Section 660.16 about obstructions in the right of way.

BOAT CLUB APPEAL

Mr. McCarthy stated that since City Council acts in a quasi-judicial capacity in regards to appeals, the Committee should not discuss the appeal of the Board of Zoning Appeals decision that was filed by the Perrysburg Boat Club at the Committee level. Ms. Henderson agreed that this is not the forum for that discussion. It was agreed 3-0 that a date for a special meeting of City Council would be set at the next Council meeting.

PROPOSED CODE AMENDMENT – TIME LIMIT FOR PRELIMINARY PLATS

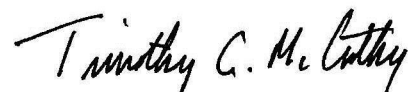
Mr. Walters stated that this was the subject of a recent public hearing before City Council. He said the proposed Code Amendment would lengthen the period of time that a preliminary plat is valid before the developer would have to either have a final plat approved or submit a request for an extension of the preliminary plat to the Planning Commission. Mr. Walters explained that currently the Code gives developers one year but that is not really enough time to get a plat finalized, and, by not requiring the plat to be renewed every year, it saves the developers money and saves the Planning and Zoning staff time. Mr. Walters said that he had recommended that the time be extended up to five years, but the Planning Commission felt more comfortable with only two years. The Committee agreed 3-0 to recommend approval of the proposed Code Amendment.

ORDINANCE REGARDING CHANGE IN FEES

Mr. Walters requested approval of a change in the fees that are charged for Architectural Review Committee submissions. Currently the submission fee is \$200, but Mr. Walters proposed distinguishing between minor and major submissions and reducing the fee for minor submissions to \$50. Mr. Walters said that such minor submissions are typically for fences, signage or small façade changes, and they are normally circulated electronically and do not require the same level of review. The Committee discussed issues that could arise because there is no specific definition for minor or major. Mr. Walters said that no one will be paying more than they currently are and he does not foresee any issues. Mr. McCarthy said if the City starts to receive complaints or questions about major vs. minor, it may then become necessary to revisit the issue to more clearly define the terms. The Committee agreed 3-0 to recommend approval of the change in fees.

There being no further business, the meeting adjourned at 5:41 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Timothy G. McCarthy". The signature is written in a cursive, flowing style.

Tim McCarthy, Chairman
Planning and Zoning Committee

Next meeting: Wednesday, July 27, 2016 at 6:30 p.m., which is a change from the regular date and time.