

**OTTAWA REGIONAL PLANNING COMMISSION**

**315 Madison Street, Room 107**

**Port Clinton, Ohio 43452**

**\*2014 MEMBERSHIP ROSTER\***

**OTTAWA COUNTY MEMBERS:**

County Commissioners:

Jo Ellen Regal  
Steve Arndt  
Jim Sass  
Ken Sharkey  
James K. Frey  
David Brunkhorst

County Health Department:

County Sanitary Engineer:

County Engineer:

County Agricultural Extension Agent:

County Schools:

Paul Lockwood

**CITIZEN MEMBERS:**

Andy Benko

Ned Lattimore

Jim Moore

Dave Fryman

Betsy Slotnick

Bruce Card

Tomi Johnson

Jan James

Carl Koebel

**MUNICIPALITIES:**

Clay Center:

Elmore:

Genoa:

Marblehead:

Oak Harbor:

Port Clinton:

Put-In-Bay:

Rocky Ridge:

**DELEGATE:**

Robert Purney

Tom Deitemyer

Darryl Bittner

Robert Hruska

Bob Vogel

Jeff Morgan

Vince Leone

Teresa Bodenbender

Sam Rose

**ALTERNATE:**

Matt Damschroder

Ken Harsanje, Sr.

Richard Zembala

Eric Wallace

**TOWNSHIPS:**

Allen:

Bay:

Benton:

Carroll:

Catawba:

Clay:

Danbury:

Erie:

Harris:

Portage:

Put-In-Bay:

Salem:

Ernie Cottrell

Denton Glovinsky

Adam Schumacher

Rodney Biggert

Matt Montowski

Matthew Widmer

Charles Scott

Fred Bice

Jerry Haar

Sam Conte

Matt Miller

Ronald Buehler

Craig Blausey

Benny Petersen

Ken Gyde

Gary Mortus

Lee Yackee

Kathy Dale

Dale Collins

Keith Heileman

Paul Lacumsky

**ADVISORY MEMBER:**

Soil Conservation Service

District Soil Conservationist:

Mike Libben

## ORGANIZATION

The Ottawa Regional Planning Commission, “the Commission,” was created and is maintained through agreements with the board of county commissioners, participating boards of township trustees, and participating municipal councils.

The Commission receives financial support from the county commissioners, per capita based fees from participating townships and municipalities, and outside grants and fees make up the remainder. In 2014 the Commission received \$83,123.50 from the county commissioners, \$21,251.00 from participating townships and villages, and \$11,680.93 from grants, fees and refunds.

Commission membership is as follows. Each participating township appoints one voting member to the Commission, which is usually a township trustee. Each participating municipality appoints one voting member for every five thousand residents. The county commissioners appoint nine citizen members who are selected to represent a wide cross-section of the county’s population. Other voting members of the Commission are the county engineer, county commissioners, county health commissioner, county sanitary engineer, county superintendent of schools, and the county agricultural extension agent. The district soil conservationist serves as an advisory member.

Each January an executive committee is appointed to assist the director of the Commission. In 2014 the executive committee included the following members:

Betsy Slotnick	President, Citizen Member
James Moore	1st Vice President, Citizen Member
Fred Bice	2 <sup>nd</sup> Vice President, Erie Township
Matt Montowski	Past President, Catawba Island Township
James Sass	County Commissioner
Ernie Cottrell	Other Member, Allen Township
Mark Messa	Secretary

As of December 2014, all twelve townships and all eight municipalities in Ottawa County participated in the Commission. The Commission staff thanks the county commissioners, as well as the elected officials from townships and municipalities comprising the Commission, for their continued support. We invite you all to call upon us whenever we can be of assistance.

## FUNCTIONS

As permitted in Ohio Revised Code, "R.C.," Section 713.23, the following are the responsibility of the Commission: formulate and review plans for land usage, mapping, transportation, parks, recreational facilities, water supply, sewage and sewage treatment, garbage disposal, civic center, and other public improvements. The Commission also reviews all proposed zoning text and map changes in the zoned townships of the County, and may advise any municipality on zoning issues.

The county commissioners delegated to the Commission the power to review, recommend, and approve or disapprove all subdivisions proposed within the unincorporated areas of Ottawa County. To this end, the Commission prepared and adopted the Ottawa County Subdivision Regulations. The Commission last revised these regulations in 2008. These revisions primarily focused on stop sign requirements, improvement plan requirements and monumentation requirements.

The Commission also aids in periodically updating the Ottawa County Comprehensive Plan, "the Plan," since its inception in 1970. To this end, the Commission has prepared the following studies: open space and recreation plan, developmental policies statement, flood hazard areas study, subdivision regulations revision, various township zoning revisions, and the Ohio capabilities analysis program. Since 1995 the Commission and townships have been updating the plan, and all townships have adopted these revisions. In 2014, Harris and Carroll Townships readopted their land use plans.

The Commission administers grants throughout the county. With less federal money available, this function is more important than it has been in the past. The Commission staff will assist governments within Ottawa County in this regard as requested.

The Commission is involved in the periodic update of the All-Natural Hazard Mitigation Plan, which the Federal Emergency Management Agency, "FEMA," required be prepared for Ottawa County. This plan analyzes the natural hazards likely to impact Ottawa County and provides estimates of damages that could result from each of the hazards.

The Commission has also revised the Ottawa County Flood Damage Reduction Resolution to comport with changes FEMA made. The Division of Water, Ohio Department of Natural Resources, "ODNR," assisted with these revisions.

## COMMUNITY ASSISTANCE

A large portion of the 2014 work program involved direct assistance to the various governments of Ottawa County. The staff also provided information concerning various subject matters as requested by the general public. The Commission's work agenda included the following items:

- The staff administered Ottawa County's Community Development Block Grant program and assisted with the CHIP/HOME Programs, Economic Development Program and the Revolving Loan Fund. The Development Service Agency invited the director to an advisory committee for the state's comprehensive plan.
- The director continued to monitor the Community Rating System Program, "the CRS." The purpose of the CRS is to enable local communities to become more involved with the flood insurance program. Such involvement may result in lower flood insurance rates for policy owners in Ottawa County. The five year monitoring cycle will be completed in 2015.
- The director continues to maintain contact with the ODNR regarding revisions to the floodplain map. The Commission Staff continue to respond to questions from the public regarding these revisions.
- The director continues to serve as the prevailing wage coordinator for all county building projects, including the road and bridge projects initiated through the County Engineer's Office.
- The director, as the Ottawa County Enterprise Zone Manager, monitored all existing tax abatement agreements in effect throughout Ottawa County, and monitored the economic development revolving loan fund.
- The Commission staff assisted several communities in zoning revisions.
- The director held a fair housing workshop for area realtors and a landlord/tenant workshop for area landlords. In addition, the director runs the fair housing program necessary for CDBG grant funding. Among many activities, this responsibility includes assisting the public with fair housing complaints.
- The director is the Project Manager for Ottawa County's USEPA Assessment Grant.
- The director assisted with the Moving Ohio Forward Demolition Program.
- The director assisted the county and the Miller Boat Line with an ODOT grant, which provided funds to extend the Lime Kiln Dock on South Bass Island, Put-in-Bay, Ohio. The project started in December and is expected to be completed in 2015.

## SUBDIVISION REVIEW

There are three types of subdivision review (land used for agriculture or personal recreation is exempt from review). First, there is the type that requires a record plat process, which requires action by the Commission. The second and third types involve the administrative approval or “lot split” process, which requires only approval by the Commission staff. The “small lot split” is an administrative approval process whereby land may be subdivided into up to five lots if those lots will be no more than five acres and they front on an approved street. The “large lot split” is an administrative approval process whereby land may be subdivided in up to five lots if those lots will be more than five acres but no more than ten acres and they front on an approved street.

In 2014 the Commission reviewed and approved the re-plat or subdivision of 32.99 acres of land. The Commission approved .26 acres through the record plat process, and 32.73 acres through the lot split process.

The following tables show data regarding the acres of land the Commission approved for subdivision between 1997 and 2014 and the 2014 subdivided acreage by township.

<b>Acres of Land Subdivided/Replatted, 1997-2014</b>			
<b>Under 5 Acres</b>			
<b>Year</b>	<b>Total Acres</b>	<b>Record Plat Acres</b>	<b>Lot</b>
1997	241.4	98.71	142.69
1998	282.97	110.26	172.71
1999	347.16	117.97	229.19
2000	356.04	182.29	173.75
2001	208.21	34.67	173.54
2002	243.55	112.4	131.15
2003	276.34	91.95	184.39
2004	384.34	194.99	189.35
2005	260.23	47.66	212.57
2006	194.79	39.15	155.64
2007	87.82	11.46	76.36
2008	131.33	26.17	105.16
2009	108.93	51.02	57.91
2010	45.73	1.84	43.89
2011	40.88	3.67	37.21
2012	64.23	17.39	46.84
2013	54.19	4.79	49.40
2014	32.99	0.26	32.73
The acreage shown is approved acreage, which does not always result in recorded acreage for sale as house lots. The approval period for record plat acres is valid for only one year, after which the subdivision must be resubmitted and re-approved by the Commission. The record plat acreage does not include preliminary plat approvals.			

<b>Acres of Land Subdivided/Replatted</b>				
<b>By Township - 2014 (Under 5 Acres)</b>				
<b>Township</b>	<b>Total Acres</b>	<b>Record Plat Acres</b>	<b>Lots Split Acres</b>	<b>% of Total</b>
Benton	6.70		6.70	20.3%
Danbury	5.39		5.39	16.3%
Carroll	5.00		5.00	15.2%
Allen	4.14		4.14	12.6%
Catawba	2.94		2.94	8.9%
Erie	2.90		2.90	8.8%
Put-in-Bay	2.61	0.26	2.35	7.9%
Salem	1.20		1.20	3.6%
Clay	1.10		1.10	3.3%
Portage	1.01		1.01	3.1%
Bay	0.00		0.00	0.0%
Harris	0.00		0.00	0.0%
<b>Total</b>	<b>32.99</b>	<b>0.26</b>	<b>32.73</b>	<b>100%</b>

## ZONING REVIEWS

The Commission reviews township zoning resolution text and map amendments, and makes recommendations to the townships on rezoning requests. In 2014, the Commission reviewed eight text amendments and eight rezoning requests, which are outlined in the table below.

<b>2014 Zoning Reviews</b>			
<b>Applicant</b>	<b>Township</b>	<b>Request</b>	<b>Township's Final Action</b>
Catawba Island Township Trustees	Catawba Island	Text Amendment	Approval
Richard Roesch	Portage	"R-2" to "C-2"	Approval
Lakeside Chataugua	Danbury	Text Amendment	Approval
Benton Township Zoning Commission	Benton	Text Amendment	Approval
Mikes Bayfront Camp	Danbury	"A" to "R-C"	Approval
Danbury Township Zoning Commission	Danbury	Text Amendment	Approval
Sherry Pendleton, George Boston, Sandy Hoffman	Danbury	"A" to "C-2"	Approval
Croghan Colonial Bank	Catawba Island	"A" to "C-4"	Approval
Clay Township Trustees	Clay	"A" to "M-3"	Approval
Allen Township Trustees	Allen	Text Amendment	Withdrawn
Harris Township Trustees	Harris	Text Amendment	Approval
Allen Township Trustees	Allen	Text Amendment	Approval
Danbury Township Zoning Commission	Danbury	Text Amendment	Pending
Quinton Smith	Catawba Island	"A" to "C-1"	Approval
Tomi & Michael Johnson	Catawba Island	"R-4" to "C-2"	Pending
Willian & Margaret Klaehn	Danbury	"A" to "C-2"	Pending

## COMMISSION STAFF

In 2014 the Commission staff was comprised of a full-time director and administrative assistant, as well as a part-time consultant. Mark Messa is the full-time director and he was hired on May 20, 2014. Stacey Van Eerten is the full-time administrative assistant and she was hired on January 21, 2014. Joe Gerber was the full time director until his resignation on April 1, 2014. Todd Bickley was the full-time director prior to Mr. Gerber, until his retirement on September 30, 2012. Now, Mr. Bickley is a part-time consultant.

The table below outlines the sick leave and vacation time records of the above-referenced Commission employees.

<b>Commission Staff Employment Records</b>			
<b>As of January 1, 2015</b>			
<b>Employee</b>	<b>Category</b>	<b>Hours Used</b>	<b>Hours Remaining</b>
Mark Messa	sick	0	73.6
	vacation	0	49.6
Stacey Van Eerten	sick	70.25	60.87
	vacation	41.5	28.8
Todd Bickley	sick	0	25.41
	vacation	0	0
Joe Gerber *	sick	1	0
	vacation	8	0

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Upon his resignation, Mr. Gerber returned to the Ottawa County Prosecutor's Office. His remaining sick time transferred to the Prosecutor's Office and he received a payout for his remaining vacation time.



**FINANCIAL STATEMENT  
REGIONAL PLANNING COMMISSION**

In 2014 the Commission's receipts exceeded expenditures, resulting in an ending balance of \$234.66, as reflected in the financial statement below.

<b>Ottawa Regional Planning Commission</b>		
<b>2014 Financial Statement</b>		
Beg. Balance (January 1, 2014)		\$ 2,287.54
Receipts		
	Ottawa County Commissioners	\$ 83,123.50
	Local Membership Assessments	\$ 21,251.00
	Fees/Grants/Refunds	\$ 12,894.17
	Workers compensation transfer in	\$ 87.69
	<b>Total Receipts</b>	<b>\$ 117,356.36</b>
Expenditures		
	Salaries	\$ 82,588.21
	Office Supplies	\$ 1,537.88
	Contract Services	\$ -
	Equipment	\$ -
	Travel & Expenses	\$ 2,085.10
	Public Employees Retirement	\$ 10,617.71
	Workers Compensation	\$ 219.83
	Other Expenses	\$ 4,173.53
	Health & Life Insurance	\$ 16,989.36
	Medicare	\$ 1,197.62
<b>Total Expenditures</b>		<b>\$ 119,409.24</b>
<b>Ending Balance (January 1, 2015)</b>		<b>\$ 234.66</b>