

**OTTAWA REGIONAL PLANNING COMMISSION**

**315 Madison Street, Room 107**

**Port Clinton, Ohio 43452**

**\*2017 MEMBERSHIP ROSTER\***

**OTTAWA COUNTY MEMBERS:**

County Commissioners:

Mark Coppeler

Mark Stahl

Jim Sass

County Health Department:

Nancy Osborn

County Sanitary Engineer:

James K. Frey

County Engineer:

Ronald Lajti

County Agricultural Extension Agent:

County Schools:

Paul Lockwood

**CITIZEN MEMBERS:**

Jan James

Bruce Card

Andy Benko

Carl Koebel

Mike Schlievert

Ned Lattimore

Tomi Johnson

Betsy Slotnick

Jim Moore

**MUNICIPALITIES:**

Clay Center:

**DELEGATE:**  
Mark Franks

**ALTERNATE:**  
John Weber

Elmore:

Matt Damschroder

Tom Dietemyer

Genoa:

Darryl Bittner

Jacob Diebert

Marblehead:

Robert Hruska

Richard Zembala

Oak Harbor:

Randy Genzman

Port Clinton:

Jeff Morgan

Hugh Wheeler

Put-In-Bay:

Teresa Bodenbender

Mack McCann

Rocky Ridge:

Yvonne Rutherford

Shawn Nickel

**TOWNSHIPS:**

Allen:

Ernie Cottrell

Craig Blausey

Bay:

Denton Glovinsky

Benny Petersen

Benton:

Adam Schumacher

Jan James

Carroll:

Rodney Biggert

James Meek

Catawba:

Matt Montowski

Gary Mortus

Clay:

Matthew Widmer

Danbury:

Charles Scott

Kathy Dale

Erie:

Fred Bice

Alfred Wozniak Jr.

Harris:

Jerry Haar

Portage:

Sam Conte

Molly Sass

Put-In-Bay:

Dave Frederick

Salem:

Todd Winke

Matt Chasteen

**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 2017 the Commission received \$82,305.00 from the county commissioners, \$25,461.20 from participating townships and villages, and \$20,806.46 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 2017 the executive committee included the following members:

Charles Scott	President, Danbury Township
Jeff Morgan	1st Vice President, Port Clinton
Bruce Card	2 <sup>nd</sup> Vice President, Citizen Township
Fred Bice	Past President, Erie Township
James Sass	County Commissioner
Sam Conte	Other Member, Portage Township
Mark Messa	Secretary

As of December 2017, 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.

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 conform to changes FEMA made. The Division of Water, Ohio Department of Natural Resources, "ODNR," assisted with these revisions.

## COMMUNITY ASSISTANCE

A large portion of the 2017 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 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 was completed in 2015 and the annual recertification will be completed in January 2018.
- On May 18, 2015 the new FEMA Floodplain maps were adopted and took effect. The Commission Staff continue to respond to questions from the public regarding these revisions. FEMA has begun the process of creating coastal zones and wave action zones for the Great Lakes. Draft maps have been supplied to the county and are in the Regional Planning Office for review. It is anticipated that the revised maps with new wave action zones will be implemented in the next 18-24 months.
- 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 and the renovation to the exterior of the courthouse in 2017.
- 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 also served as a member of the Danbury Township Steering Committee as they worked through revising and implementing a new Land Use Plan.
- 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 ORPC Staff entered into a contract with the Ottawa County Land Reutilization Corporation (Land Bank) to administer the program. The staff

successfully administered the demolition of eight (8) dilapidated structures throughout the county totaling more than \$200,000.00.

### **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 2017 the Commission reviewed and approved the re-plat or subdivision of 103.55 acres of land. The Commission approved 11.21 acres through the record plat process, and 92.34 acres through the lot split process.

The following tables show data regarding the acres of land the Commission approved for subdivision between 1997 and 2016 and the 2016 subdivided acreage by township.

<b>Acres of Land Subdivided/Replatted, 1998-2017</b>			
<b>Year</b>	<b>Total Acres</b>	<b>Record Plat Acres</b>	<b>Lot</b>
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
2015	92.47	47.48	44.99
2016	87.67	8.57	79.10
2017	103.55	11.21	92.34

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 - 2017</b>				
<b>Township</b>	<b>Total Acres</b>	<b>Record Plat Acres</b>	<b>Lots Split Acres</b>	<b>% of Total</b>
Benton	10.22		10.22	9.8%
Danbury	3.53	3.53	0.00	3.4%
Carroll	13.68		13.68	13.2%
Allen	6.93		6.93	6.8%
Catawba	4.52	3.00	1.52	4.4%
Erie	16.51		16.51	15.9%
Put-in-Bay	14.62	4.68	9.94	14.1%
Salem	2.02		2.02	1.9%
Clay	21.43		21.43	20.7%
Portage	6.91		6.91	6.7%
Bay	1.18		1.18	1.2%
Harris	2.00		2.00	1.9%
<b>Total</b>	<b>103.55</b>	<b>11.21</b>	<b>92.34</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 2017, the Commission reviewed eight (8) text amendments and nine (9) rezoning requests, which are outlined in the table below.

<b>2017 Zoning Reviews</b>			
<b>Applicant</b>	<b>Township</b>	<b>Request</b>	<b>Township's Final Action</b>
Mike Pollock	Danbury	"A" to "C-2"	Approval
Quinton Smith	Catawba Island	"A" to "R-4"	Approval
Quinton Smith	Catawba Island	"A" to "R-4"	Approval
Tyler Thompson	Portage	"A" to "C-2"	Approval
Lakeside Assoc.	Danbury	Text Amendment	Approval
Catawba Island Armory	Danbury	"A" to "C-2"	disapproval
Richie Adams	Danbury	Text Amendment	Approval
PIB Township	PIB	Text Amendment	Approval
Danbury Township Trustees	Danbury	Text Amendment	Approval
Portage Township	Portage	Text Amendment	Approval
PIB Township Trustees	PIB Township	Text Amendment	Approval
Catawba Island	Catawba Island Township	Text Amendment	Approval
Dorthy Thompson	Catawba Island	"A" to "R-1"	Approval
Salem Township Zoning Comm.	Salem	Text Amendment	Approval
Henry Kihlken	Danbury	"A" to "C-2"	Approval
Sam Conte	Portage	"R-2" to "C-1"	Pending
Tyler Thompson-RTJ Farms	Portage	"A" to "C-3"	Pending

## COMMISSION STAFF

In 2017 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. Todd 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, 2018</b>			
<b>Employee</b>	<b>Category</b>	<b>Hours Used</b>	<b>Hours Remaining</b>
Mark Messa	sick	0.00	240.74
	vacation	98.07	36.30
Stacey Van Eerten	sick	122.75	62.42
	vacation	69.25	89.80
Todd Bickley	sick	0	87.77
	vacation	0	0



**FINANCIAL STATEMENT  
REGIONAL PLANNING COMMISSION**

In 2017 the Commission's receipts exceeded expenditures, resulting in an ending balance of \$8,480.18, as reflected in the financial statement below.

<b>Ottawa Regional Planning Commission</b>		
<b>2017 Financial Statement</b>		
Beg. Balance (January 1, 2017)		\$ 7,728.91
Receipts		
	Ottawa County Commissioners	\$ 82,305.00
	Local Membership Assessments	\$ 25,461.20
	Fees/Grants/Refunds	\$ 7,671.46
	Contract Services	\$ 13,135.00
	Transfer of funds to 012 (165)	\$ 100.00
	Workers Compensation/refund	\$ 41.35
	<b>Total Receipts</b>	<b>\$ 128,714.01</b>
Expenditures		
	Salaries	\$ 85,301.38
	Office Supplies	\$ 977.10
	Contract Services	\$ 1,750.00
	Travel & Expenses	\$ -
	Public Employees Retirement	\$ 11,805.44
	Workers Compensation	\$ 799.75
	Other Expenses	\$ 703.80
	Health & Life Insurance	\$ 25,388.40
	Medicare	\$ 1,236.87
<u>Total Expenditures</u>	-	<u>\$ 127,962.74</u>
<b><u>Ending Balance (January 1, 2018)</u></b>	<b>-</b>	<b><u>\$ 8,480.18</u></b>