

OTTAWA REGIONAL PLANNING COMMISSION

315 Madison Street, Room 107

Port Clinton, Ohio 43452

2021 MEMBERSHIP ROSTER

OTTAWA COUNTY MEMBERS:

County Commissioners:

Mark Coppeler
Mark Stahl
Donald Douglas
Jerry Bingham
James K. Frey
Ronald Lajti

County Health Department:

County Sanitary Engineer:

County Engineer:

County Agricultural Extension Agent:

County Schools:

Paul Lockwood

CITIZEN MEMBERS:

Bruce Card

Bryan Baugh

Betsy Slotnick

Andy Benko

Mike Schenk

Jim Moore

Jan James

Carl Koebel

Tomi Johnson

MUNICIPALITIES:

Clay Center:

Elmore:

Genoa:

Marblehead:

Oak Harbor:

Port Clinton:

Put-In-Bay:

DELEGATE:

Melvin Sprauer

Ben Drill

April Huston

Robert Hruska

Peter Seggaard

Jeff Morgan

Tip Boyles

ALTERNATE:

John Weber

Jacob Diebert

Richard Zembala

Mike Snider

TOWNSHIPS:

Allen:

Bay:

Benton:

Carroll:

Catawba:

Clay:

Danbury:

Erie:

Harris:

Portage:

Put-In-Bay:

Salem:

Scott Everhardt

Denton Glovinsky

Adam Schumaker

Jordan Moore

Matt Montowski

Mike Diekman

John Paul Dress

Anthony Wells

Jerry Haar

Molly Sass

Dave Frederick

Todd Winke

Craig Blausey

Benny Petersen

Jan James

Diane Belden

Joseph Badger

Kathy Dale

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 2021 the Commission received \$85,000.00 from the county commissioners, \$25,111.21 from participating townships and villages, and \$26,217.66 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 2021 the executive committee included the following members:

Peter Seggaard	President, Village of Oak Harbor
Adam Schumaker	1st Vice President, Benton Township
Matt Montowski	2 nd Vice President, Catawba Township
Bob Hruska	President, Village of Marblehead
Mark Stahl	County Commissioner
Denton Glovinsky	Other Member, Bay Township
Mark Messa	Secretary

As of December 2021, all twelve townships and seven of the 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 2021 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 annual recertification was completed again in January of 2021
- 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 6-12 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 as well as the upcoming Hazard Mitigation Grant which will begin construction to raise 10 homes throughout the county in 2021.
- The director, as the Ottawa County Enterprise Zone Manager, monitored all existing tax abatement agreements in effect throughout Ottawa County which include Enterprise Zone Agreements and Community Reinvestment Area or CRA agreements, and monitored the economic development revolving loan fund.
- The Commission staff assisted several communities in zoning revisions and text amendments.
- 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 worked with staff and Trustees from Catawba Island Township to secure grant funding to update the parking area, lighting, and bathroom facilities at the boat ramp/launch off of NW Catawba Road.

- The director is working with the Emergency Management Agency and Ottawa County Building Inspection on the administration of the Hazard Mitigation Grant that the county was awarded. This work includes creating bid documents, wage report review, and assisting the EMA Director with other related items such as bid openings and grant reporting.
- The ORPC Staff continued to administer the Ottawa County Land Reutilization Corporation (Land Bank) program. The staff successfully administered the demolition of three dilapidated structure in the county once foreclosures were allowed to resume. These structures included two single family homes (Elmore and Carroll Township) and the old Star and Lil’s restaurant. The staff also facilitated the sale of several sites that have been cleaned and greened by the land bank. There are several structures that were recently obtained by the land bank that are scheduled to be demolished in 2022.
- Federal dollars were allocated with guidelines released in December of 2021 for Brownfield Restoration and Demolition activities. It is anticipated that the Regional Planning Office will be administering these programs should viable projects be submitted and the application approved by the State. Any potential projects will be awarded in 2022 with work completed in 2022-2023.

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 2021 the Commission reviewed and approved the re-plat or subdivision of 214.76 acres of land, up from the 129.58 acres subdivided in 2020. The number of Administrative Approval Lot Splits processed by the staff surpassed last year making back to back years with increases. This year also marks the most lot splits processed by the office since 2006. The Commission approved 40.78 acres through the record plat process, and 173.98 acres through the lot split process.

The following tables show data regarding the acres of land the Commission approved for subdivision between 2001 and 2021 and the 2021 subdivided acreage by township.

Acres of Land Subdivided/Replatted, 2001-2021			
Year	Total Acres	Record Plat Acres	Lot
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
2018	130.45	52.04	78.41
2019	198.96	121.45	77.51
2020	129.58	17.10	112.50
2021	214.76	40.78	173.98

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.

Acres of Land Subdivided/Replatted				
By Township - 2021				
Township	Total Acres	Record Plat Acres	Lots Split Acres	% of Total
Allen	29.26		29.26	13.7%
Bay	6.83		6.83	3.2%
Benton	27.04		27.04	12.6%
Carroll	9.05		9.05	4.2%
Catawba	19.10	16.00	3.10	8.9%
Clay	32.94		32.94	15.3%
Danbury	38.09	21.48	16.61	17.7%
Erie	2.14		2.14	1.0%
Harris	12.18		12.18	5.6%
Portage	11.95		11.95	5.6%
Put-In-Bay	9.21	3.30	5.91	4.3%
Salem	16.97		16.97	7.9
Total	214.76	40.78	173.98	100%

ZONING REVIEWS

The Commission reviews township zoning resolution text and map amendments, and makes recommendations to the townships on rezoning requests. In 2021, the Commission reviewed one (1) text amendments and nineteen (19) rezoning requests, which are outlined in the table below

2021 Zoning Reviews			
Applicant	Township	Request	Township's Final Action
Grammond, Forbs, Kowalski	Put-In-Bay	"R-2" to "C-1"	Disapproval
William Ziegan	Danbury	"A-1" to "R-C"	Disapproval
Bruce and Jane Michael	Salem	"A" to "C-3"	Approval
Gill Rd Development	Portage	"A" to "R-4"	Approval
Ebersole	Put-In-Bay	"R-2" to "R-1"	Approval
Orchard Beach Development	Portage	"A" to "R-2"	Approval
Richard and Carol Hannon	Catawba	"A" to "R-1"	Approval
Mike Harder	Salem	"A" to "C-3"	Approval
Greg Rosenthal	Portage	"R-2" to- "R-4"	Approval
William Ziegan	Danbury	"A" to "R-3"	Approval
Kellye Stephens	Portage	"A" to "R-3"	Approval
Danbury Twp Trustees	Danbury	"R-C" to "R-3"	Approval
Portage Twp Trustees	Portage	Text Amendment	Approval
Greg Gibson/Bassett Land Co.	Portage	"C-2" & "R-3" to "R-4"	Approval
Knoll Crest & Focht Family	Portage	"C-2" to "R-4"	Approval
Jacob Cramer	Portage	"A" to "C-2"	Approval
Gloria Rodgers	Catawba	"A" to "R-2"	Approval
Bassett Land Co	Portage	"R-3" to "R-4"	Approval
Bassett Land Co	Portage	"R-3" to "R-4"	Approval
Dana Walker & Joe Main	Catawba	"A" to "R-6"	Approval

COMMISSION STAFF

In 2021 the Commission staff was comprised of a full-time director and administrative assistant. Mark Messa is the full-time director and he was hired on May 20, 2014. Stacey VanEerten is the full-time administrative assistant and she was hired on January 21, 2014.

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

Commission Staff Employment Records			
As of January 1, 2022			
Employee	Category	Hours Used	Hours Remaining
Mark Messa	sick	8.25	479.77
	vacation	94.33	64.30
Stacey Van Eerten	sick	80.83	41.70
	vacation	43.33	79.30

**FINANCIAL STATEMENT
REGIONAL PLANNING COMMISSION**

In 2021 the Commission's receipts exceeded expenditures, resulting in an ending balance of \$18,489.60 as reflected in the financial statement below.

Ottawa Regional Planning Commission		
2021 Financial Statement		
Beg. Balance (January 1, 2021)		\$ 23,958.23
Receipts		
	Ottawa County Commissioners	\$ 85,000.00
	Local Membership Assessments	\$ 25,111.20
	Fees/Grants/Refunds/	\$ 18,467.66
	Contract Services	\$ 7,750.00
	Workers Compensation/refund	\$ 54.37
	Total Receipts	\$ 136,383.23
Expenditures		
	Salaries	\$ 91,925.63
	Office Supplies	\$ 720.41
	Travel & Expenses	\$ 80.64
	Public Employees Retirement	\$ 12,525.56
	Workers Compensation/unemployment Compensation	\$ 1,956.47
	Other Expenses	\$ 2,307.99
	Health & Life Insurance	\$ 30,402.40
	Medicare	\$ 1,332.76
	HSA Contribution	\$ 500.00
<u>Total Expenditures</u>	-	<u>\$ 141,851.86</u>
<u>Ending Balance (January 1, 2022)</u>	-	<u>\$ 18,489.60</u>