

**OTTAWA REGIONAL PLANNING COMMISSION**

**315 Madison Street, Room 107**

**Port Clinton, Ohio 43452**

**\*2022 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

Ed Sander

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:**

James Clabaugh

Bill Kieffer

Tom Spurgron

Robert Hruska

Randy Genzman

Jeff Morgan

Tip Boyles

**ALTERNATE:**

Melvin Sprauer

Tom Jackson

Jacob Diebert

Richard Zembala

Mike Snider

**TOWNSHIPS:**

Allen:

Bay:

Benton:

Carroll:

Catawba:

Clay:

Danbury:

Erie:

Harris:

Portage:

Put-In-Bay:

Salem:

Dennis Hartman

Denton Glovinsky

Adam Schumaker

Jordan Moore

Matt Montowski

Mike Diekman

John Paul Dress

Alfred Wozniak

DJ Greenhill

Karl Kopchak

Dave Frederick

Todd Winke

Craig Blausey

Benny Petersen

James Meek

Diane Belden

Chad Gargas

Kathy Dale

Anthony Wells

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 2022 the Commission received \$97,224.00 from the county commissioners, \$25,111.21 from participating townships and villages, and \$23,864.98 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 2022 the executive committee included the following members:

Adam Schumaker	President, Village of Oak Harbor
Matt Montowski	1st Vice President, Benton Township
Bryan Baugh	2 <sup>nd</sup> Vice President, Catawba Township
Peter Seggaard	President, Village of Marblehead
Mark Coppeler	County Commissioner
Denton Glovinsky	Other Member, Bay Township
Mark Messa	Secretary

As of December 2022, 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 2022 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 2022
- FEMA finalized the process of creating coastal zones and wave action zones for the Great Lake with new FEMA flood maps taking effect December 1, 2022. Regional Planning staff revised the County Floodplain regulations to adhere to the new maps and regulations.
- 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 Hazard Mitigation Grant which is ongoing and will raise 10 homes throughout the county.
- 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 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 dilapidated structures in the county. These structures included two single family homes (Martin and Carroll Township) and a structure on Route #2 in Carroll Township. The staff also facilitated the sale of several sites that have been cleaned and greened by the land bank including a lot in Elmore that has recently completed a Habitat for Humanity Home build. There are several structures that are in the foreclosure process and should be scheduled to be demolished in 2023.

- The director successfully obtained grant funds as part of the newly created Brownfield Restoration and Demolition Grants. Regional Planning Office is administering these programs with demolition and cleanup ongoing at both sites (Carroll Elementary School, Luckey Farmers Grain Elevator Genoa Site).

### **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 2022 the Commission reviewed and approved the re-plat or subdivision of 139.21 acres of land. The Commission approved 20.38 acres through the record plat process, and 118.83 acres through the lot split process.

The following tables show data regarding the acres of land the Commission approved for subdivision between 2002 and 2022 and the 2022 subdivided acreage by township.

<b>Acres of Land Subdivided/Replatted, 2002-2022</b>			
<b>Year</b>	<b>Total Acres</b>	<b>Record Plat Acres</b>	<b>Lot</b>
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
2022	139.21	20.38	118.83

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 - 2022</b>				
<b>Township</b>	<b>Total Acres</b>	<b>Record Plat Acres</b>	<b>Lots Split Acres</b>	<b>% of Total</b>
Allen	10.60		10.60	7.6%
Bay	16.46		16.46	11.8%
Benton	46.95		46.95	33.7%
Carroll	9.09		9.09	6.5%
Catawba	19.19	18.00	1.19	13.8%
Clay	1.86		1.86	1.3%
Danbury	9.28		9.28	6.6%
Erie	3.13		3.13	2.3%
Harris				0.0%
Portage	7.97		7.97	5.7%
Put-In-Bay	4.34	2.38	1.96	3.2%
Salem	10.34		10.34	7.5%
<b>Total</b>	<b>139.21</b>	<b>20.38</b>	<b>118.83</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 2022, the Commission reviewed two (2) text amendments and fourteen (14) rezoning requests, which are outlined in the table below

<b>2022 Zoning Reviews</b>			
<b>Applicant</b>	<b>Township</b>	<b>Request</b>	<b>Township's Final Action</b>
Bassett Land Company	Portage	"R-3" to "R-4"	Approval
Hoty Portage Investments	Portage	"C-2" to "R-4"	Approval
Catawba Boat Yard Ventures	Catawba	"A" to "C-4"	Approval
Dan Carroll	Danbury	"A" to "R-1"	Approval
Kenn Bower	Danbury	"C-2" to "R-C"	Approval
Lakeside Association	Danbury	Zero setbacks	Approval
Sonja Kristensen	Danbury	"A" to "C-2"	Approval
Barbara Peterson	Danbury	"A" to "C-2"	Disapproval
Hanne Boger	Catawba	"A" to- "R-1"	Approval
Quintin Smith	Catawba	"RE" to "C-1"	Approval
Portage Twp. Trustees	Portage	"A" to "C-2"	Approval
JTG Hospitality LLC	Catawba	"A" to "RE"	Approval
Danbury Township Trustees	Danbury	Text Amendment	Approval
Hoty Portage Investments	Portage	"R-4" & "C-3"	Approval
Adams, Ash, Warren	Portage	"A" to "C-2"	Approval
Andy Schlotterer	Danbury	"A" to "C-2"	Approval

## COMMISSION STAFF

In 2022 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.

<b>Commission Staff Employment Records</b>			
<b>As of January 1, 2022</b>			
<b>Employee</b>	<b>Category</b>	<b>Hours Used</b>	<b>Hours Remaining</b>
Mark Messa	sick	14.75	470.66
	vacation	22.75	156.55
Stacey Van Eerten	sick	116.67	32.03
	vacation	132.75	46.80



**FINANCIAL STATEMENT  
REGIONAL PLANNING COMMISSION**

In 2022 the Commission's receipts exceeded expenditures, resulting in an ending balance of \$6,574.19 as reflected in the financial statement below.

<b>Ottawa Regional Planning Commission</b>		
<b>2022 Financial Statement</b>		
Beg. Balance (January 1, 2022)		\$ 18,589.60
Receipts		
	Ottawa County Commissioners	\$ 97,224.00
	Local Membership Assessments	\$ 25,111.20
	Fees/Grants/Refunds/	\$ 15,929.18
	Contract Services	\$ 7,750.00
	Workers Compensation/refund	\$ 185.80
	<b>Total Receipts</b>	<b>\$ 146,200.48</b>
Expenditures		
	Salaries	\$ 106,828.26
	Office Supplies	\$ 701.11
	Contract Services	\$ 1347.70
	Travel & Expenses	\$ 95.77
	Public Employees Retirement	\$ 14,249.45
	Workers Compensation/unemployment Compensation	\$ 703.54
	Other Expenses	\$ 1,734.05
	Health & Life Insurance	\$ 30,307.20
	Medicare	\$ 1,548.81
	HSA Contribution	\$ 600.00
<u>Total Expenditures</u>	-	<u>\$ 158,115.89</u>
<b><u>Ending Balance (January 1, 2023)</u></b>	-	<b><u>\$ 6,574.19</u></b>