

**County Planning Directors Meeting  
CCAO Winter Conference, Hyatt Regency, Columbus, Ohio  
Monday, December 5, 2016**

**Present:** Scott Sanders-Delaware County/President, Jenny Snapp-Franklin County/Treasurer, Ken LeBlanc-Greene County, Dan Stewart-Marion County, Charlene Watkins-Seneca County, Taylor Stuckert-Clinton County, Dave Gulden-LUC Regional Planning, Holly Mattei-Fairfield County, Janice Switzer-Ashtabula County/Secretary, Dave Radachy-Lake County/Vice President.

Meeting was called to order by Scott Sanders, Chair.

**Introductions were made.**

**Minutes** of the summer meeting were distributed. **Ken LeBlanc moved to approve the minutes, Dave Gulden seconded the motion. The minutes were approved.**

**Financial**

Jenny Snapp presented the Treasurer's report. Dues are \$85 per year. CCAO takes care of invoicing and charges \$75/member. The balance goes to County Planning Directors Association. Current balance is \$6,319.42. Jenny has finally set up electronic reporting so bank fee for paper reports should go away in 2017. **Ken LeBlanc moved to accept the Treasurers report. Charlene Watkins seconded the motion. Motion passed.**

Discussion was held regarding promoting County Planning Directors Association of Ohio (CPDAO) at APA Ohio Conference in Athens in 2017. CPDAO has not done much to promote itself for many years and might get more people interested in participating if we did. Jenny mentioned that she has staff that could help create a brochure. There is concern that some Planning Commission members don't know role. Another suggestion was to sponsor or have a session at the regional planning and zoning workshops. Make sure that CPDAO has a presence at events. **Dave Radachy made a motion to spend up to \$500 or whatever lesser amount would enable CPDAO to be a sponsor at 2017 APA Ohio Conference. Ken LeBlanc seconded the motion, the motion passed.** Scott will inquire if CCAO can sponsor a website for basic information. Jenny Snapp will work on graphic for brochure and possible future display.

**ACTION ITEM: Work on a brochure giving general information on what a Regional/County Planning Commission is. Must be general enough for all (or most) to use.**

***[Also note that within the past couple days, CCAO has asked Scott to attend their new Commissioner orientation training (on February 6!) and host a lunch table where Commissioners can ask questions about Planning Commissions.]***

Discussion was held regarding Planning Commission fees and assessments to townships. A survey of fees and assessments hasn't been completed recently. Scott says the last survey was done several years ago and didn't contain the fees. A new survey should be done, could be by Survey Monkey or other means. Should include salaries, plat fees, lot split fees, address fees, assessment fees etc. Also, should include a directory update and list of responsibilities including GIS, Landbank, CDBG, Ec. Development, etc. Dave Radachy volunteered to help with survey. Scott to send spreadsheet.

**ACTION ITEM: Send out new survey and collect responses.**

Charlene Watkins mentioned that Seneca County was in process of getting proposals for updating Comprehensive Land Use Plan. They estimate the plan will cost \$100,000 for just the county or \$130,000 if it includes the city. Charlene hopes CPDAO can help her as she settles in to new position.

Question raised about organization by-laws. Scott has a copy in a binder he didn't bring. Scott needs to post it for availability.

**ACTION ITEM: Scott to post bylaws**

**Meeting recessed for lunch at Bareburger restaurant.**

After lunch meeting resumed with a roundtable discussion about what is happening in each county.

**LUC (Logan, Union, Champaign) RPC** – Dave Gulden reported that they will be celebrating 50<sup>th</sup> Anniversary. Asked if anyone had experience with milestone commemorations. They will be moving to new building. Update to Comp Plan need to expand sewerred areas. RTPO in process but will need to grow to sustain staff of 3.

**Ashtabula County** – Janice Switzer reported that there has been very little development. Lot splits are ongoing but no subdivisions. The comp plan update got put on hold due to budget cuts. They are dealing with a plat of a piece of land that has been used as a public square since early 1800's but a deed conveying the property to the township has never been found. Prosecutor has issued opinion that the township is the owner by common law. Township has a purchase agreement for part of land.

**Lake County** – Dave Radachy reported that they have received a Plan for Health Grant and hope to use it to create a system of trails and playgrounds throughout the county. He questioned how to vacate a condominium complex. They continue to see residential development.

**Fairfield County** – Holly Matlei reported that they are using social media and online surveying to get input for their Land Use Plan. They are working with the RTPO. They are seeing quite a bit of residential development activity. They review lot splits over 5 acres and stamp as exempt to review for zoning compliance. They received a \$500K Neighborhood Revitalization Grant from ODSA. How to review patio homes exempt condominiums fee simple lots – review as multifamily home

**Seneca County** – Charlene Watkins reported again that they are working on updating the comp plan. She will be hiring a GIS assistant. Asked for samples of record retention policies. Will be using Glenn Grisdale, Reveille out of Bowling Green for Comp Plan update.

**Marion County** – Ken Legeiza retired but has come back Dan Stewart reported. They received CDBG funding. They are working on a Sustainable Food Plan. They updated the Land Use Plan in house. Estimate that an in-house update takes 18-24 month.

**Greene County** – Ken LeBlanc reported that they are also working on updating township zoning and estimate that will take 12 months. Working on Farmland Preservation plan. Asked about software for permitting and zoning. He asked if anyone had any experience with Bluebeam. Jenny Snapp suggested Smartgov. I-Works was also mentioned.

**Franklin County** – Jenny Snapp reported that their building department has seen 1/2/3 unit residential permits increase 2x over last year. They are using Smartgov for online building permits. Updating county wide zoning to include urban farming. Working in collaboration with City of Columbus to create a local food plan. Rollin Seward, has retired and Mark Paxson is currently interim director of Community Development. NACO Conference will be held in Columbus in 2017. They have GIS on-staff.

**Delaware County** – Scott Sanders reported that a new Regional Sewer Director has been hired. They are working on a Farmland Preservation Plan. Datahub at MORPC wireless cell tower. Legislation pending regarding cell tower [recently distributed by OAPA].

The DCRPC has completed many individual township comp plans as there is no stand-alone county comp plan. They are working on Liberty Township Comprehensive Plan, recently completed a plan for a village. Multifamily housing need has been identified for 2050 and there is a push for development of MF around the county. Working on a bike path plan. Push to do subdivisions.

#### **Other discussions**

Following round table a discussion on a summer meeting was held. Consensus was to hold a meeting in the summer. NACO (National Association of Counties) meeting is in Columbus on July 21-27, but no one outside of Columbus was planning on attending that. Suggested meeting outside of Central Ohio location. Janice will check on options in Lake/Ashtabula County.

**ACTION ITEM: Other volunteers who would like to offer a location for a summer meeting are welcome.**