



2006 ANNUAL REPORT

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2006 ANNUAL REPORT HANCOCK REGIONAL PLANNING COMMISSION

Minor Subdivisions

The Hancock County Regional Planning Commission (HRPC) is responsible for reviewing all minor subdivisions of land (lot splits that do not require a plat) for compliance with the Hancock County Subdivision Regulations. Deeds for these lots must have a stamp of approval from HRPC before they are accepted for transfer at the Courthouse. Staff also reviews any minor subdivisions of land for the City of Findlay for compliance with the Findlay City Subdivision Regulations. HRPC does not stamp these deeds but reviews them and provides a form stating that it meets requirements. These deeds are then taken to the Mayor's office for the approval stamp.

The number of minor subdivisions reviewed in rural Hancock County increased slightly from 88 in 2005 to 94 in 2006. The number decreased within the City of Findlay corporation from 36 in 2005 to only 23 in 2006.

Following is a table of lot splits that were approved per each Township in the County.

ALLEN	AMANDA	BIGLICK	BLANCHARD	CASS	DELAWARE	EAGLE	JACKSON	LIBERTY
6	5	4	5	3	11	2	5	11
MADISON	MARION	ORANGE	PLEASANT	PORTAGE	UNION	VANBUREN	WASHINGTON	TOTAL
3	15	9	2	6	5	2	0	94

Platted Subdivisions

HRPC also must review plats for new subdivisions within Hancock County for conformance with the Subdivision Regulations. New subdivisions must initially be presented to HRPC as a Preliminary Plat which shows all land owned by the developer and the proposed layout of streets and lots. Final plats can be phased with only portions of the subdivision final platted at any one time. The Final Plats are recorded to establish the lots of record.

In 2006, HRPC reviewed four (4) preliminary plats in Hancock County.

- Meadow Ridge Estates – 155 single family lots in Allen Township on the west side of TR 229 just north of SR 613
- Glenmar Subdivision – 131 single family lots in Liberty Township on the west side of CR 140 north of TR 95
- Nests at Red Hawk Run – 22 single family lots and 3 condominium lots in Biglick Township (this is a replat of a portion of the existing Red Hawk Run subdivision)
- Hartman Acres – 2 single family lots and one large farm lot in Orange Township on the east side of TR 52

There were also four (4) final plats approved by HRPC in 2006.

- Somerset Park – 23 single family lots in Liberty Township on the south side of CR 95 east of CR 140
- Meadow Ridge Estates – 49 single family lots in Allen Township on the west side of TR 229 just north of XR 613
- Glenmar Subdivision – 48 single family lots in Liberty Township on the west side of CR 140 north of TR 95
- Hartman Acres – 2 single family lots and 1 large farm lot in Orange Township on the east side of TR 52

The HRPC board also approved one (1) Revised Final Plat last year.

- Fawn Lake Estates – 8 single family lots in Orange Township on the north side of CR 28. The original plat had been approved in 2000 and never recorded.

Hancock County Subdivision Regulations and Access Management Regulations

HRPC proposed amendments to the Subdivision Regulations in 2005. The Board approved the amendments and forwarded to the County Commissioners in early 2006. The changes were adopted by the Hancock County Commissioners in March, 2006.

Together with the Hancock County Engineer, HRPC Staff compiled countywide Access Management Regulations. The regulations establish guidelines for location of driveways and new street access to existing county or township roads. The regulations were presented to the County Commissioners and adopted in March, 2006.

County Zoning

The Hancock Regional Planning Commission is required to review any amendments to Township zoning. These can be amendments to their zoning text or changes in zoning classifications as shown on their map. The Township is required to obtain a recommendation from the Planning Commission on these matters before they can hold hearings and make decisions on the changes.

HRPC reviewed five (5) requests for changes in zoning districts in 2006 for the townships of Hancock County. These were:

- A request to rezone 160 acres in Liberty Township at the northwest corner of TR 95 and CR 140 from A-1 Agriculture to R-1 One Family. (85 acres of this is proposed to be the Glenmar Subdivision)
- A request to rezone 1.196 acres in Cass Township on the north side of SR 12 from A-1 Agriculture to B-1 General Business. A business immediately west of this lot is B-1 General Business and that business carries over onto this Agriculturally zoned lot.
- A request to rezone 9.21 acres in Liberty Township from RM-1 Multiple Family to PUD on the north side of SR 12. (The Villas at Liberty Ridge development is proposed for this site)

- A request to rezone 22.9 acres in Marion Township from A-1 Agriculture to B-3 General Business on the north side of SR 224 just east of Eastern Woods Subdivision (Birchaven). The applicant refiled this request for January, 2007 meeting due to procedural error by Township in November, 2006.

HRPC also reviewed text amendments proposed by the Liberty Township Zoning Commission in 2006. The amendments referred to uses in the I-1 Light Industrial District and changes in sign regulations.

Bil Homka began the process of an overall update of the Marion Township Zoning Resolution as requested by the Township. This will be completed in 2007.

Findlay City Planning Commission

HRPC Staff also serves as Staff for the Findlay City Planning Commission. Judy Scrimshaw prepares written reviews for all applications on the City Planning Commission agenda each month. Staff also provides graphics for the Staff report.

In 2006, the Commission reviewed 82 new cases. The breakdown by type of case follows.

- 39 Site Plans
- 11 Preliminary Plats
- 12 Final Plats
- 7 Zoning Amendments
- 3 Conditional Uses
- 8 Alley/Street Vacation requests
- 1 Expansion of a Nonconforming Use
- 1 Annexation/Zoning Petition

At the end of 2006 there were two (2) cases still on the agenda that were carried over into the new year.

HRPC also prepared the Findlay City Planning Commission Rules and Procedures. These were adopted in December, 2006 and put into effect as of January 1, 2007. There is a provision in the new rules for "Administrative Approval" of more minor applications and requests. HRPC Staff along with the City Engineer are responsible for reviewing these items and approving or denying the request. Their action is then reported to the Planning Commission at its next meeting.

City Zoning

A Planned Mixed Use Development (PMUD) overlay district was prepared by Bil Homka and reviewed by the City Planning Commission. The Commission has asked for Design Standards to be included in the ordinance. Once those are written and reviewed, the PMUD will be forwarded to Findlay City Council for adoption in 2007.

City of Findlay Land Use Plan

Work on the City Land Use Plan Update began in 2005 and escalated in 2006. All Committees were formed and met at various times. Citizen input was solicited at a public forum in June and a survey was placed on the HRPC website to obtain more response from the public. Volumes of maps have been created from data obtained in the field and via the Hancock County Auditor, the Hancock Park District, utility companies, census materials, etc. Over 200 people have participated in this effort thus far.

We will hit the home stretch in early 2007 with plans to complete this extensive project in summer, 2007.

Grants

Since the late 1970s, HRPC has been administering Community Development Block Grant funds for Hancock County. The Community Housing Improvement Program (CHIP) was added to the mix in the 1990s as well as Economic Development grant programs. HRPC Staff has served as the administrator for all these programs whether allocated to the City of Findlay or Hancock County.

Since 2004, Grant Administrator, Lydia Mihalik with her assistants Laura Muzy and Jan Cole, have actively pursued other funding opportunities for local government entities including the City of Findlay, local Townships and Villages, the City of Fostoria, and businesses both existing and new to the area.

In 2006, HRPC administered the FY 2005 CDBG Formula grants for Hancock County and the City of Findlay. Hancock County received \$ 113,000 which was allocated to several projects such as the Delaware Township Fire Department, Hancock County Agency on Aging, Hancock County Fairgrounds and the Village of Vanlue. FY06 CDBG applications were submitted in July, 2006 and the Hancock County Engineer will spend the FY 06 county funds for a bridge replacement in Washington Township. The City of Findlay received \$184,000 for FY 2005 and the money was spent in the Wilson/Morse Street neighborhood for sewer separation and street improvements as has been done the last several years. The City also submitted its application for FY06 funds in July, 2006 and will continue work in that neighborhood again in 2007.

HRPC continued to administer the FY2005 CHIP funds for Hancock County this year. The CHIP program is ongoing through 2007. The components of the CHIP program are Tenant Based Rental Assistance administered by the Hancock Metropolitan Housing Authority (HMHA), Emergency Home Repair and New Construction.

The Delaware Township Fire Department was awarded funds through the Assistance to Firefighters Grant Program in 2006 for the purchase of a new fire truck. This tanker truck replaced an outdated vehicle in their fleet.

HRPC played a major role in helping to bring A. Schulman Invision to Findlay. In 2006, HRPC submitted an application for Economic Development funds to build a rail spur to service the new business. Hancock County was awarded \$405,000 for the project. A. Schulman is one of the most significant manufacturing investments in Hancock County in recent memory.

The Grant Staff was approached by both the City of Findlay and Hancock County Health Departments to assist in preparing a proposal to the Community Foundation to investigate the feasibility of combining the two Districts into one General Health District. The Community Foundation saw the merit in researching the idea in more detail and awarded funds to pay a consultant to perform the feasibility study.

The Grant Staff added \$1,525,113 in 2006 to its grand total of \$5,361,613 in awards since January, 2004.

Revolving Loan Funds

During 2006, HRPC Staff coordinated with the City of Findlay, Hancock County and the City of Fostoria in developing Bylaws and Guidelines for their Revolving Loan Fund (RLF) programs. All three (3) entities adopted their guidelines and set up their respective boards. Coordination agreements were signed and HRPC was appointed to administer the funds. The funds for this type of loan program come from prior CDBG Economic Development Loans that are paid back to the communities. Through the RLF these funds can be reallocated to other entities that meet the criteria. In June, 2006, HRPC partnered with the Chamber of Commerce Bankers Roundtable to have an informative seminar on the RLF for the local lenders and interested parties. An existing Downtown Façade RLF was revamped and has become active again.

The City of Fostoria was successful in awarding \$495,000 in RLF funds to assist Machine Tool & Fab Corp's purchase of Machine Tool & Fabrication, Inc. This asset only purchase retained the existing and created new jobs for the City of Fostoria.

Other Planning Projects

HRPC bid on and was awarded a contract with **Monclova Township**, OH to update their Land Use Plan. Bil Homka and Matt Cordonnier held meetings with the Monclova Township Trustees and Lucas County Engineer, hired interns attending University of Toledo to do field work, and has been compiling mapping for the project. The project will hopefully be completed and presented to the Township in summer, 2007.

Matt Cordonnier continues to work on the **Hancock County All Hazard Mitigation Plan**. Four meetings were held with the Hancock County Mitigation Planning Committee this year, maps were produced and the document is in its final preparation stage.

Hancock County began the process of partnering with seven (7) other counties along the new **US 30 Corridor** to plan for potential economic development. The counties included in the consortium are Allen, Crawford, Hancock, Hardin, Putnam, Richland, Van Wert, and Wyandot. Initial meetings were held and the process was begun to hire consultants and attorneys for the group.

HRPC Staff and Membership

HRPC established a new website to provide information for all jurisdictions in Hancock County. The Public can visit us at **www.HancockRPC.org** to research zoning resolutions, subdivision regulations, grant activities, planning projects, obtain applications, etc.

HRPC has established new membership levels to encourage county-wide participation from all jurisdictions and help keep everyone informed of planning related issues. Member Townships or Villages can place additional information they wish to publicize on a page of our website.

In 2006, the HRPC Staff added two (2) employees. Regina DuVernay joined us as Office Manager and Laura Muzy as an Assistant Grant Administrator.