

PORT CLINTON CITY COUNCIL

PLANNING AND DEVELOPMENT COMMITTEE

Meeting Minutes

August 2, 2016

1. CALL TO ORDER – Mr. Below called the meeting to order at 5:31 pm. Present were committee members Gabe Below (Chair) and Joel Freedman, Safety-Service Director Tracy Colston, Ottawa County Commissioner Jodi Regal, Councilmen Margaret Phillips and Lisa Sarty, and Rick Noderer. Committee member Roseann Hickman was excused.
2. OTTAWA COUNTY LAND BANK
 - a. Mrs. Regal distributed copies of the letter sent to local governments within the county from Regional Planning Director Mark Messa, which described the Ottawa County Land Reutilization Corporation (land bank). Mrs. Regal indicated the bank was created in May 2016 and is a separate entity from the county government.
 - b. Mrs. Regal said the bank’s nine-member Board of Director includes County Treasurer Bob Hille, County Commissioners Jim Sass and Jodi Regal, County Auditor Larry Hartlaub, Harris Township Trustee Carol Baker, Justin Moore of Genoa Bank, and Port Clinton City Zoning Inspector Kent Johnson, who was selected by Mayor Wheeler to represent the city. Mrs. Regal said Paul Druckenmiller from Oak Harbor will be added, plus an additional member.
 - c. Mrs. Regal stated the bank will be required to hold acquired vacant and blighted residential properties for three years with some exceptions, including transfer to a adjacent property owner or to Habitat for Humanity.
 - d. Mrs. Regal discussed the bank applying for state funds through the Neighborhood Initiative Program (NIP) to secure demolition funds. Mrs. Regal noted that significant dollars are available to new land banks only, including a \$500,000 minimum award.
 - e. Mrs. Regal said the bank is asking for a list of potential properties from the city to be verified and included in the grant application to improve application scoring. Mrs. Regal indicated that Mr. Messa would perform the due diligence, including determining property tax delinquency, on each property address provided.
 - f. Mr. Colston asked about providing a large list of addresses. Mrs. Regal said selected properties could be prioritized.
 - g. Mr. Below asked about the grant application deadline. Mrs. Regal said it was September 2, 2016, and the bank should learn of a funding decision in early October and would be able to draw down reimbursement funds in about a month or so.
 - h. Mrs. Regal discussed the start-up funding for the bank, which can include an increase in the delinquent tax and assessment fee, currently at 2.5%. Mrs. Regal estimated the bank has \$60,000 to start this year. Mrs. Regal indicated that the Ottawa County Treasurer and Prosecutor would be provide additional seed money, and that the county would be willing to loan seed money if needed.
 - i. Mr. Colston asked if the awarded NIP fund had to be spent within that year. Mrs. Regal said she did not believe so.
 - j. Mr. Below asked if NIP reopens regularly for further funding pursuit after the initial award. Mrs. Regal said yes.
 - k. Mr. Colston indicated that he has a running list of properties and that providing the list is very doable.
 - l. Mr. Freedman asked if the Board of Director is familiar with Lucas and Erie Counties experiences with land banks and if Ottawa County would be following the same guidelines, including asbestos

requirements. Mrs. Regal said the bank would follow the state statute, but may not follow every rule implemented by those counties. Mrs. Regal said Lucas County is in a different league than Ottawa County, to which Mr. Freedman agreed.

- m. Mr. Below asked about lawn care of bank-acquired properties. Mrs. Regal replied that the bank will maintain the properties, and that community gardens and the like could be an option during the three-year hold period.
- n. Mrs. Regal said that the bank has contracted with the Western Reserve Land Conservancy to provide start-up services. Mrs. Regal indicated that Jim Rokakis is the point-of-contact there and is experienced in these matters.
- o. Mr. Below asked if there are examples where utilizing a land bank enables new grant pursuit by the city. Mrs. Regal said that she was not sure, and that Sandusky County is new to the process, too.
- p. Mr. Colston asked how much total funding is available. Mrs. Regal replied around \$60 million.

3. OTTAWA COUNTY GIS COLLABORATION

- a. Mr. Below read the minutes of the June 28, 2016 council meeting where County Auditor Larry Hartlaub spoke about the Ottawa County Commissioners Shared GIS Expansion Initiative, the draft Resolution of Agreement and the draft letter of acknowledgment from the city provided by Mr. Hartlaub.
- b. Mr. Below noted the zero-dollar commitment this would involve from the city, according to Mr. Hartlaub, which makes this attractive.
- c. Mr. Colston said it was a good thing that can be studied now, and that the city could sign on once the feasibility study was complete. Mr. Colston indicated that Eric Peterson could use the system going forward.
- d. Mr. Freedman made a motion, seconded by Mr. Below, to direct the Law Director to finalize the requested resolution. The motion was approved 2-0.
- e. Mr. Freedman made a motion, seconded by Mr. Below, to direct the Law Director to review the draft letter of acknowledgement. The motion was approved 2-0.

- 4. ADJOURNMENT – With no further discussion, Mr. Below made a motion to adjourn, seconded by Mr. Freedman. The meeting was adjourned at 6:24 pm.

Submitted by

Gabe W. Below, Chair

August 9, 2016