

**Minutes  
Portage County Regional Planning Commission  
February 13, 2019**

Portage County Regional Planning Commission dated February 13, 2019 at 4:35 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

**Members Present:**

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Ciccozzi
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., D. Kemble	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal
PARTA, Clayton Popik	Windham Vill., Deborah Blewitt	Shalersville Twp., Ronald Kotkowski
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	G. Miller
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**Members Absent:**

Freedom, Jeffrey Derthick	Mantua Twp., Victor Grimm	Randolph Twp., Victoria Walker
Windham Twp., Rich Gano	Soil & Water, James Bierlair	County Engineer, Mickey Marozzi
Water Resources, Gene Roberts		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Kathleen Clyde		

**Public Present**

R. Costin	D. Spicer
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The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

**APPROVAL OF JANUARY 9, 2019 MEETING MINUTES**

The January 9, 2019 minutes were presented. D. Kemble noted one correction. Under absent it was showing that he was absent rather than present.

J. Kovacich made a motion to approve the minutes as corrected. Motion seconded by S. Christian-Bennett. Motion carried with 19 Yeas.

## SUBDIVISIONS

Replat and Variance in the "Nanway Airpark No.1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant

A motion was made by R. Patrick to approve an extension of time until April 10, 2019. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas.

Replat of Blocks D-R and the Addition of the Speedway (Block "Q") in the Brimfield Crossings Subdivision" on State Route 43, Lots 32 and 33 in Brimfield Township, Speedway, LLC., applicant.

A motion was made by S. Christian-Bennett to approve an extension of time until March 13, 2019. Motion seconded by R. Dempsey. Motion carried with 20 Yeas.

Replat of Sublot No. 2 in the "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road and Maplecrest Parkway, Lot 36 in Brimfield Township, Maplecrest, LLC., applicant – Report presented T. Peetz

The Maplecrest Parkway Subdivision was approved in June, 2018 as a commercial/industrial mix subdivision. The applicant is requesting approval to create 2 lots.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations has been corrected therefore staff recommends approval of the Replat as corrected. D. Blewitt made a motion to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 20 Yeas.

Preliminary Plan of "High Point Hills" on Tallmadge Road, Lot 33 in Brimfield Township, Michael G. Wojno – GREAT Development, LLC., applicant

A motion was made by M. Hlad to accept the preliminary plan for review. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

Preliminary Plan of "Sugar Maple Farms Subdivision" on Meloy Road, Lot 11 in Brimfield Township, S and B, LLC, applicant

A motion was made by S. Christian-Bennett to accept the preliminary plan for review. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

Plat of "Colgrove Allotment #1" on Bolender Road, Lot 50 in Suffield Township, Patricia Colgrove, applicant

A motion was made by D. Blewitt to approve an extension of time until March 13, 2019. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

Replat of Sublots 54 and 55 in the "Reeves Fifth Allotment" on Schoolview Drive, Lot 39 in Franklin Township, AMS Title on behalf of P.C. Land Reutilization Corporation, applicant

A motion was made by J. Ciccozzi to approve an extension of time until March 13, 2019. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

**ZONING**

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing to remove the references to the Planned Commercial Overlay District, which was previously removed from the Zoning Resolution.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Rootstown Township is proposing to update the term "township fiscal officer" instead of "township clerk" and to be consistent with ORC 519.12.H, which no longer requires a unanimous vote for the Trustees to deny or modify a recommendation.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Rootstown Township is proposing to enforce the requirement when property line or a road serves as the boundary between a Commercial or Industrial District and a Residential District.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Rootstown Township is proposing to limit landscaping requirements to the area of the lot that is being utilized for a multi-family or non-residential use at the discretion of the Zoning Inspector and Zoning Commission. Currently the code requires landscaping even on undeveloped portions of a lot.

Staff recommends approval of the proposed amendment.

Amendment No. 5

Rootstown Township is proposing to allow other uses, which are determined to be substantially similar to an already permitted or conditionally permitted in a zoning district, to also be permitted or conditionally permitted in the same zoning district in accordance with the standards provided.

The Zoning Inspector will use compatibility, intensity and predominant characteristics and finally use size, dimension, parking traffic generation and other considerations normally associated with that use. If the Zoning Inspector cannot make a similarity determination the proposed use will be considered prohibited. Staff felt this provided the Zoning Inspector a great deal of flexibility in his/her determination. Staff recommended the following:

- In cases where the Zoning Inspector makes an administrative approval for a permitted use to the Zoning Commission know of these circumstances just to bring it to their attention.
- In cases where the Zoning Inspector denies a use, the Zoning Inspector may want to bring that to the Zoning Commissions attention and/or have an appeal process to the Board of Zoning Appeals just in case that occurs. Anything deemed as a conditional use would automatically go to the Board of Zoning Appeals. This may be something for legal counsel to weigh in on as far as whether an appeals process is needed.

Staff recommends approval and recommends working with the County Prosecutor's Office to determine if an appeal process should be included for these instances in the Zoning Resolution.

#### Amendment No. 6

Rootstown Township is proposing to allow real estate signs to be placed on a property longer than 45 days permitted for temporary signs in a Residential District or the 30 days permitted for temporary signs in a Commercial or Industrial District.

The rationale about length of time seems to be inconsistent with the proposed change that included real estate signs should not block street sight lines. Street sight lines should never be blocked and the change is about public safety.

Staff recommends approval of the proposed amendment.

#### Amendment No. 7

Rootstown Township is proposing to allow carports to be placed next to a house while maintaining the 20-foot minimum distance for all other detached accessory buildings.

This proposed change would help homeowners meet setback requirements with this type of temporary structure.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to follow staff recommendations on proposed Amendment No. 1 -7. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

## Franklin Township Text Amendment

Franklin Township is proposing to remove unnecessary restrictions on the placement of solar energy systems on buildings, allowing citizens to orient them so as to capitalize on the maximum hours of available sunlight, especially since the current design of solar panels is much sleeker and more unobtrusive to the look of the home or business.

Staff recommends approval of the proposed amendment.

A motion was made R. Patrick to follow staff recommendation. Motion seconded by K. Cihan. Motion carried with 20 Yeas.

## RAVENNA CITY LAND USE PLAN – Todd Peetz

Todd presented the final draft of the Ravenna Land Use Plan.

A motion was made by R. Dempsey to accept the plan as presented. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

## EXECUTIVE COMMITTEE

### Work Program

#### January, 2019 Work Program Report

Todd presented the January 2019 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting was held on January 15, 2019 to review and finalize the comments. Todd said he is looking at having a community meeting in March 2019 for feedback from engineering, realtors and the Home Builders Association.
- Atwater Township – Staff assisted with Atwater Township to submit a Trails Grant.
- Brimfield Township – Staff updated their zoning map. Staff has been working with the Township to reduce the number of zoning districts.
- Franklin Township – Staff worked with the U.S. Census Bureau in removing Brady Lake Village so that they are not included in the 2020 Census.
- Ravenna City – Staff has continued to work on finalizing their Land Use Plan. The next meeting will be held with City Council and is to be determined.

Staff met with City Council and Township Trustees on January 15, 2019 to discuss JEDD Rules and requirements with an attorney from Columbus who administers JEDD's arounds Ohio

Ravenna Township – Staff is assisting the Township with their JEDD. Staff met with Ravenna City Council and Township Trustees on January 15, 2019 to discuss JEDD Rules and requirements with an attorney from Columbus who administers JEDD's arounds Ohio

- Shalersville Township – Staff assisted with some map updates.
- City of Streetsboro – The Streetsboro City Council will be meeting in February regarding the Master Plan.
- Windham Village – Staff has completed the first draft of their Land Use Plan.
- Quarterly Zoning Inspector Meeting – The next meeting is to be determined. The County Building Official and the Water Resources Director presented their suggestions which were on how to coordinate with their offices.
- Portage County Land Reutilization Corporation (Land Bank) – The last meeting was held on January 7, 2019. The next meeting will be held on April 8, 2019 at 1:00 p.m. at the Reed Memorial Library.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Staff is continuing to work with homeowners and the Portage County Health Department to replace home septic systems.
- Celebrate Portage!/Visioning In Portage (VIP) – A meeting was held on January 11, 2019. The next meeting will be held on February 15, 2019.

#### January 2019 CDBG Report

#### 2015 Community Development Allocation Grant

##### Mantua Township Elevator

Working is nearing completion for the fire alarm/elevator monitoring devices. The General Contractor will contact the State to request the inspection once all work is completed by the Township.

#### 2018 Community Development Allocation Grant

The activities are as follows:

##### Water Facility Improvements – Ravenna Head Start Waterline

Funds will be used to run a waterline that will enable the Ravenna Head Start facility located at 4833 Harding Avenue in Ravenna Township to tap into the City of Ravenna water system.

#### Demolition/Clearance – Windham Township Demolition

Funds will be used to dismantle and haul-off the building's structural components to an approved landfill, pump, crush and fill the septic system and fill, grade and seed the site in order to eliminate a blight to the neighborhood.

#### Neighborhood Facility/Community Center – Coleman Rehab

Funds will be used to replace the carpeting in the living area and bedroom and install new plank flooring, replace kitchen sink and faucet, replace dishwasher, hot water tank, tub/shower and faucet in both bathrooms, bathroom sink, supply lines, grab bars in showers and replace front porch decking surface, install new hangers and repair the hand rail at the supportive living site in Edinburg Township. The grant agreement is in place and an environmental review is nearing completion for each activity. Once completed the release of funds will be requested.

Funds will also be used to install new decking, ramp and steps using existing post and joist at the supportive living site in Franklin Township.

#### Neighborhood Facility/Community Center - F&CS Chiller System

Funds will be used to replace the 80-ton chiller system to prevent the inevitable unit failure and replace it before it breaks down completely, leaving the building located 705 Oakwood Street in Ravenna without air conditioning.

#### Street Improvements – Highland Avenue Concrete Replacement

Funds will be used to replace approximately 565 linear feet of deteriorated concrete roadway on West Highland Avenue between North Diamond Street and Franklin Street.

#### 2018 CDBG Critical Infrastructure Grant – Windham Village

The Village is in the process of obtaining an engineer needed for the preparation of the specifications/drawings for the project.

#### 2018 CDBG Critical Infrastructure Grant - Ravenna City

The application was resubmitted in the amount of \$500,000 in November. The State awarded the grant in the amount of \$495,300. Waiting on the grant agreements.

#### Finance

##### January, 2019 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the January, 2019 financial statements and recommends acceptance.

A question was raised as to why under Copies/Misc. (Community Over Hours) it shows 306% received. Todd stated that it was in part because we had done some work for PMHA and because some work was done for Charlestown Township.

J. Paulus made a motion to approve the January, 2019 financial statements as presented. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

Set Appropriations for 2016 LGIF/LGIP Countywide Parks & Recreation Plan – Resolution No. 19-02 – T. Peetz

Todd presented Resolution No. 19-02. The Budget Commission has certified funds in the amount of \$5,149.00 for the Countywide Parks & Recreation Plan. It is now necessary to appropriate the funds.

Allan Orashan made a motion to approve Resolution No. 19-02 as presented. Motion seconded by K. Cihan. Motion carried with 20 Yeas.

2019 Appropriation Increase for the Operation of the Portage County Regional Planning Commission – Resolution No. 19-03 - T. Peetz

Todd presented Resolution No. 19-03. The Budget Commission has certified funds in the amount of \$378,942. The Portage County Regional Planning Commission finds it necessary to increase appropriations by an additional \$6,375 for the Portage County Regional Planning Commission operating expenses for 2019.

The additional appropriations are needed to replace 2 computers; repair the plotter and obtain the necessary supplies for it; Cost to move the copy machine from Konica Minolta from the old office to the administration building; cover the cost of the utilities at 124 N. Prospect Street.

S. Christian-Bennett made a motion to approve Resolution No. 19-03 as presented motion seconded by K. Cihan. Motion carried with 20 Yeas.

**DIRECTOR'S REPORT**

Regional Planning Commission Survey

Eight surveys were filled out and returned. All surveys received were positive.

Geauga County

A few representatives from Geauga County will be attendance at the next meeting to observe as well. One of their staff persons was invited to come out and spend a ½ day at some point with our office just to see how our office runs things.

An RFP was also submitted to prepare a Comprehensive Plan.

124 North Prospect Street, Ravenna

In the Executive Committee meeting other methods was discussed as to how to get rid of the building.

**OTHER BUSINESS**

**Next Meeting**

J. DiPaola announced that the next Regional Planning Commission meeting will be held on March 13, 2019 at 4:30 p.m. and will be held at the UH Portage Medical Arts Building in Room 150.

**2018 Annual Report**

The 2018 Annual Report will be presented at the next Regional Planning Commission meeting.

**Hiram Village**

R. Dempsey stated that at their last Council meeting they started the process of repealing a regulation from 1946. A regulation was put in then that stated that no structures could be within the right-of-way and the post office has been using that regulation for 70+ years to stop residents from having mailboxes. R. Dempsey stated that they are going to repeal that so that they can start delivering mail in Hiram.

There was also a regulation that stated that you had to have your sidewalk shoveled by 9:00 a.m. on the day of the snow. This regulation will also be repealed.

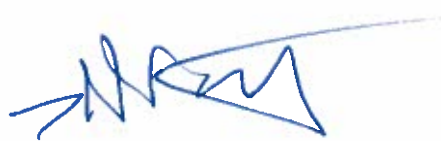
**ADJOURNMENT**

A motion was made by J. Kovacich to adjourn the meeting at 5:12 p.m. Motion seconded by J. Paulus. Motion carried.

Minutes approved at the March 13, 2019 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary