

**Minutes
Portage County Regional Planning Commission
September 11, 2019**

Portage County Regional Planning Commission dated September 11, 2019 at 4:30 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 Cicozzi
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Twp., Sandy Engelhart	Mantua Vill., Paula Tubalkain
Palmyra Twp., Sandy Nutter	Paris Twp., Dave Kemble	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Suffield Twp., David Vartenuk
Windham Vill., Deb Blewitt	Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge
PARTA, Clayton Popik		
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Kathleen Clyde		

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford
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Members Absent:

Nelson Twp., Kevin Cihan	Randolph Twp., Victoria Walker	Shalersville Twp., Ronald Kotkowski
Windham Twp., Rich Gano	Soil & Water, James Bierlair	Portage Park District, Allan Orashan
County Engineer, Mickey Marozzi		
P.C. Commissioner, Vicki Kline		

Public Present

Ethan Kenney	Jen Kenney	Lynn Mollohan
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The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:30 p.m.

APPROVAL OF AUGUST 14, 2019 MEETING MINUTES

The August 14, 2019 minutes were presented. It was noted that C. Popik should have been noted as "absent" rather than as "present" at the meeting. S. Christian-Bennett made a motion to approve the minutes as corrected. Motion seconded by J. DiPaola. Motion carried with 15 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

R. Dempsey made a motion to approve an extension of time until October 9, 2019. Motion seconded by J. Kovacich. Motion carried with 15 Yeas.

Replat of Block A-R of "Sugar Maple Hills (Phase 2)" on Brower Tree Lane and Sugar Maple Drive, Lot 11 in Brimfield Township, S and B 22, LLC., applicant – Report presented by Todd Peetz

The applicant is requesting approval to split Block AR into AR-1, AR-2 and AR-3 in Sugar Maple Hills (Phase 2). The intent is to Plat AR-1 and AR-3 as part of the future Plat known as High Point Hills which was conditionally approved as a preliminary plan.

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. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

Replat of Sublots 21 – 25 in the "Greenwood Estates" on Elm and Oak Hill Drive, Lot 76 in Franklin Township, Ethan Kinney, applicant – Report presented by Todd Peetz

The applicant is requesting approval to split Sublot 23 and combining Sublots 21, 22 and 23 and Sublots 23, 24 and 25 in the Greenwood Estates.

Staff recommends approval of the Replat. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 21 Yeas.

Replat of the South Half of Sublot 12 in the "John Shumaker" on McClintocksburg Road, Lot 7 Div 4 S.E. in Palmyra Township, Lynn Mollohan, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine three sublots into one Sublot. There is an existing home on the lot.

Staff recommends approval of the Replat. A motion was made by D. Blewitt to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

Replat of Sublots 47 – 50 in "Harrison Village" on Winchell and Rapids Road, Lot 2 in Hiram Township, Charles Voytko, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublots 47, 48, 49 and 50 into one Sublot in order to install a new septic system.

The FEMA Flood Insurance Rate Map shows the 100-year floodplain boundary running along the northeastern wall of the existing barn. The size of lot is non-conforming however, the Replat will bring the lots more into compliance and allow the construction of the septic system.

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. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

Replat of Sublots 14 – 16 in the “Kindice-Stewart Lake Allotment” on Ravenna Road, Lot 67 in Franklin Township, Ricky and Vicki Phillips, applicant

D. Blewitt made a motion to approve an extension of time until October 9, 2019. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

ZONING

Rootstown Township Rezoning From R-2 to L-D (Lake District), East Muzzy Lake, Inc., applicant Report presented by Todd Peetz

East Muzzy Lake, Inc. is requesting to change the zoning map from R-2 to L-D (Lake District). The proposed rezoning area is just east of State Route 44 along Lynn Road. The proposed rezoning consists of two parcels totaling approximately 34.32 acres.

The proposed zoning would be consistent with the other Lake District developments of Sandy Lake and Sapwood Shores. The undeveloped portion of the property would need to develop consistent with the R-2 Zoning District and the purpose of the zoning change is to recognize the existing conditions of East Muzzy Lake, Inc.

While wetlands and floodplains exist on the site, the majority of the site does not appear to be impacted by wetlands or floodplains.

Staff recommends approval of the proposed amendment from R-2 to L-D, Lake District. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Nelson Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Nelson Township is proposing under Sec5tion 502.4 (Prohibited Uses) they are proposing to update Item “C” currently written as follows: “Use of any vehicle for dwelling unit purposes except for manufactured homes as otherwise permitted in the resolution.”

Nelson Township is proposing the following change "Use of any vehicle OR RECREATIONAL VEHICLE for dwelling unit purposes except for manufactured homes as otherwise permitted in the resolution."

The proposed amendment is clarifying that recreational vehicles are not dwelling unit. Staff recommends approval of the proposed amendment.

Amendment No. 2

Nelson Township is proposing to add a definition of "recreational vehicle" to the zoning resolution. Nelson Township is proposing the following definition of recreational vehicle: "Any building, structure or vehicle designed and/or used for living or sleeping and/or recreational purposes and may be equipped with wheels or is mounted to facilitate movement from place to place, and includes but is not limited to: derby cars or fair cars, pick-up coaches (campers), motorized homes, boats, travel trailers and camping trailers not meeting the specifications required for manufactured home or mobile homes."

The proposed definition defines what recreational vehicles are and are not dwelling units. Staff would recommend approval of the proposed definition providing the word "A" is added in the last line.

A motion was made by J. Paulus to follow staff recommendations for amendments 1 and 2. Motion seconded by D. Blewitt. Motion carried with 21 Yeas.

FAIR HOUSING PRESENTATION

A video entitled "Top 10 Fair Housing Mistakes" was presented.

EXECUTIVE COMMITTEE

Work Program

August 2019 Work Program Report

Todd presented the August 2019 Work Program Report.

- Franklin Township – Staff has started the LMI survey of the former Brady Lake area in order to help obtain grant funds to fix the high-water level issue.
- Freedom Township – Staff is helping residents with a potential grant project for historic preservation.
- Mantua Township – Staff continues to help coordinate the Mantua Center School Development Plan. Staff is looking into developing a Historic Preservation District which is set to begin in October.
- Mantua Village – Staff is preparing a GIS scope of services to do mapping of their cemetery. Staff has started the LMI survey for the entire Village.

- Paris Township – Met with residents who have failing septic systems and discussed the various options for the replacement of their septic system.
- Ravenna City – Staff is administering the grant for the Critical Infrastructure Grant.
- Windham Township – Todd has been working with the Township regarding special event guidelines for their zoning code. Staff attended a Zoning Commission meeting on August 22, 2019 and will be meeting with them again at the end of September.
- Windham Village – Staff is administering the grant for the Critical Infrastructure Grant.
- Quarterly Zoning Inspections (QZI) Meeting – A meeting has been scheduled for October 24, 2019 and the location is tentatively set to be held at the Ravenna Township Hall and the topic will be on special event guidelines.
- 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. Staff has received 17 applications from the Portage County Health Department. Todd also attended a meeting in Paris Township regarding an area where septic systems are failing and need assistance with replacement.
- Marketing and Branding (planning) Grant – The grant has been extended until December 31, 2019 and staff is working on the final stages of the grant. An official launch of the program will be held on November 7, 2019 at NEOMED from 5:00 – 7:00 p.m.
- Celebrate Portage! – This will be the 6th year for Celebrate Portage! The dinner was held on August 15, 2019 at NEOMED. The Cruise-In in the City of Ravenna was held on August 28, 2019. The runway fest was also held on August 30th and 31st. Volunteer day will be held on September 12, 2019 from 9:00 a.m. - Noon. Everyone was invited to volunteer at the old RPC office at 124 N. Prospect St. to help with the landscaping.

August 2019 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

The plans have been submitted to the City of Ravenna and are awaiting comments. In the meantime, the engineer is setting up a meeting with ODOT regarding the boring options since it will require the waterline to cross State Route 14 to connect the Portage Learning Center on Harding Avenue.

Demolition/Clearance – Windham Township Demolition

The demolition has been completed.

Neighborhood Facility/Community Center – Coleman Rehab

Construction is nearing completion and is anticipated that it will be completed by the end of the week.

Neighborhood Facility/Community Center - F&CS Chiller System

All work has been completed.

Street Improvements – Highland Avenue Concrete Replacement

All work has been completed.

Fair Housing

There were five requests for assistance received in August. Two calls received were within Ravenna City; one call was in Ravenna Township; one call was in Franklin Township and one call was in the City of Aurora. Brochures were also distributed to PMHA.

2018 CDBG Critical Infrastructure Grant – Windham Village

The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held and it is anticipated that construction will be completed within 30 days.

2018 CDBG Critical Infrastructure Grant - Ravenna City

Contract has been awarded and is being circulated for signatures. A Notice to Proceed will be issued once the contract has been signed by all parties involved.

Finance

August 2019 Financial Statement

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

J. Kovacich made a motion to approve the August 2019 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on October 9, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library, Jenkins Room.

DIRECTORS REPORT

Grant Writer – The potential is there to have a grant writer. Job and Family Services said they would help support a grant writer. Todd said he would like to meet with Portage County Water Resources as well as the County Engineer to see if they would help support the grant writer.

Community Meeting - The Commissioners requested that NDS and Regional Planning staff work together to create a RLF project submission process to help local jurisdictions develop projects, identify funding sources and aid or give guidance in submitting the necessary applications for those funding opportunities. The purpose of this new process is to expand upon our current CDBG process (known as the CDIS) to help Portage County communities maximize all funding opportunities available for the benefit of the community.

The first outreach meeting will be held on September 19, 2019 at the Ravenna 7 Theater for community leaders. Another meeting will be scheduled in October for non-profit agencies/organizations.

Parks & Recreation & Collaboration & Coordination Plan - A demonstration on the interactive website that was created as part of the grant was presented to the Streetsboro Chamber of Commerce and Kent State University. Kent State has also provided some names for interns to help with the program. RPC also met with Full Spectrum Marketing which is something Portage Development Board uses for their website.

An official launch of the program will be held on November 7, 2019 (Changed to November 21, 2019) at NEOMED from 5:00 – 7:00 p.m.

RPC wants the private sector to cover the cost of keeping the program going.

A demonstration of the interactive program was will be made next week to NEFCO, which is a four-county agency (Portage, Stark, Summit and Wayne County). RPC will also be meeting with Geauga County on September 13, 2019.

Discussion have also been held about adding an agritourism map.

Volunteer Day - Volunteer day will be held on September 12, 2019 from 9:00 a.m. - Noon. Everyone was invited to volunteer at the old RPC office at 124 N. Prospect St. to help with the landscaping.

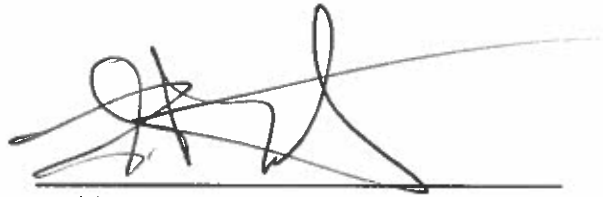
ADJOURNMENT

A motion was made by J. Paulus to adjourn the meeting at 5:11 p.m. Motion seconded by J. Kovacich. Motion carried.

Minutes approved at the October 9, 2019 Meeting.

A handwritten signature in black ink, consisting of several loops and a final downward stroke, positioned above a horizontal line.

Jim DiPaola, Chairman

A handwritten signature in black ink, featuring a large loop and a long horizontal stroke extending to the right, positioned above a horizontal line.

Todd Peetz, Secretary