

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

Portage County Regional Planning Commission dated March 13, 2019 at 4:30 p.m. The meeting was held at the University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Room 150, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Ciccozzi
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Twp., Victor Grimm	Mantua Vill., Paula Tubalkain
Palmyra Twp., Sandy Nutter	Paris Twp., D. Kemble	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Suffield Twp., Adam Bey
Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal	PARTA, Clayton Popik
Water Resources, Tia Rutledge	Windham Vill., Deborah Blewitt	
Portage Park District, Allan Orashan		
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
Soil & Water, James Bierlair	County Engineer, Mickey Marozzi	
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Vicki Kline		

Public Present

J. Walsh	S. Skrovan	J. DeJort	P. Coleman
S. McDowell	B. McDowell	D. Mizella	J. Brenner
D. Garnier			

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

APPROVAL OF FEBRUARY 13, 2019 MEETING MINUTES

The February 13, 2019 minutes were presented.

J. Kovacich made a motion to approve the minutes as presented. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Allan Orashan

Allan Orashan announced that the Committee (Allan Orashan and Jim Beal) met on February 13, 2019. It was their recommendation to re-nominate Jim DiPaola for Chairman and Sabrina Christian-Bennett as Vice-Chairman. Allan asked if there were any other nominations from the floor and none were given.

R. Patrick made a motion to accept the nominating committee's recommendation of Jim DiPaola, Chairman and Sabrina Christian-Bennett, Vice-Chairman. Motion seconded by R. Dempsey. Motion carried with 22 Yeas

SUBDIVISIONS

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.

The applicant is requesting approval to Replat D-R to create D-R2 and Blocks Q and R. The applicant would like to expand to allow for a truck fuel service.

The McDonalds has a finger extension of their lot which could not be severed that extends to their sign along Interstate 76.

Kaufman Drive is a private road and it was discussed at length with the County Engineer about extending the private road. The County Prosecutor said we needed to insure the road was being built to County standards and that it had to follow all of the Performance and Maintenance Agreements that are typical with a County-maintained road.

Because the Performance and Maintenance Agreements are not in place staff recommends an extension of time until April 10, 2019. Jeffrey DeJort, engineer for Speedway said he was in agreement with an extension of time until the April 10th meeting. A motion was made by J. Kovacich to approve an extension of time until April 10, 2019. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

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

The applicant is requesting approval for a proposed subdivision with 92 single-family homes. The site was formerly known as the Green Hills Golf Course.

Staff recommends *conditional approval* of the preliminary plan for High Point Hills with the following conditions:

1. Sewer and water improvements meet the requirements of Water Resources.
2. Brimfield Township BZA approves the subdivision as a conditional use and approves variance requests.
3. All lots meet minimum frontage requirements of 60 feet specified in the County Subdivision Regulations.

4. Wetland impacts are evaluated and a permit from the Army Corps of Engineers or the Ohio EPA prior to construction or filling activities on the site.
5. Address the County Engineer's requirements.
6. A copy of the Homeowners Association Covenant and Deed Restrictions provided to RPC at the time of platting.

J. Paulus questioned how much of the open space was considered to be useable. Todd stated that in his mind at least half should be useable however the Subdivision Regulations state that at a minimum that 5% to be useable. The open space requirements are changing in the new Subdivision Regulations. The open space requirement will be based on the size of the lot. The smaller the lot the more open space that will be required to be set aside. Todd stated that if they do not plat before the new Subdivision Regulations are in place then they may have to contribute more open space.

A motion was made by M. Hlad made a motion to follow staff recommendation. Motion seconded by R. Dempsey. Motion carried with 22 Yeas.

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

The applicant is requesting approval for a proposed subdivision for Sugar Maple Farm, a proposed Planned Residential Development (PRD) in Brimfield Township with 106 single-family homes. The previous preliminary plan for this site was called Sugar Maple Hills was last reviewed in November 2004 and again in December 2015 and has since expired.

Staff recommends *conditional approval* of the preliminary plan for Sugar Maple Farms Subdivision with the following conditions:

1. Sewer and water improvements meet the requirements of Water Resources.
2. Brimfield Township BZA approves the subdivision as a conditional use and approves any variances requested.
3. All lots meet minimum frontage requirements of 60 feet specified in the County Subdivision Regulations.
4. Wetland impacts are evaluated and a permit from the Army Corps of Engineers or the Ohio EPA is acquired prior to construction or filling activities on the site.
5. Address all of Tax Maps comments.
6. Address the County Engineer's comments.

A motion was made by J. Paulus made a motion to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 22 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 April 10, 2019. Motion seconded by R. Gano. Motion carried with 22 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 D. Kemble to approve an extension of time until April 10, 2019. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Replat of Sublots 10 and 11 in the "Kyle Allotment" on Kyle Road, Lot 41 in Nelson Township, Tim R. Greenwood, applicant

The applicant is requesting approval to add additional acreage to 2 existing lots in order to create 2 larger lots. Both parcels have an existing house on it.

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 R. Gano to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

Replat of Sublots 1 – 4 in the "Bluestone Lake Subdivision" on Morningside Drive and Mennonite Road, Lot 33 in Mantua Township, Bonner Ohio Properties Ltd., applicant

The applicant is requesting approval to combine lots 1 – 4 into one lot.

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 R. Patrick to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

Replat of Sublots 20, 21 and 22 in the "Kirkbride's 2nd Addition" on Glendale Road, Lot 33 in Deerfield Township, Rocco Pignatiello, applicant

A motion was made by D. Blewitt to approve an extension of time until April 10, 2019. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing the following definition of Project Area: "in a commercial or industrial area, the part of the lot which is being utilized for a building or development, based on a submitted plot plan. This may or may not include the entire lot".

Staff felt the proposed definition was consistent with the amendments that was reviewed at the February 2019 RPC Meeting. Staff recommends approval as proposed.

Amendment No. 2

Rootstown Township is proposing add the following to Section 640.07.B: "VARIANCES SHALL EXPIRE ONE YEAR FROM THE DATE OF THEIR ENACTMENT, UNLESS PRIOR THERETO CONSTRUCTION HAS BEGUN IN ACCORDANCE WITH THE GRANTED VARIANCE. REQUESTS FOR RENEWAL OF EXPIRED VARIANCES SHALL BE CONSIDERED THE SAME AS AN APPLICATION FOR A VARIANCE AND SHALL MEET ALL REQUIREMENTS FOR APPLICATION AND REVIEW PURSUANT TO THIS SECTION."

Staff recommends approval of the proposed amendment as proposed.

A motion was made by J. Paulus to follow staff recommendations on Amendments No. 1 and 2 as presented. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

Nelson Township Text Amendment

Nelson Township is proposing to add the following as "k" to the permitted family business verbiage:

k. "SPECIALIZED PRODUCTS OR SERVICES SUCH AS ANTIQUE SALES, CUSTOM CRAFTS, APPEAREL AND PRODUCT PRINTING, OR OTHER SPECIALIZED BUSINESSES THAT FIT WITHIN THE CHARACTER OF THE SURROUNDING COMMUNITY."

There are a variety of uses listed in the proposed change. Staff recommended adding a definition of "Specialized Product and Services" to clarify what is meant by "... fit within the character." Staff suggested adding to the definition that would say that the residence would continue to look like a residence, generate minimal to no additional traffic, no additional parking is needed, no to minimal signage, no outside storage and any other impacts that would impact the character of the surrounding community.

Staff recommends approval and recommends the Township consider adding a definition of Specialized Product and Services (in home-based businesses. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by S. Pancost. Motion carried with 22 Yeas.

WINDHAM VILLAGE LAND USE PLAN – Todd Peetz

Todd presented the final draft of the Windham Village Land Use Plan.

Allan Orashan recommended the railroad in the outside of the National Guard Base should be considered for an extension of the Portage Hike and Bike Trail.

A motion was made by F. Seman to accept the plan as presented. Motion seconded by D. Blewitt. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

Work Program

February, 2019 Work Program Report

Todd presented the February 2019 Work Program Report.

- Update of Portage County Subdivision Regulations – Todd said he is looking at having a community meeting in April 2019 for feedback from engineering, realtors and the Home Builders Association.

The current Subdivision Regulations can be found on the RPC website. A draft copy of the Subdivision Regulations will also be posted along with a summary showing where the proposed changes are.

- Atwater Township – Staff assisted with Atwater Township to submit a Trails Grant. Todd is also meeting with them on March 14, 2019 to discuss some proposed amendments to their zoning resolution.
- Brimfield Township – Staff updated their zoning map. Staff has been working with the Township to reduce the number of zoning districts. Todd will be meeting with them on March 14, 2019 for further discussion.
- 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.
- Nelson Township – Working with the Township with event zoning issues, weddings and the Spartan Race.
- Ravenna City – Staff has finalized their Land Use Plan. The next meeting will be held with City Council to accept the plan.
- Ravenna Township – Staff is assisting the Township with their JEDD.
- Shalersville Township – Staff assisted with some map and zoning resolution updates.
- City of Streetsboro – The Streetsboro City Council met on February 21, 2019 and on March 11, 2019 regarding the Master Plan. A cost estimate was also provided to them to do some GIS mapping assignments.
- Windham Township – Todd has been working with the Township regarding event zoning issues i.e. wedding venues.
- 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. Another good topic would be wedding venues.
- Parks and Recreations Collaboration and Coordination Plan – A Steering Committee Meeting was held on March 7, 2019. The grant has been extended until June 30, 2019.
- 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) – The next meeting will be held on March 15, 2019.

February 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

Water Facility Improvements – Ravenna Head Start Waterline

RFQ is being prepared for engineering services. The RFQ will go out by mid-March.

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

The specifications are being prepared and it is anticipated that the project will go out to bid by mid-March.

Neighborhood Facility/Community Center - F&CS Chiller System

The specifications are being prepared and it is anticipated that the project will go out to bid by mid-March.

Street Improvements – Highland Avenue Concrete Replacement

The Advertisement for Bid was published on March 10, 2019 and bids are due by 2:30 p.m. on April 3, 2019.

2018 CDBG Critical Infrastructure Grant – Windham Village

It is anticipated the plans and specifications will be completed by the engineer by the first week in May. It is anticipated that the project will go out to bid by mid-May.

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

February, 2019 Financial Statement

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

J. Paulus made a motion to approve the February, 2019 financial statements as presented. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

Regional Planning Commission Survey Results

Sixteen surveys were filled out and returned. Six of the ten surveys returned were from elected officials. All surveys received were positive. The responses were as follows:

1. Overall, how did we do with our overall service? *Fifteen people said they were very satisfied and one person said they were somewhat satisfied.*
2. Which of the following words would you use to describe our services? *Fourteen people said our services were reliable; 13 people said it was high quality; 12 people said it was useful and six people said our service was good value for the money.*
3. How well do our services meet your needs? *Seven people said "extremely well"; seven people said "very well" and one person said "somewhat well."*

4. How responsive have we been to your questions or concerns? *Nine people said "extremely responsive" and five people said "very responsive."*
5. How would you rate the information provided in the monthly report? *Seven people said "very high quality"; Seven people said "high quality."*
6. Is there anything you would like to see done differently? *Two people said "n/a" and one person said "nope."*
7. How easy to read are the maps provided by RPC? *Six people said "very easy" and seven people said "easy."*
8. How useful are maps provided by RPC? *Five people said "extremely useful"; Seven people said "very useful" and one person said "they haven't needed maps yet."*
9. Is there anything you would change regarding mapping products? *One person said "size" and eight people indicated "other." One person said "no"; Two people said "nothing"; one person said "Nothing to change. Excellent mapping"; One person said "Layout. Some maps are zoomed in too far. Hard to see exact location within the community."; One said "Keep 8-1/2 X 11 format"; One said "no changes" and one person said "?".*
10. Do you have any other comments, questions, or concerns? *One person said "no" and person said "Honored to be a part of PCRPC"; One person said "Grants"; One person said "Not happy with the grant writer position not being filled" and one person said we should contact Chris Craycroft regarding map issues.*

Grants Suggested from Sabrina Christian-Bennett

Todd presented a News Release he received from Sabrina Christian-Bennett regarding USDA grants and/or loans available from the USDA Rural Development. The funds can be used to expand economic opportunities and create jobs in rural areas. These funds can help support infrastructure improvements, business development, housing, community facilities such as schools, public safety and healthcare and high-speed internet e-connectivity in rural areas. For more information visit www.rd.usda.gov.

Presentation of the 2018 Annual Report

Todd presented the 2018 Regional Planning Commission Annual Report.

124 North Prospect Street

The U.S. Army Corps of Engineers has looked at the space available and are interested in potentially renting some of the space. If they rent they would want a long-term lease.

OTHER BUSINESS

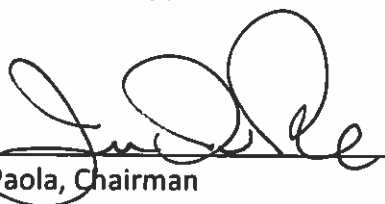
Next Meeting


J. DiPaola announced that the next Regional Planning Commission meeting will be held on April 10, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library, Jenkins Room.

ADJOURNMENT

A motion was made by D. Blewitt to adjourn the meeting at 5:38 p.m. Motion seconded by J. Kovacich. Motion carried.

Revised Minutes approved at the May 8, 2019 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary