

**Minutes
Portage County Regional Planning Commission
April 10, 2019**

Portage County Regional Planning Commission dated April 10, 2019 at 4:35 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Room 150, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Sam Abell
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Frank Hemphill	Mantua Vill., Paula Tubalkain	Palmyra Twp., Sandy Nutter
Paris Twp., D. Kemble	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Windham Twp., Rich Gano	Shalersville Twp., Ronald Kotkowski
PARTA, Clayton Popik	Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge P.C.
P.C. Commissioner, Vicki Kline	Windham Vill., Deborah Blewitt	Portage Park District, Allan Orashan
P.C. Commissioner, Kathleen Clyde		
P.C. Commissioner Alternate, Matt Adelman		

Staff Present:

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

Mantua Twp., Victor Grimm	Randolph Twp., Victoria Walker	Suffield Twp., Adam Bey
Soil & Water, James Bierlair	County Engineer, Mickey Marozzi	

Public Present

P. Cox	P. Colgrove	J. De Zort	P. Coleman
T. Weise			

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:35 p.m..

APPROVAL OF MARCH 13, 2019 MEETING MINUTES

The March 13, 2019 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by V. Kline. Motion carried with 18 Yeas and 1 Abstention (K. Cihan).

CONFIRMATION OF THE EXECUTIVE COMMITTEE MEMBERS – J. DiPaola

Allan Orashan made a motion to confirm Executive Committee Members; Jim DiPaola, Chairman; Sabrina Christian-Bennett, Vice Chairman, Jim Beal, Sandy Nutter; Deborah Blewitt, Allan Orashan and Frank Seman. J. Beal seconded the motion. Motion carried with 20 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

F. Seman made a motion to approve an extension of time until June 12, 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.

Now that the Performance and Maintenance Agreement are in place staff recommends approval of the Replat as presented.

A motion was made by R. Gano to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 21 Yeas.

Plat of "Colgrove Allotment #1" on Bolender Road, Lot 50 in Suffield Township, Patricia Colgrove, applicant – Report presented by Todd Peetz

The applicant is requesting approval of the Plat for the Colgrove Allotment creating six lots located on Bolender Road in Suffield Township.

The platted lots did not meet the minimum lot size as specified in the zoning requirements. The applicant has obtained a variance from the Township therefore staff recommends approval of the Plat as presented.

A motion was made by A. Orashan to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 21 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 – Report presented by Todd Peetz

The re-platted lot meets the zoning requirements with the exception of the minimum lot area; however the replat brings the lot more into compliance than the surrounding lots with existing homes already on-site. The applicant has obtained a variance from the Township therefore staff recommends approval of the Replat as presented.

A motion was made by S. Abell to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 24 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 – Report presented by Todd Peetz

The applicant is requesting approval to combine three lots into one for the purpose of constructing a storage garage on the 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 J. Kovacich to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

Replat of Sublots 9, 10 and 11 in the "McElrath Park Allotment" on Infirmary and Garfield Road and Hopkinson Avenue, Lots 10 and 11 in Ravenna Township, AMS Title on behalf of James R. Phile, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublots 9, 10 and 11 into one lot. There is currently a house located on the lot being combined. The additional land is being purchased from the Land Bank.

The house is not currently on sanitary sewer and is available nearby. Water is provided by the City of Ravenna.

Staff recommends approval of the Replat as presented.

A motion was made by F. Seman to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 24 Yeas.

Replat of Sublots 2, 3 and 4-R in the "Babcock and Motz Allotment" on West Main Street and Spring Street, Lot 8 S.D. in Ravenna Township, Bennett Land Title on behalf of Family & Community Services, applicant

J. Kovacich made a motion to approve an extension of time until May 8, 2019. Motion seconded by R. Patrick. Motion carried with 23 Yeas.

ZONING

Atwater Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Atwater Township is proposing to add an additional ORC citation to help provide guidance with derelict homes, problems with trash, refuse and vegetation and also junk motor vehicles. The following is proposed to be added to 1.16, Nuisance Prohibited: "THESE NUISANCES SHALL BE ADDRESSED PURSUANT TO ORC 505.86, 505.87 AND 505.871 AS APPROPRIATE AND AMENDED."

Staff recommends approval of the proposed amendment.

Amendment No. 2

Atwater Township is proposing to add Solar and Wind Energy to Section 180 (C). The requirements proposed are consistent with other local township requirements.

Todd noted that there was a typo under "Small Wind Energy System". In the last sentence the word "use" is misspelled and it should be corrected.

Another typo was noted by R. Kotkowski. In the last sentence on page 1 under "Small Solar Energy System" it says . . . for water beating . . ." This should say water "heating".

Staff recommends approval of the proposed amendment providing the typos are corrected.

Amendment No. 3

Atwater Township is proposing to amend Section 2.00, Zoning Administrators. Atwater Township is removing the entire section and replacing it with language that was taken from the Lake Township Zoning Resolution which they liked because of the additional clarification of duties that they perceived to be lacking in the existing book.

Staff noticed that in the language proposed by Atwater Township there are references to articles that do not exist in the Atwater Zoning Resolution. Staff would recommend approval providing the references to articles are removed from the language.

Amendment No. 4

Atwater Township is proposing to correct a typo in Section 5.80, Fences, Walls and Hedges. There was a typo showing 60 feet instead of what should have been written as 6 feet.

Staff recommends approval of the proposed amendment.

Amendment No. 5

Atwater Township is proposing to amend Section 5.90.01, Planned Residential Development District. The following is proposed to be added: "THE PROPOSED REVIEW SHOULD BE COORDINATED WITH PORTAGE COUNTY REGIONAL PLANNING COMMISSION FOR CONSISTENCY WITH THE PORTAGE COUNTY SUBDIVISION REGULATIONS AND THE OHIO REVISED CODE."

Staff felt that it was a good recommendation to coordinate any Planned Residential Developments to be consistent with the Portage County Subdivision Regulations. Staff recommends approval of the proposed amendment.

Amendment No. 6

Atwater Township is proposing to increase the minimum lot area for business from 1-1/2 acres to 2-1/2 acres without public sewer.

Staff recommends approval of the proposed amendment.

Amendment No. 7

Atwater Township is proposing to add temporary advertising signs and special event signs to Section 6.70.

Staff recommends the remainder of Section 6.70 be evaluated for consistency because the remainder of the other signs in the section do not have the same size or height requirements.

A motion was made by J. Kovacich to follow staff recommendations on Amendments No. 1 and 7 as presented. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

Palmyra Township Rezoning from Residential to Commercial at 9509 Tallmadge Road (Old School), HD Source, LLC., applicant – Report presented by Todd Peetz

HD Source, LLC. is requesting 9509 Tallmadge Road known as the “former school” to be rezoned from Residential to Commercial. The rezoning would allow the property owner to utilize the property as commercial and to lease the property to N.G. Automotive Performance a business currently operating in Tallmadge.

The request for an automotive business appears to be consistent with the Commercial Zoning District. The lot size and width currently do not meet the conditions of the B-1, General Commercial Zoning. One concern is a zoning change to B-1, General Commercial does not solve the existing use of the property, which is trucking for hire. B-1 does not allow for this use in either the permitted or conditional uses for this district. The use will still be non-conforming to the zoning district.

The parcel is well buffered by undeveloped property the north, east and west. Across the street is a commercial operation and 2 single family homes.

There are no environmental issues associated with the site.

Staff recommends approval of the proposed rezoning from Residential to Commercial. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Rootstown Township Text Amendment – Report Presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to amend Section 320.09 by adding the following language:

- C. ALL DOWNSPOUTS, FOOTER DRAINS AND SURFACE DRAINS SHALL CONNECT TO STORM SEWERS.
- D. ADDITIONAL DEVELOPMENT REQUIREMENTS FORMULATED TO ACHIEVE THE OBJECTIVES OF THIS CHAPTER MAY BE ESTABLISHED AT THE TIME THE PRD DEVELOPMENT PLAN IS REVIEWED. ANY

SUCH DEVELOPMENT REQUIREMENTS ADOPTED WITH SUCH PLAN SHALL BECOME BINDING LAND USE REQUIREMENTS FOR THE PROPOSED PRD.

Todd said there was a recent incident where a development is not following the approved plan.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Rootstown Township is proposing to allow carports to be placed next to a house while maintaining the 7-foot minimum distance for all other detached accessory buildings. This provision applies strictly to the L-D Zoning District and is already in the process of being amended in all other Residential Districts. This amendment would keep the minimum spacing requirement consistent for all Residential Districts.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Rootstown Township is proposing to amend Section 390.03 (C) to allow the same height limit (50 feet) for non-residential uses in residential districts as provided for non-residential uses in commercial and industrial districts. Since the regulations were last amended in 1999, the Fire Department has purchased a ladder truck and is now equipped to handle a building of this height, in the event of fire. This would not apply to dwellings or residential accessory buildings, which have separate height limits.

Rootstown Township is also proposing to add the following under Section 390.03 (D): “. . . ROOTSTOWN TOWNSHIP ZONING DEPARTMENT AND/OR ROOTSTOWN TOWNSHIP ROAD DEPARTMENT”.

This change would allow the Rootstown Township Zoning Department and/or the Rootstown Township Road Department to review and approve the grading and the drainage surface provisions where applicable.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Rootstown Township is proposing to amend Section 390.06 (G) to allow the same height limit (50 feet) for commercial recreational uses as provided for other non-residential uses in commercial and industrial districts.

Staff recommends approval of the proposed amendment.

Amendment No. 5

Rootstown Township is proposing to add the following to Section 610.03 (A):

4. A PERMIT SHALL BE REQUIRED FOR TYING ANY AND ALL STORMWATER INTO A STORM SEWER. A HOLE SHALL BE DRILLED FOR ACCESS INTO THE TOP HALF OF THE PIPE, AND A RUBBER CONNECTION BOOT SHALL BE INSTALLED AND SIZED ACCORDINGLY.
5. A ROAD CULVERT PERMIT WHEN REQUIRED BY SECTION 610.09.
6. A LETTER FROM THE APPROPRIATE PUBLIC AGENCY(S) STATING THAT THE PROPOSED DEVELOPMENT OR USE CONFORMS OR WILL CONFORM TO ALL APPLICABLE SANITARY SEWER, WATER, FLOODPLAIN, EPA, FIRE AND HEALTH DEPARTMENTS AND WETLAND REGULATIONS, IF APPLICABLE.

These changes may appear to be over-kill but they are to address an apparent lack of oversight that was provided to development of a recent subdivision.

Staff recommends approval of the proposed amendment.

Amendment No. 6

Rootstown Township is proposing to add "footer drains, downspout drains and surface drains" to Section 620.07 (B)(7).

A typo was also noted. In #7 it says . . . usual and normal swells . . . This should have said "usual and normal SWALES".

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to follow staff recommendations on Amendments No. 1 and 6 as presented. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

Work Program

March, 2019 Work Program Report

Todd presented the March 2019 Work Program Report.

- Update of Portage County Subdivision Regulations – Todd said he is looking at having a community meeting in April/May 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 attended a meeting with them on March 14, 2019 and will be meeting with them on April 11, 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.
- Mantua Township – Staff continues to help coordinate the Mantua Center School Development Plan and they are looking into developing a Historic Preservation District.
- Palmyra Township – Staff assisted with a site plan review for a potential project.
- 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 – Staff attended the City Council meeting on March 11, 2019, March 25, 2019 and April 8, 2019 regarding the Master Plan.
- 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. Staff attended the Village Council meeting on March 12, 2019.
- 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 – The grant has been extended until June 30, 2019.

- 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 April 22, 2019.

March 2019 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

RFQ was sent out for engineering services on March 13, 2019 and were due today at 2:30 p.m.

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.

The release of funds has been requested and is not anticipated to be released by the State until mid-April.

Neighborhood Facility/Community Center – Coleman Rehab

Project is currently out to bid and bids are due by 2:30 p.m. on April 17, 2019.

Neighborhood Facility/Community Center - F&CS Chiller System

The project is currently out to bid and bids are due by 2:00 p.m. on April 17, 2019.

Street Improvements – Highland Avenue Concrete Replacement

The project is currently out to bid 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 grant agreement has been signed by the Commissioners and has been returned to the State. The Environmental Review has been completed and the Request for Release of Funds has been submitted to the Commissioners for signing.

The City Engineer is currently preparing the work specifications/drawings.

Finance

March, 2019 Financial Statement

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

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

Authorization to Enter into Contract with the Portage County Board of Commissioners for Administration of the 2018 Critical Infrastructure Grant Program Funds for the City of Ravenna (Resolution No. 19-04)

Todd presented Resolution No. 19-04 which is authorization to enter into contract with the Portage County Board of Commissioners for administration of the 2018 Critical Infrastructure Grant for the City of Ravenna for an amount not to exceed \$30,000.

A motion was made by A. Orashan to authorize entering into contract with the Portage County Board of Commissioners for administration of the 2018 Critical Infrastructure Grant for the City of Ravenna for an amount not to exceed \$30,000. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

122, 124, 126 & 128 North Prospect Street

Todd met with Kiko Auction to view the building and talk about the auction process and whether or not there was a viable way to sell the building in a quick manner. Kiko estimate at auction was \$150,000 to \$200,000 plus if sold at auction Kiko would want 7%. If sold for that amount, it would not cover what owed to the remaining debt owed to USDA and the Commissioners.

In the Executive Committee Meeting it was discussed that in reality the principal owed has already been paid off and the only thing that is owed is interest. The Executive Committee recommended that Todd contact USDA and the Commissioners to negotiate acceptance of a percentage of the sale and to waive any remaining balance.

Portage County Comprehensive Plan

Todd did a presentation to the Commissioners and was asked to provide a cost estimate for completing a comprehensive plan.

Maps Available to Communities

The Board of Elections will be taking the map file drawers therefore, we need all communities to take their maps and add them to their retention schedule.

Geauga County

Geauga County is still interviewing applicants for the Director position.

OTHER BUSINESS

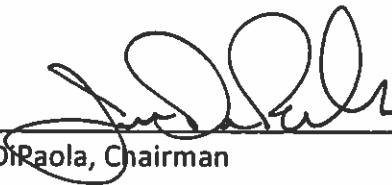
Next Meeting

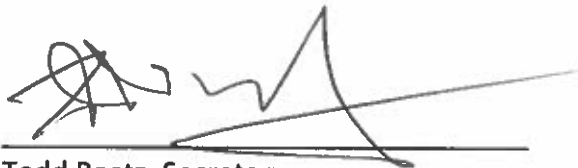
J. DiPaola announced the next Regional Planning Commission meeting will be held on May 8, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library, Jenkins Room.

ADJOURNMENT

A motion was made by J. Kovacich to adjourn the meeting at 5:20 p.m. Motion seconded by J. Paulus. Motion carried.

Minutes approved at the May 8, 2019 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary