

**Minutes
Portage County Regional Planning Commission
October 9, 2019**

Portage County Regional Planning Commission dated October 9, 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
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Mantua Vill., Paula Tubalkain	Palmyra Twp., Sandy Nutter	Paris Twp., Dave Kemble
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Shalersville Twp., Ronald Kotkowski
Windham Twp., Rich Gano	Windham Vill., Deb Blewitt	Sugar Bush Knolls Vill., Jim Beal
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Portage Park District, Allan Orashan
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

Freedom, Jeffrey Derthick	Mantua Twp., Victor Grimm	Nelson Twp., Kevin Cihan
Rootstown Twp., Joe Paulus	Randolph Twp., Victoria Walker	Suffield Twp., Adam Bey
Soil & Water, James Bierlair	County Engineer, Mickey Marozzi	P.C. Commissioner, Vicki Kline
P.C. Commissioner, Kathleen Clyde		

Public Present

Judith Spencer	Mary Organ	Mark Heckroth	Rick Phillips
Vicki Phillips	Lynn Phillips	Bob Gaetjens	

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

APPROVAL OF SEPTEMBER 11, 2019 MEETING MINUTES

The September 11, 2019 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by R. Patrick. Motion carried with 18 Yeas and 1 Abstention (A. Orashan).

SUBDIVISIONS

Variance to Section 421 (Lots) of the P.C. Subdivision Regulations in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant – Report presented by Todd Peetz

TODD PEETZ: "The subdivision was built prior to Subdivision Regulations existing. What is happening with this project is the Airport is buying the property that is along here because they need "X" amount of separating a runway from private property per the current FAA requirements. So, they've got the money to acquire the property necessary to improve the situation.

In May of 2018 the Shalersville Township Board of Appeals approved a variance from the minimum lot requirements necessary for the replat to occur. However, two of the previous owners had passed away and the whereabouts of an heir were not known. The Airport worked with the County Prosecutor's Office to help find the heirs and or resolve the ownership issue. The court order was issued in September of 2019 and we can now address the variance and replat.

All of the parcels are landlocked parcels and/or are not on a County maintained road and is the reason for the variance.

When a variance is reviewed, four criteria are looked at: (A) Exceptional Topographical or other conditions peculiar to this particular parcel: The subject parcels of land are currently non-conforming and do not have frontage as they exist. The proposed parcels are being acquired by the Airport in conjunction with FAA Federal funding and will be used to bring the airport taxiway into compliance with current FAA standards.

(B) Why a literal interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners: The proposed properties are currently owned by private owners. In order to get the FAA funding for the taxiway improvements the Airport must own the necessary land fee simple. If the variance is not granted, the Airport will not be able to acquire the parcels and thus will forfeit Federal funds that will modernize and improve the existing airport infrastructure.

(C) That the peculiar conditions do not result from previous actions of the applicant: Previous actions by the current and former property owners were completed prior to the current requirements for subdivision lots in the zone. The lots as they are today do not conform with the code.

(D) That the requested variance is the minimum that will allow a reasonable division of the land: The applicant and property owners are only seeking the minimum required by the VAA to complete the project per current FAA regulations.

Staff recommends approval of the proposed variances requested."

ALLAN ORASHAN: "What's with the spaces around the lots?" JIM DIPAOLA: "Before you do that, I need to swear you in. Can you raise your right hand? The testimony that you are about to give the board tonight the truth?" MARK HECKROTH: "I do." JIM DIPAOLA: "State your name for the record." MARK HECKROTH: "Mark Heckroth, CHA Consulting, Inc." JIM DIPAOLA: "Go right ahead." MARK HECKROTH: "The reason the land needs purchased is, the taxiway to the North runway . . . that taxiway is there. That taxiway is in terrible condition and the FAA will not give the Airport Federal funding to fix it until the Airport owns it fee simple. What we are going to do is move the taxiway so it has the proper separation distance the FAA requires and demolish what's out there now and the land being acquired."

PAULA TUBALKAIN: "What is between those white blocks?" MARK HECKROTH: "The Airport does own some lots over there that are which is very weird situation." PAULA TUBALKAIN: "But do they own between the other white blocks?" MARK HECKROTH: "They do not own them." PAULA TUBALKAIN: "Interesting."

ALLAN ORASHAN: "In between the two white rectangles, does the Airport own them?" MARK HECKROTH: "The Airport does own one and the one to the South is part of a condo association."

JIM DIPAOLA: "Any other questions? If not, I will entertain a motion on the variance." DAVID KEMBLE: "I make the motion we recommend approval." RICH GANO: "I will second the motion." JIM DIPAOLA: "We have a motion and second to approve the variance. All in favor say aye. EVERYONE: "Aye." JIM DIPAOLA: "Opposed. Motion carries." Motion carried with 19 Yeas.

Replat in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant – Report presented by Todd Peetz

The applicant is requesting approval to create five lots to meet FAA requirements.

The lots do not meet zoning and a variance was granted by Shalersville Township in May 2018. The lots are zoned Industrial.

There does not appear to be any wetlands or any flood hazard areas on the site.

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 A. Orashan to follow staff recommendation. Motion seconded by D. Blewitt. Motion carried with 19 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

The applicant is requesting approval to consolidate three lots into two lots in order to add frontage for a driveway.

The lots have an existing septic system and wells.

here does not appear to be any wetlands or any flood hazard areas on the site.

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 F. Seman. Motion carried with 19 Yeas.

Replat of Sublots 39 and 40 of Block "O" in the "Ravenna Building Co. Allotment No. 2" on Muzzy Avenue, Lot 20 in Rootstown Township, AMS Title on behalf of the P.C. Land Reutilization Corporation – Report presented by Todd Peetz

The applicant is requesting approval to consolidate two lots into one lot. Central sewer and water are available on site.

There does not appear to be any wetlands or any flood hazard areas on the site.

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. Kovacich. Motion carried with 19 Yeas.

Replat of Sublots 112 – 115 in the “Grandview Park Allotment” on Wilson Avenue and Washington Street, Lot 103 in Atwater Township, Brenda L. Rose, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine four lots into one lot. There is an existing house already on the property.

There is no water available but sanitary sewer is available.

There does not appear to be any wetlands or any flood hazard areas on the site.

Staff recommends approval of the replat as presented. A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 19 Yeas.

Replat of Sublot 8 in the “Briarwood Village No. 1” on Martin Road, Lot 48 in Suffield Township, Gerald Altizer, applicant

S. Christian-Bennett made a motion to approve an extension of time until November 13, 2019. Motion seconded by J. Kovacich. Motion carried with 19 Yeas.

ZONING

Nelson Township Rezoning From C-1 to L-1 and L-1 to C-1 on State Route 88 – Report presented by Todd Peetz

Nelson Township is proposing to change 72.24 acres from Light Industrial (L-1) to C-1 and 27.19 acres from Community Commercial to L-1, Light Industrial. The rezoning is a swap of potential development intensity on the site.

There are wetlands and floodplains located on the site in the western portion of the subject property.

The change to Industrial at the southeast corner of Adams Road and State Route 88 appears to appropriate based on the existing uses. The change from L-1 to C-1 would appear to be more appropriate than leaving it as L-1; however, the area is almost entirely residential. There is a business of the homes and could pass as a home-based business and rezoning it to R-2 would also make sense. L-1 (Light Industrial) is not appropriate and a zoning change to C-1 would be better for the existing home owners. There would be islands of both Light Industrial and commercially zoned property left remaining

throughout the area. This may present additional problems in the future to provide infrastructure to those properties or related to future compatibility if those parcels were ever to develop as zoned. A consideration for the Township would be to meet with those property owners that are zoned Light Industrial or Commercial and see if they too should be rezoned to R-2 for compatibility reasons.

Staff recommends approval of the proposed rezoning from C-1 to L-1 and L-1 to C-1. A motion was made by R. Dempsey to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 19 Yeas.

Franklin Township Rezoning From C-1 and R-1 to R-1 and R-1 to R-4 on Summit and Burnett Road, Burnett Road Associates, LLC., applicant – Report presented by Todd Peetz

Burnett Road Associates is requesting a rezoning of 11.76 acres located on Summit and Burnett Road from C-1 and R-1 to R-1 and R-1 to R-4.

This amendment will increase the density to the site to allow for multi-family development. The existing properties have single-family residential homes on them and to the North are duplexes and to the South is State Route 261. To the northeast is the Kent Church of the Nazarene and to the West is undeveloped KSU property.

Under the current zoning, Franklin Township allows four units and the proposed zoning would allow for three units plus one additional unit for every 2,000 square feet over 22,000 square feet. The proposed rezoning would allow up to 248 dwelling units with a maximum height of 65 feet. There are no buildings over two stories in the immediate area. Heights greater than 35 feet would not be compatible with the existing development of the surrounding area.

Staff recommends disapproval of the proposed amendment from R-1 (Residential) and C-1 (Commercial) to R-4 (Residential). We based this on the height not being compatible with the surrounding area concerns over parking, traffic and potential emergency service provisions.

Alternatively, a C-1/R-3 (Mixed Residential) zoning/development may be more appropriate with maximum height not exceeding 35 feet, which would also reduce the number of units and impacts on traffic circulation patterns and be more in keeping with the surrounding development, which is not 35 feet in height currently; the density permitted is significantly higher than the existing zoning district. If approved, other issues at the time of site plan should be consider and/or provided and they are as follows:

- A traffic study should be performed to ensure public safety.
- A parking study should be conducted.
- Explore connecting Burnett Road to State Route 261 with ODOT.
- Appropriate coordination with water and sewer providers is necessary.
- Drainage may become an issue to avoid downstream flooding.
- Hydric soils may impact foundation suitability of a multi-family structure.
- Avoid further impact to the on-site wetlands.
- Consider some form of a buffer from the existing residential uses.
- Work with the Township for emergency service provision.

A motion was made by D. Kemble to follow staff recommendation. Motion seconded by A. Orashan. Motion carried with 19 Yeas.

Shalersville Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to add a definition of Micro-Distillery and Ohio Farm Winery to Article II, Definitions.

The definitions cite Ohio Revised Code about producing agricultural products on-site and making spirits or wine as regulated by the Ohio Revised Code. Staff suggests the Prosecutor's Office review the cited Ohio Revised Code references to make sure they are adequate or if other Ohio Revised Code requirements are necessary.

Staff recommends approval of the proposed amendment and recommends the County Prosecutor's Office review the proposed amendment prior to the Township Trustees final approval.

Amendment No. 2

Shalersville Township is proposing to add Micro-Distillery and Ohio Farm Winery to the list of permitted uses in Section 310 (Permitted Uses).

Staff recommends approval of the proposed amendment.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 19 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Rootstown Township is proposing to specify the minimum lot size required for a two-family dwelling. The zoning inspector already requires it to be double the minimum lot size, but it was not listed as such in the Zoning Resolution.

Staff recommends approval of the proposed amendment. A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 19 Yeas.

EXECUTIVE COMMITTEE

Work Program

September 2019 Work Program Report

Todd presented the September 2019 Work Program Report.

- Brimfield Township – Staff is looking at the zoning districts to create an opportunity to reduce or re-align them so they do not have so many zoning districts.
- Franklin Township – Staff prepared an on-line LMI survey and letters were mailed out to the residents 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.
- Mantua Village – Staff is preparing a GIS scope of services to do mapping of their cemetery. Staff has prepared an on-line LMI survey for the entire Village.
- Paris Township – Staff is helping residents who have failing septic systems with replacement through the Storm Water Septic Tank Program.
- Ravenna City – Staff is administering the Critical Infrastructure Grant.
- Windham Township – Todd has been working with the Township regarding special event guidelines for their zoning code.
- Windham Village – Staff is administering the Critical Infrastructure Grant.
- Quarterly Zoning Inspections (QZI) Meeting – A meeting has been scheduled for October 24, 2019 at 6:00 p.m. at the Ravenna Township Hall. Topics will include commercial barn/event centers and there will be open discussion about what other zoning inspectors are dealing with currently as part of their responsibilities.
- 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. Staff is working with the residents in Paris Township regarding in 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! – Volunteer day was 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. Todd thanked Jim Beal and Paula Tubalkain for coming out to help.

September 2019 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

Design and engineering have been completed. The Commissioners passed the resolution to allow the project to go out to bid and the Advertisement for Bid was published on October 6th. The bid opening will be held on 23rd at 2:00 p.m.

Demolition/Clearance – Windham Township Demolition

The demolition has been completed.

Neighborhood Facility/Community Center – Coleman Rehab

All work has been completed.

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 September. Two calls received were within Ravenna City; one call was in Ravenna Township; one call was in Mantua Township and one call was in Atwater Township. Brochures were distributed to the Administration Building, 1st floor. One presentation was made to the P.C. Regional Planning Commission.

2018 CDBG Critical Infrastructure Grant – Windham Village

The contract is in place and a Notice to Proceed has been issued. Construction will begin in October. It is anticipated that construction will be completed within 30 days.

2018 CDBG Critical Infrastructure Grant - Ravenna City

Contract is in place and a Notice to Proceed has been issued. A pre-construction and a public meeting for the residents is being scheduled and it is anticipated that construction will begin on November 18th and will be completed by May 17, 2020.

Finance

September 2019 Financial Statement

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

A. Orashan made a motion to approve the August 2019 financial statements as presented. Motion seconded by F. Seman. Motion carried with 19 Yeas.

2019 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 19-10) – Todd Peetz

Todd presented Resolution No. 19-10, which is an appropriation increase for the operation of the Portage County Regional Planning Commission.

The Budget Commission has certified and made available for appropriations \$378,942 and we find it necessary increase the 2019 appropriations from \$347,247 to \$378,942.

A motion was made by D. Blewitt to approve increasing and amending appropriations by an additional \$4,695 for the Portage County Regional Planning Commission operating expenses for 2019. Motion seconded by J. Beal. Motion carried with 19 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on November 13, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library, Jenkins Room.

DIRECTORS REPORT

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. We have also been working with the Maplegrove Cemetery and the City of Ravenna on adding historic structures. We have also been talking with the Ohio History Connection and they have a project that they want staff to help them with. RPC wants the private sector to cover the cost of keeping the program going. Discussion have also been held about adding an agritourism map.

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

Grant Writer – The potential is there to have a grant writer. Job and Family Services, County Engineer and Water Resources said they would help support a 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.

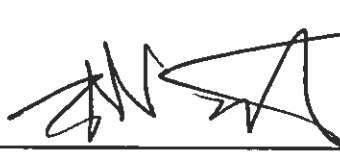
The first outreach meeting was held on September 19, 2019 at the Ravenna 7 Theater for community leaders. Another meeting will be scheduled for non-profit agencies/organizations.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:18 p.m. Motion seconded by J. Beal. Motion carried.

Minutes approved at the November 13, 2019 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary