

**Minutes  
Portage County Regional Planning Commission  
May 13, 2020**

Portage County Regional Planning Commission dated May 13, 2020 at 4:30 p.m. The meeting was held through Zoom.

**Members Present:**

Brimfield Twp., Mike Hlad	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Palmyra Twp., Sandy Nutter	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	Shalersville Twp., Ronald Kotkowski
Water Resources, Gene Roberts	County Engineer, Larry Jenkins	P.C. Commissioner, S. Christian-Bennett

**Alternates Present:**

Water Resources, Tia Rutledge

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	S. Lebas
G. Gifford	K. McMullen		

**Members Absent:**

Atwater Twp., John Kovacich	Franklin Twp., Joe Cicozzi	Freedom, Jeffrey Derthick
Mantua Twp., Sandy Engelhart	Mantua Vill., Paula Tubalkain	Nelson Twp., Mike Kortan
Paris Twp., Dave Kemble	Randolph Twp., Victoria Walker	Windham Twp., Rich Gano
Windham Vill., Deb Blewitt	Soil & Water, James Bierlair	Portage Park District, Allan Orashan

**Public Present**

Karen Kwiatkowski                      Cheryl Trayter

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

**APPROVAL OF MARCH 11, 2020 MEETING MINUTES**

The March 11, 2020 minutes were presented. F. Seman made a motion to approve the minutes as presented. Motion seconded by S. Christian-Bennett. Motion carried with 14 Yeas.

## **RATIFY EXECUTIVE COMMITTEE'S ACTION TAKEN ON APRIL 8, 2020**

A motion was made by J. Beal to ratify Executive Committee's action taken on April 8, 2020. Motion seconded by R. Dempsey. Motion carried with 14 Yeas.

## **CONFIRMATION OF THE EXECUTIVE COMMITTEE MEMBERS** – Jim DiPaola

F. Seman 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. R. Kotkowski seconded the motion. Motion carried with 14 Yeas.

## **SUBDIVISIONS**

Replat of Sublots 36 – 38 in the "Atwater Station" on Lake, Elm and Cedar Street, Lot 98 in Atwater Township, P.C. Land Reutilization Corporation, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine sublots 36 – 38 into one lot to create a buildable lot.

There do not appear to be any wetlands on the site nor is it in a floodplain. Lot 36-R does not meet the minimum lot size required by Atwater Township however the Replat is improving the non-conformity.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 14 Yeas.

Replat of Sublots 8 & 9 in the "M. Tapper State Road Allotment" on Cook Road, Lot 22 in Rootstown Township, George & Janet Adelman, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublots 8 & 9 for the purpose of constructing a detached garage. There is an existing single-family home on Sublot 8.

According to the National Wetlands Inventory, there may be a small area containing wetlands on the back corner of Sublot 9. The FEMA Flood Insurance Rate Map shows the 100-year floodplain occupying part of the rear portion of the site, however, there is already a single-family home on the site.

Staff recommends approval of the Replat as presented. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 14 Yeas.

Replat of Sublots 51 & 52 in the "Kirkbride's 3<sup>rd</sup> Addition" on Willis Drive, Lot 3 in Deerfield Township, Richard Barron, applicant

A motion was made by F. Seman to approve an extension of time until June 10, 2020. Motion seconded by S. Christian-Bennett. Motion carried with 14 Yeas.

Replat of Sublots 38 & 39 in the "Kirkbride's 2<sup>nd</sup> Addition" on Willis Drive and Eddy Lane, Lot 3 in Deerfield Township, Steven M. Herbert, applicant

A motion was made by S. Christian-Bennett to approve an extension of time until June 10, 2020. Motion seconded by R. Dempsey. Motion carried with 14 Yeas.

## **ZONING**

**Franklin Township Rezoning From C-1 and R-1 to R-4 Between State Route 59 and Powdermill Road (Former KSU Golf Course), Redwood USA, LLC., applicant – Report presented by Todd Peetz**

The applicant is requesting that Franklin Township rezone 2 parcels consisting of 25 acres from R-1 Residential and C-1 Commercial to R-4 Residential.

The proposed amendment is to increase the density to the site to allow for multi-family development. The existing properties are part of the former KSU Golf Course. The subject property is on the south side of State Route 59, East of Powdermill Road and North of the railroad tracks. This is splitting out approximately 16 acres from what was the former club house and remainder of the golf course. This area will remain C-1 Commercial.

The proposed zoning would allow for three units plus one additional unit for every 2,000 square feet. There are 11.76 acres in this proposed rezoning that would allow up to 538 dwelling units with a max height of 65 feet. There is an existing multi-family development to the East of the subject area. Staff did not see a sketch drawing of a proposed development nor did we find the proposed number of units in the application request. However, the rezoning request does mention single-story units. This would also greatly reduce the number of units and should be considered as part of a conditional use under the R-4 multi-family developments.

Staff recommends that a traffic study be done to determine if a turn lane or lanes were needed on State Route 59 to handle the extra traffic being generated from this site. The subject area does have two outlets, one on State Route 59 and the other would be on Powdermill Road. This could also reduce the traffic burden.

Water and sewer should be adequate to service this facility and at the time of the site plan staff would encourage the coordination between the applicant and the appropriate water and sewer provider. Sewer currently exists and water will need to be extended.

There are no wetlands or floodplains on the site. It appears there may be hydric soils in a couple of spots but should have only slight limitations for development. There is also an existing manmade pond as part of the golf course near Powdermill Road that may need to be addressed.

The proposed zoning change may not have a significant impact on the surrounding character of the area as proposed. However, the permitted height of 65 feet and potential density (20+/- units per acre) is not currently consistent with the surrounding development but also depends on the approve conditional permitted use by the Township's BZA.

If approved other issues at the time of site plan should addressed:

1. Depending upon the proposed density a traffic study should be performed to ensure public safety.

2. Appropriate coordination with water and sewer providers is necessary.
3. Hydric soils may impact foundation suitability of a multi-family structure.
4. Work with the Township for emergency service provision.

Staff is not aware of any deficiencies that would prevent adequate service provision. Staff is concerned about traffic safety and compatibility with surrounding uses if there are building(s) much greater than 35 feet.

Staff recommends approval of the proposed rezoning from R-1 Residential and C-1 Commercial to R-4 Residential. Staff based this on the existing character of the area. The R-1 Residential next to a railroad track will likely not develop as single-family units. The existing multi-family development to the East is also compatible with the proposed zoning request. If it were approved staff would recommend at the time of site planning the considerations noted above be as part of the site plan review.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 14 Yeas.

## **EXECUTIVE COMMITTEE**

### **Work Program**

#### **March/April 2020 Work Program Report**

Todd presented the March/April 2020 Work Program Report.

- **Portage County Subdivision Regulations** – The final draft and review has been completed and a meeting was held on February 6, 2020. The next meeting is to be determined.
- **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. Staff is working on the update to their Comprehensive Plan from 1988
- **Franklin Township** – Staff met with the Township Trustees on March 11, 2020 to discuss the proposed Germain Reserve Subdivision. The Brady Lake Income Survey has been completed and the study area was 51% LMI.
- **Freedom Township** – Staff is helping residents with a potential grant project for historic preservation.
- **Hiram Township** – Staff has been assisting the Township with updating their zoning resolution as well as looking into grant opportunities for Broadband.
- **Mantua Township** – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township. Staff met with the Township Zoning Commission on March 11, 2020.
- **Mantua Village** – Staff has completed the LMI Village Income Survey and has determined the Village is 51% LMI.

- Randolph Township – Staff has been assisting the Township with zoning related questions.
- Ravenna City – The Critical Infrastructure Grant has been completed. Staff will be assisting the City with a proposed Neighborhood Revitalization Grant. Staff has also finalized their Land Use Plan.
- Ravenna Township – Staff discussed some pending zoning related issues in March.
- Rootstown Township – Staff has been working with them on Subdivision Regulations changes.
- Shalersville Township – Staff has been assisting with language for temporary trailers. Staff is also working with them to find grant funding for their community park.
- Windham Township – Todd has been working with the Township regarding special event guidelines for their zoning resolution.
- Windham Village – The Critical Infrastructure Grant has been completed. Staff finalized their Land Use Plan in April.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – The contract is being circulated for signature for administration of the program.
- Quarterly Zoning Inspections (QZI) Meeting – The next meeting is to be determined. The topic will be about wedding barns and event center.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – This program has turned into a revolving loan program. Any money that is received will be used to replace another septic system.
- Celebrate Portage! – The next meeting is scheduled for July 2020. The committee will be issuing five \$500 community grants this year to help with community wide events. Most of the events have been cancelled. The car show has not been cancelled at this time.
- Grant Report – Report presented by Kailey McMullen
  - A grant was submitted for the Portage County Water Resources Department through The Water Supply Revolving Loan Account (WRSLA) in the amount of \$7,300,466.
  - A grant in the amount of \$125,000 was submitted for Job & Family Services and is pending.
  - Kailey noted that she has been looking into grants relating to the COVID-19.

#### April 2020 CDBG Report

#### 2018 Community Development Allocation Grant

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

The waterline has been constructed and has been tied into the Ravenna City water system. As soon as the weather permits, the restoration work will be completed.

#### 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 two requests for assistance received in April. One call received was in the City of Ravenna and received one call from someone having trouble finding an apartment in Portage County due to a felony on their record from several years ago.

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

All work has been completed.

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

All work has been completed.

#### **2020 Community Development Allocation Grant**

Staff received six proposals for CDBG funding which far exceeds the available funds.

The General CDBG Public Hearing was held on April 9, 2020 via Zoom.

The CDBG Allocation Grant is due by June 17, 2020.

#### **Finance**

#### **April 2020 Financial Statement**

J. DiPaola stated that the Executive Committee reviewed the April 2020 financial statements and recommends acceptance.

J. Paulus made a motion to approve the February 2020 financial statements as presented. Motion seconded by R. Kotkowski Motion carried with 14 Yeas.

## **OTHER BUSINESS**

### **Next Meeting**

J. DiPaola announced the next Regional Planning Commission meeting will be held on June 10, 2020 at 4:30 p.m. via Zoom.

## **DIRECTORS REPORT**

### **Regional Planning Commission Old Office**

Todd reported Dennis West has a potential client who is interested in the multi-purpose building. Todd met with Dennis, his client and Terry Montz. No decisions were made however, the client wanted time to talk to Terry Montz before making a decision. Terry Montz is meeting with him sometime the week of May 17<sup>th</sup>.

### **Wayne County**

Todd reported there is still mapping interest with Wayne County.

### **CARES Act Grant**

Todd reported funding may be applied for under the CARES ACT through the Department of Justice. Todd suggested Kailey find out if anyone is applying for funds. Funding availability for the 7 largest counties in Ohio is being set aside for COVID-19 to help seniors, public health initiatives, transportation for medical appointments and possibly homelessness.

Todd stated that Kathleen Clyde is interested in the RPC working with EMA on the COVID recovery in Portage County. Grant funding to help with small businesses, PPE, etc.

### **Natureworks Grant**

The Natureworks grant has been postponed until 2021. Staff is researching other grants.

### **Brownfield Grant**

Todd also mentioned that he is looking at applying for a Brownfield grant that is due November 2020.

## **ADJOURNMENT**

The meeting adjourned 5:00 p.m.

Minutes approved at the June 10, 2020 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary