

**Minutes
Portage County Regional Planning Commission
June 10, 2020**

Portage County Regional Planning Commission dated June 10, 2020 at 4:30 p.m. The meeting was held through Zoom.

Members Present:

Brimfield Twp., Mike Hlad	Garrettsville Vill., Rick Patrick	Franklin Twp., Joe Cicozzi
Freedom, Jeffrey Derthick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Mantua Vill., Paula Tubalkain	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano	Shalersville Twp., Ronald Kotkowski
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Portage Park District, Allan Orashan
P.C. Commissioner, S. Christian-Bennett		

Alternates Present:

Ravenna City, Dennis West

Staff Present:

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

Members Absent:

Atwater Twp., John Kovacich	Mantua Twp., Sandy Engelhart	Paris Twp., Dave Kemble
Randolph Twp., Victoria Walker	Suffield Twp., Adam Bey	Windham Vill., Deb Blewitt
Soil & Water, James Bierlair	County Engineer, Larry Jenkins	

Public Present

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

APPROVAL OF MAY 13, 2020 MEETING MINUTES

The May 13, 2020 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by R. Dempsey. Motion carried with 19 Yeas and 1 Abstention (A. Orashan).

SUBDIVISIONS

Replat of Sublots 391 – 395 in the “Lake Brady Allotment, Leonard Subdivision” on Leonard Avenue & Washington Street, Lot 35 in Franklin Township, Harold and Mary Lynn Sartain, applicant – Todd Peetz

A motion was made by F. Seman to approve an extension of time until August 12, 2020. Motion seconded by R. Gano. Motion carried with 19 Yeas and 1 Abstention (A. Orashan).

Replat of Sublots 51 & 52 in the “Kirkbride’s 3rd Addition” on Willis Drive, Lot 3 in Deerfield Township, Richard Barron, applicant – Report presented by Todd Peetz.

The applicant is requesting approval to combine two sublots into one for the purpose of constructing a garage.

The property is located in the Berlin Yacht Club just west of the corner of Willis Drive and Glendale Road.

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

There is no zoning in Deerfield Township.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected therefore staff recommends approval of the Replat as corrected. A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

Replat of Sublots 38 & 39 in the “Kirkbride’s 2nd Addition” on Willis Drive and Eddy Lane, Lot 3 in Deerfield Township, Steven M. Herbert, applicant – Report presented by Todd Peetz.

The applicant is requesting approval to combine two sublots into one lot for the purpose of constructing a garage.

The property is located in the Berlin Yacht Club just southeast of the corner of Willis Drive and Glendale Road.

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

There is no zoning in Deerfield Township.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected therefore staff recommends approval of the Replat as corrected. A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by R. Dempsey. Motion carried with 20 Yeas.

Replat of Sublot 41 in “Windham Heights” on Geneva Drive, Lot 77 in Windham Township, Dennis & Karen McManus, applicant – Report presented by Todd Peetz.

The applicant is requesting approval to add additional land that is outside the subdivision and combine it with Sublot 41 to create one lot (41-R) for the purpose of replacing their septic system.

No corrections were required on the Replat, therefore staff recommends approval of the Replat. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas.

Replat of Sublots 11, 12 & 16 in the "Crestwood Allotment" on Hillcrest & Fernway Drive, Lot 35 in Mantua Township, Edward Wurm, applicant – Report presented by Todd Peetz.

The applicant is adjusting the boundaries of Sublot 11, 12 and 16.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have 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 S. Christian-Bennett. Motion carried with 20 Yeas.

ZONING

Franklin Township Rezoning From C-1 and R-R 6689 State Route 43, Laura Ellsworth, applicant – Report presented by Todd Peetz

The applicant is requesting that Franklin Township rezone 7.499 acres from C-1, Commercial to R-R, residential. The amendment would leave a 2-acre piece as Commercial.

The existing properties are part of the former Oak Knolls Golf Course. The property is located on the west side of State Route 43, immediately north of the City of Kent boundary. The property appears to be a place where model air crafts could land based on the air photo.

The proposed zoning would allow for single-family use.

With only one or two single-family lots being proposed there will probably be minimal impacts to State Route 43.

Water and sewer should be adequate to service this area and at the time of site plan staff encourages the coordination between the applicant and the appropriate water and sewer provider(s).

There are no wetlands, hydric soils or flood plains on site.

The proposed zoning change should not have a significant impact on the surrounding character of the area as proposed.

Staff recommends approval of the proposed rezoning from C-1, Commercial to R-R, Rural Residential and encourages at the time of site plan appropriate coordination be made with water and sewer providers. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 20 Yeas.

Mantua Township Text Amendment – Report presented by Todd Peetz.

Mantua Township is proposing to add mini-storage to the commercial zoning districts as a Conditionally Permitted Use. The conditions are from allowing mini-storage in Light Industrial zoning. The concern is that mini storage in Mantua Township is more of a Light Industrial use or perception and was not included within the Commercial Zoning District. Staff suggests amending Section 500.108.52 Mini-Storage Facilities to include the following:

“I. Mini-Storage in Commercial zoned areas shall provide a front façade that is in keeping with the look and character of the existing commercial businesses, so not to be disruptive to the appearance of those neighboring or nearby commercial businesses.”

Staff recommends approval of the proposed text amendment as proposed in addition to amending Section 500.108.52 as suggested above. A motion was made by R. Gano to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas.

Shalersville Township Text Amendment – Report presented by Todd Peetz.

Shalersville Township is proposing to add the following to the AR-R, Agricultural/Rural Residential District Section 315, Accessory Buildings:

- D. EACH RESIDENTIAL PROPERTY SHALL BE PERMITTED NON-PERMANENT FOUNDATION ACCESSORY BUILDINGS THAT ARE INCIDENTAL TO THE PRINCIPAL USE (NO ZONING CERTIFICATE REQUIRED) PROVIDING:
- a. THE ACCESSORY BUILDING IS NOT PLACED ON A PERMANENT FOUNDATION.
 - b. THE ACCESSORY BUILDING IS NO LARGER THAN 200 SQUARE FEET.
 - c. THE PLACEMENT OF THE ACCESSORY BUILDING COMPLIES WITH ALL SETBACK REQUIREMENTS (AS PER SECTION 312).

Shalersville Township is also proposing in the L-R (Low Density Residential District), Section 325 (Accessory Buildings); R-2 (Low Density Residential with Sewer District), Section 336 (Accessory Buildings); N-C (Neighborhood Commercial), Section 346 (Accessory Buildings); M-R-C (Mixed Residential Commercial), Section 356 (Accessory Buildings) and L-I (Light Industrial District), Section 367 (Accessory Buildings) that the 12 feet by 16 feet or 192 square feet requirement be removed and to allow for 200 square feet.

Staff recommends approval of the proposed amendment as proposed and recommends the County Prosecutor's Office reviews the proposed amendment before final approval. A motion was made by S. Christian-Bennet to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

Work Program

May 2020 Work Program Report

Todd presented the May 2020 Work Program Report.

- Portage County Subdivision Regulations – The final draft and review has been completed and 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
- Freedom Township – Staff is helping residents with a potential CDBG Grant for their Township Hall and the Freedom Township Historical Society for a one-room schoolhouse related to handicap accessibility.
- Hiram Township – Staff is continuing to look into grant opportunities for Broadband.
- Mantua Township – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township.
- 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 is assisting the City with a Neighborhood Revitalization Grant. Staff is also discussing the JEDD, Bike Plan, Landscape Plan, Wayfinding Plan and are scheduling a presentation on their Land Use Plan.
- Ravenna Township – Staff is discussing the JEDD as well as various zoning issues.
- Rootstown Township – Staff has been working with them on Subdivision Regulations changes.
- Shalersville Township – Staff is working with them to find grant funding for their community park.
- Windham Village – Staff finalized their Land Use Plan and are scheduling a presentation.
- 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 24, 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 Ravenna Cruise-In decision has not been cancelled however a decision will be made on or before July 15, 2020.

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. The notice of potential awards is pending.
- A grant in the amount of \$125,000 was submitted for Job & Family Services however the Industry Sector Partnership Grant is no longer available.
- A Community Resilience Grant in the amount of \$2,000 was submitted however it is no longer available.
- Kailey noted the grant for the Adult Probation/Common Pleas Court/Municipal Court was awarded June 1, 2020.
- Kailey noted that she has been looking into grants relating to the COVID-19.

May 2020 CDBG Report

2018 Community Development Allocation Grant

All work has been completed under the grant except for the Fair Housing.

Fair Housing

There were two requests for assistance received in May. 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

The Commissioners have recommended the following proposals for the Grant: (1) The Haven of Portage County; (2) Windham Village and (3) Freedom Township Historical Society/Freedom Township.

The Community Development Allocation Grant is due by June 17, 2020.

Finance

May 2020 Financial Statement

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

R. Gano made a motion to approve the May 2020 financial statements as presented. Motion seconded by S Christian-Bennett Motion carried with 20 Yeas.

2020 Appropriations for the Operation of the Portage County Regional Planning Commission (Resolution No. 20-04 – Todd Peetz

Todd presented Resolution No. 20-04, appropriations for the operation of the Portage County Regional Planning Commission.

The Budget Commission has certified and made available for appropriations \$378,098. The P.C. Regional Planning Commission finds it necessary to increase 2020 appropriations from \$355,198 to \$376,523.

A motion was made by R. Patrick to approve increasing and amending appropriations by an additional \$21,325 for the P.C. Regional Planning Commission operating expenses for 2020. Motion seconded by M. Kortan. Motion carried with 19 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on July 13, 2020 at 4:30 p.m. via Zoom.

DIRECTORS REPORT

Susanna Lebas – Part Time Employee

Susanna has decided to take a full-time job elsewhere and therefore this week will be her last week working with Regional Planning.

RPC Board Packets

One of things that was discussed in the Executive Committee was the option of emailing the board packets each month to board members rather than mailing out a packet to everyone. This would decrease the cost of postage being spent mailing out the packets as well as staff time and copy costs.

Todd asked the Board Members present if they had any concerns about emailing the board packets each month. Todd said we would need to make sure we have the correct email for everyone.

Diane Smith asked if there would be an option to opt in or out of it. Todd said that option would be available.

J. Beal thought it was a good idea and would get us into the 21st Century.

It was also recommended that during the Zoom meetings that we do split screen so that we can show the report being presented. Todd said it was a good suggestion and said he would look into it for the next RPC Meeting.

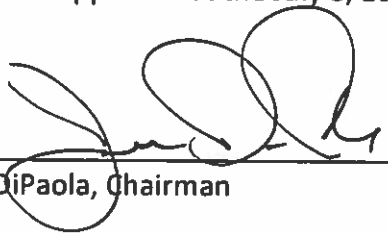
Regional Planning Commission Old Office

Todd reported that 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.

ADJOURNMENT

A motion was made by R. Patrick to adjourn the meeting at 5:07 p.m. Motion seconded by R. Dempsey. Motion carried.

Minutes approved at the July 8, 2020 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary