

**Minutes
Portage County Regional Planning Commission
September 9, 2020**

Portage County Regional Planning Commission dated September 9, 2020 at 4:36 p.m. The meeting was held through Zoom.

Members Present:

Atwater Twp., John Kovacich	Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey	Mantua Vill., Paula Tubalkain
Nelson Twp., Mike Kortan	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal
Windham Vill., Deb Blewitt	PARTA, Clayton Popik	Water Resources, Tia Rutledge
County Engineer, Larry Jenkins	P.C. Commissioner, S. Christian-Bennett	

Alternates Present:

Ravenna City, Dennis West

Staff Present:

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

Members Absent:

Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi	Mantua Twp., Sandy Engelhart
Palmyra Twp., Sandy Nutter	Paris Twp., Dan Spicer	Randolph Twp., Victoria Walker
Suffield Twp., Adam Bey	Shalersville Twp., Ronald Kotkowski	Soil & Water, James Bierlair
Portage Park District, Allan Orashan		

Public Present:

J. Gadd

J. DiPaola opened the meeting at 4:36 p.m.

APPROVAL OF AUGUST 12, 2020 MEETING MINUTES

The August 12, 2020 minutes were presented. S. Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by S. Pancost. Motion carried with 14 Yeas.

SUBDIVISIONS

Replat of Sublots 3 and 4 in "River Beach Park" on River Beach Road, Lot 24 in Mantua Township, Kim Urban, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine sublots 2 and 4 into one lot. Both lots have existing structures on site.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations, therefore staff recommends approval of the Replat. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by D. Blewitt. Motion carried with 17 Yeas.

Replat of Sublots 10 and 11 in the "Shafer Farms Allotment No. 1" on Mogadore Road, Lot 55 in Brimfield Township, Vicki Charlillo, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublots 10 and Part of Lot 11 into one lot. The lots are vacant.

There are no floodplain or wetland restrictions on site.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations, therefore staff recommends approval of the Replat. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 17 Yeas.

Replat of Sublot 34 in "Lake Royale" on Lake Royale Blvd., Lot 75 in Franklin Township, Melanie Sunderland, applicant – T. Peetz

A motion was made by J. Beal to approve an extension of time until October 14, 2020. Motion seconded by S. Christian-Bennett. Motion carried with 17 Yeas.

ZONING

Rootstown Township Rezoning from R-2 to L-1 on Tallmadge Road, Jeffrey Parsons, applicant – Report presented by Todd Peetz

The applicant is requesting to rezone 7.989 acres from R-2 Residential to L-1 Industrial. The proposed amendment is to allow for the creation of a new business with the intent to develop building storage units.

The area is largely developed as single-family residential to the west and on both sides of the property fronting on Tallmadge Road are also single-family residential. The proposed zoning would match the existing zoning to the north and east and would be consistent. However, this area is not currently being used for light industrial purposes. There is other industrial uses further east on Tallmadge Road.

There are no identified wetlands or floodplains located on the site however, there is a small stream that was identified on site and the aerial portrays a potential low area. This stream should not have a significant impact on the rest of the property.

The required setbacks for L-I Light Industrial is 100 feet from existing residential districts. This requirement reduces compatibility issues and creates some separation from potential development.

Staff suggested to rezone the whole parcel since it will not impact the potential development of the site. Staff is also recommending that at the time of site plan serious consideration should be given to the location of other uses, screening and separating them from the existing residential homes.

Staff recommends approval of the proposed rezoning from R-2 Residential to L-I Light Industrial. Staff recommends at site plan to work with the applicant to provide proper screening and buffering as appropriate from the existing residential and evaluate any potential traffic conflicts. Staff also recommends considering the entire property for the I-1 zoning designation for consistency.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

EXECUTIVE COMMITTEE

Work Program

August 2020 Work Program Report

Todd presented the August 2020 Work Program Report.

- **Portage County Subdivision Regulations Update** - The final draft and review has been completed and a meeting was held on August 25th and September 1st. The next meeting has been scheduled for September 22, 2020.
- **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 also working on the update to their Comprehensive Plan from 1988. A meeting was held on August 13, 2020 and the next meeting is scheduled for September 10, 2020.
- **Hiram Township** – Staff is continuing to look into grant opportunities for Broadband as well as RPIC.
- **Hiram Village** – Staff is looking into grants for their park.
- **Mantua Township** – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township.
- **Mantua Village** – Staff is looking into a variety of grants to help the Village out i.e. road improvements, water & sewer improvements and historic preservation.

- Ravenna City – 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 a meeting was held on July 14, 2020. Windham Village also held a meeting and approved the Land Use Plan.
- Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) – Staff attended the August meeting.
- Quarterly Zoning Inspections (QZI) Meeting – The next meeting is to be determined. The topic will be about wedding barns and event center. Todd is considering setting one up through Zoom. Todd said he would send out an email to all of the zoning inspectors to see if they would prefer an in-person meeting or a Zoom meeting.
- Celebrate Portage! – Most of the events have been cancelled and are planning a kick-off to 2021 in January 2021.

Grant Report – Report presented by Kailey McMullen

- Kailey is working on a “Rural Placemaking Innovation Challenge” grant through USDA which will provide planning support and technical assistance to foster placemaking activities in rural communities. The funds will help enhance capacity for broadband access. The grant will cover the follow communities: Mantua Township and Village, Freedom Township, Shalersville Township, Garrettsville Village, Hiram Township and Village, Nelson Township, Windham Township and Village.
- Kailey was working on a grant through the Healthy Tomorrows Partnership for Children Program for Job & Family Services however they have opted to not apply for the grant.
- Kailey submitted a draft of an Ohio Humanities Grant on August 18, 2020 and the full application is due in March 2021.
- Kailey noted that Brownfield Assessment Grants are up and coming and are due in October 2020.

August 2020 CDBG Report

2018 Community Development Allocation Grant

All work has been completed under the grant.

There were seven requests for assistance received in August. Two calls received were in the City of Ravenna; One call was in Atwater Township; One call was in Freedom Township; One call was in Ravenna Township; One call was in Rootstown Township and one call was in the City of Streetsboro.

Presentations were made to the following:

1. Ravenna City Council
2. Ravenna Township Trustees
3. Franklin Township Trustees
4. Freedom House Staff
5. Family & Community Services Staff
6. United Way of Portage County Staff
7. Edinburg Township Trustees

Brochures were also distributed to the following:

1. Reed Memorial Library
2. Ravenna City Hall
3. Franklin Township Hall
4. Edinburg Township Hall
5. Family & Community Services
6. Center of Hope
7. Coleman Professional Services
8. Ravenna Township Hall

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 Office of Community Development has approved the grant applicant and the Commissioners have received the grant agreement and are scheduled to sign the agreement on September 24, 2020.

Finance

August 2020 Financial Statement

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

J. Paulus made a motion to approve the August 2020 financial statements as presented. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on October 14, 2020 at 4:30 p.m. via Zoom.

DIRECTORS REPORT

November 11, 2020 RPC Meeting

The November RPC Meeting falls on Veterans and needs to be re-scheduled for another day. After discussed it was decided to move the November RPC meeting from November 11, 2020 to November 12, 2020.


Regional Planning Commission Old Office

The building is back out for sealed bids with a minimum bid of \$100,000. Bids are due by 2:00 p.m., September 30, 2020.

ADJOURNMENT

A motion was made by F. Seman to adjourn the meeting at 4:55 p.m. Motion seconded by R. Gano. Motion carried.

Minutes approved at the October 14, 2020 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary