

**Minutes  
Portage County Regional Planning Commission  
August 12, 2020**

Portage County Regional Planning Commission dated August 12, 2020 at 4:30 p.m. The meeting was held through Zoom.

**Members Present:**

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Freedom, Jeffrey Derthick
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Palmyra Twp., Sandy Nutter	Paris Twp., Dan Spicer	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Sugar Bush Knolls Vill., Jim Beal
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Portage Park District, Allan Orashan
County Engineer, Larry Jenkins	P.C. Commissioner, S. Christian-Bennett	

**Alternates Present:**

P.C. Commissioner, Vicki Kline

**Staff Present:**

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

**Members Absent:**

Franklin Twp., Joe Cicozzi	Mantua Twp., Sandy Engelhart	Mantua Vill., Paula Tubalkain
Nelson Twp., Mike Kortan	Randolph Twp., Victoria Walker	Shalersville Twp., Ronald Kotkowski
Suffield Twp., Adam Bey	Windham Twp., Rich Gano	Windham Vill., Deb Blewitt
Soil & Water, James Bierlair		

**Public Present:**

Sharon Serle

J. DiPaola opened the meeting at 4:30 p.m.

**APPROVAL OF JULY 8, 2020 MEETING MINUTES**

The July 8, 2020 minutes were presented. S. Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by J. Paulus. Motion carried with 15 Yeas and 1 Abstention (J. Kovacich).

## SUBDIVISIONS

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

The applicant is requesting approval to combine sublots 391 – 395 into two lots. There is an existing home on and accessory structure on sublots 393 – 395.

There are no floodplain or wetland restrictions on the site.

Proposed lot 392-R did not meet the minimum square footage requirement for a lot in R-1B zoning of Franklin Township. The variance was approved by the Franklin Township BZA in July.

Staff recommends approval of the Replat. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 17 Yeas.

Replat of Sublots 33, 34, 35, Part of 36, 42, 43, 44 & 45 in the “H.L. Spelman” on Brady Lake Road, Lot 38 in Franklin Township, Matthew McMullen, applicant – Report presented by Todd Peetz

The applicant is requesting a review of the Replat combining sublots 33, 34, 35 and part of 36, 42, 43, 44 and 45 into one lot.

There are no floodplain or wetland restrictions on the site.

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

Replat of Sublots 78 and 79 in the “Ranch Club Estates Part 2” on Bronco Road, Lot 37 in Charlestown Township, William & Tina Kemble, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine sublots 78 and 79 into one lot.

There are no floodplain or wetland restrictions on the site.

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

Replat of Sublot 23-R in the “Sunnybrook Acres Allotment” on Mogadore Road, Lot 32 in Brimfield Township, Thomas Serle, applicant – Report presented by Todd Peetz

The applicant is requesting approval to splitting Sublot 23-R into two lots (23-C and 24-C)

Proposed Sublot 24-C has an existing house and barn on it. The lots surrounding the site are single family residential. There are no floodplain or wetland restrictions on the site.

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. A motion was made by J. Kovacich to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

Replat of Sublot 5-R and Sublot 7 in the “Maplegrove Allotment” on Woodway Road, Lot 69 in Franklin Township, Michael Starkey, applicant – Report presented by Todd Peetz

The applicant is requesting a review of the Replat of Sublots 5-R and 7 by splitting off part of Sublot 5-R and combining it with Sublot 7.

Sublots 5-R and 7 have existing houses on the lots. There are no floodplain or wetland restrictions on the site.

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

Replat of Sublots 22, 23 and 24 in the “Village Gate Subdivision” on Village Way Drive, Lot 33 in Hiram Township, Charles McCumbers, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublots 22 – 24 and create two lots (22-R and 24-R). Proposed Sublot 24-R has an existing house on it and proposed Sublot 22-R is vacant.

The re-platted lots are non-conforming however it will bring the lots more into compliance. There are no floodplain or wetland restrictions on the site.

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 17 Yeas.

## **ZONING**

Brimfield Township Text Amendment – Report presented by Todd Peetz

### **Amendment No. 1**

Brimfield Township is proposing to amend Section 510.03, Accessory Structures as follows:

- A. “Except as otherwise specified in this Resolution, all lots shall be permitted a maximum of two accessory buildings or structures in association with a principal building provided that:
  - 1. It shall not be located closer than 15-feet to any principal building and ten ~~10~~ five (5) feet from all other non-inhabitable buildings AND FROM SIDE AND REAR PROPERTY LINE.”

Staff would recommend approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation on Amendment 2. Motion seconded by S. Christian-Bennett. Motion carried with 17 Yeas.

### Amendment No. 2

Brimfield Township is proposing to allow the swimming pool feature to be within five feet of the property line. This would allow flexibility especially in smaller rear yards.

Staff recommends adding language so that people who may want a deck around the pool will not build them closer to the property line or provide clarity of what needs to be five feet off the property line.

Staff recommends approval of the proposed amendment and recommend adding clarity of what needs to be five feet from the property line.

A motion was made by J. Kovacich to follow staff recommendation on Amendment 2. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

## EXECUTIVE COMMITTEE

### Work Program

#### July 2020 Work Program Report

Todd presented the July 2020 Work Program Report.

- Portage County Subdivision Regulations – The final draft and review has been completed and a meeting was held on August 4, 2020. The next meeting has been scheduled for August 25, 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. The next meeting will be held on August 13, 2020.
- Hiram Township – Staff is continuing to look into grant opportunities for Broadband.
- 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 submitted 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. A meeting has been scheduled for August 13, 2020 to discuss the JEDD.
- 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.
- Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) – Staff attended the July meeting.
- Portage County Housing Services Council – Evelyn attended a meeting in July via Zoom.
- 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

- A grant was submitted for Job & Family Services through USDA for SNAP Improvements.
- Kailey submitted a Coronavirus Emergency Supplemental Funding Grant for Adult Probation for preparation and response to the COVID-19.
- Kailey is working on a grant through the Healthy Tomorrows Partnership for Children Program for Job & Family Services
- Kailey is also working on an Ohio Humanities Grant

#### July 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 seven requests for assistance received in July. Two calls received were in the City of Ravenna; One call was in Franklin Township; One call was in the City of Streetsboro; One call was in Randolph Township; One call was in Paris Township and one call was in the Village of Windham.

### **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 was submitted on June 17, 2020.

## **Finance**

### **July 2020 Financial Statement**

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

J. Paulus made a motion to approve the July 2020 financial statements as presented. Motion seconded by S. Christian-Bennett. Motion carried with 17 Yeas.

## **OTHER BUSINESS**

### **Next Meeting**

J. DiPaola announced the next Regional Planning Commission meeting will be held on September 9, 2020 at 4:30 p.m. via Zoom.

## **DIRECTORS REPORT**

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

The Executive Committee met with Todd Bragg on July 8, 2020 to discuss putting the building back out for sealed bids with a minimum bid of \$100,000. A newspaper article was also published in the Record Courier on August 11, 2020.

United Way has approached Todd and has scheduled a tour of the building.


### **RPC Audit for the Years Ended December 31, 2019 and 2018**

A draft of the RPC Audit was presented and there were no exceptions noted or any findings.

## ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:00 p.m. Motion seconded by R. Patrick. Motion carried.

Minutes approved at the September 9, 2020 Meeting.

  
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Jim DiPaola, Chairman  
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Todd Peetz, Secretary