

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

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

**Members Present:**

Atwater Twp., John Kovacich	Freedom, Jeffrey Derthick	Garrettsville Vill., Tom Collins
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	Suffield Twp., Adam Bey
Sugar Bush Knolls Vill., Jim Beal	PARTA, Clayton Popik	Water Resources, Tia Rutledge
County Engineer, Larry Jenkins	Portage Park District, Allan Orashan	
Shalersville Twp., Ronald Kotkowski		
P.C. Commissioner, S. Christian-Bennett		

**Staff Present:**

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

**Members Absent:**

Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi	Mantua Twp., Sandy Engelhart
Paris Twp., Dan Spicer	Randolph Twp., Victoria Walker	Windham Twp., Rich Gano
Windham Vill., Deb Blewitt	Soil & Water, James Bierlair	

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

**APPROVAL OF OCTOBER 14, 2020 MEETING MINUTES**

The November 14, 2020 minutes were presented. S. Pancost made a motion to approve the minutes as presented. Motion seconded by R. Dempsey. Motion carried with 18 Yeas.

**SUBDIVISIONS**

**Replat of Sublots 36 and 37 of "Nelson Triangle Park" on Paul Street, Lot 20 in Nelson Township, Randy Ray Benton, applicant**

The applicant is requesting approval to combine sublots 36 and 37 into one lot. There is an existing residential structure on Sublot 36.

There are no floodplain or wetlands on the site.

The Replat complies with the Portage County Subdivision Regulations therefore staff recommends approval of the Replat as presented. A motion was made by J. Paulus follow staff recommendation. Motion seconded by M. Kortan. Motion carried with 18 Yeas.

Preliminary Plan of "Maplecrest West" on Tallmadge Road, Lot 36 in Brimfield Township, Brimfield Development Co., Ltd., applicant

A motion was made by S. Christian-Bennett to accept the preliminary plan for review. Motion seconded by J. Kovacich. Motion carried with 18 Yeas.

Replat of Sublots 40 and 41 in the "Strong Allotment" on Shadyside Drive, Lot 2 in Deerfield Township, Donald Stonestreet, applicant

A motion was made by S. Christian-Bennett to approve an extension of time until December 9, 2020. Motion seconded by S. Pancost. Motion carried with 18 Yeas.

**ZONING**

Nelson Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to add the following to Section 301.3 (Zoning Permits Required): "Exempted – Non-Permanent accessory buildings/structures 200 sq. ft. or less. Permanent accessory/structures 200 sq. ft. or less are exempt from the zoning permit requirement but must still conform to the yard requirements as listed for the zoning district the building structure is located."

The proposed amendment is to clarify when a permit is needed for an accessory structure. Two Hundred square feet or less is pretty common threshold for requiring a permit.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Shalersville Township is proposing to add language in Section 502.6 (General Regulations of Structures and Construction) to clarify what temporary buildings, portable commercial storage and accessory buildings are.

Staff indicated that there may need to be instances where someone may need a one-time extension of six months.

Staff recommends approval with the option for an extension not to exceed 1-year be added.

A motion was made by P. Tubalkain to follow staff recommendation. Motion seconded by M. Kortan. Motion carried with 18 Yeas.

Shalersville Township Rezoning From L-I to AR/R and R-2 to AR/R on Infirmity and Lake Rockwell Road, Lakeview Grass Fed Farms, Inc., Daryl & Kurt Guyette, applicant – Report presented by Todd Peetz

The proposed change is to change the zoning map from LI-D (Light Industrial) and R-2 (Residential District) to A/R-R (Agricultural Rural Residential). The proposed rezoning area is immediately east of Infirmity Road, north of Lake Rockwell Road as part of the former Ravenwood Golf Course and some additional land to the east of the golf course. The subject parcels are in three amendment sections. Amendment No. 1 is the Light Industrial District east of Infirmity Road and north of Lake Rockwell Road and is a change to Agricultural Rural Residential. Amendment No. 2 is the Residential R-2 fronting on the east side of Infirmity Road and north of Lake Rockwell Road. Amendment No. 3 is 20 plus acre property that was not part of the old golf course. This parcel is also Light Industrial and is a change to Agricultural Rural-Residential (A/R-R). Staff would recommend including the remaining parcels of Residential R-2 zoning on Infirmity Road, north of Lake Rockwell Road to be included in the rezoning to A/R-R for zoning consistency.

The proposed amendment is to allow the property owners to be able to subdivide into 2.5-acre residential lots to sell. There is a maximum potential of 44 units however realistically with topography streams and some wetlands to maneuver around, roads and stormwater the true buildable area is 25-30 units.

The proposed rezoning is a quarter to a half mile from the airport runway. There have been previous concerns from the Airport to not allow or encourage more residential in the area. There is also an existing house just north of the proposed rezoning area. There are also many existing homes in this quarter to half mile area. The concern has been raised that more housing may be undesirable due to the noise at the airport.

There are no transportation limitations based on the proposed number of lots. The Portage County Engineers Office may have comments, but the trip generation from potentially 25 – 30 new units should not overburden the current roadway.

Staff reviewed the number of homes that were built in proximity to the airport and since the airport was constructed only two homes have been constructed.

There is future concern for the airport and usage. The desire by the Portage County Airport Board is to expand the runway to allow larger planes including possibly private non-commercial jets.

Another concern that has been raised is that the Township Land Use Plan designates this property as Light Industrial. The concern is the light industrial is located around the airport with the intent to have that property be utilized as Light Industrial, but also act as a buffer from residential uses. The plan is not very specific about how important it was to maintain Light Industrial, but it was part of the discussions that took place when developing the Land Use Plan.

Ultimately the Township will need to determine if the zoning to A/R-R Residential makes sense for this area. The concern is, will adding new homes potentially cause more conflicts with the airport.

Staff would recommend approval if there are no feasible plans to expand the runway. However, based on the Land Use Plan and with the desire and potential expansion of the runway staff would recommend denial of the rezoning request. If Amendment No. 2 is approved staff would recommend adding parcels 33-079-

00-00-007-000 and 33-062-00-00-009-001 to the approval for consistency with the amendment and rather than leave 2.95 acres of Residential, R-2 separated from the rest of the Township.

A motion was made by J. Paulus to approve the proposed rezoning. Motion seconded by S. Christian Bennett. Motion carried with 18 Yeas.

Rootstown Township Rezoning From R-2 to P-R and R-1 to P-R on Cook and Tallmadge Road - Report presented by Todd Peetz

#### Amendment No. 1

Rootstown Township is proposing to rezone eight parcels from R-1 and R-2 (Residential) to P-R (Parks and Recreation). The proposed amendment is to classify the existing Gracie Fields and Community Park as the P-R District as these parcels have been developed for that purpose.

Water and sewer are not currently provided to the site or has not been extended at this time. Port-A-Johns are available at Community Park.

There are no identified wetlands and floodplains located on site. However, there is a small stream and a pond on site, but the Township has used the pond as an amenity and the stream remains wooded.

Staff recommends approval of the proposed Amendment No. 1 as proposed.

#### Amendment No. 2

Rootstown Township is proposing to rezone one parcel from R-2 (Residential) to P-R (Parks and Recreation). The proposed amendment is to classify the existing property owned by the Township and located in the Stone Ridge Subdivision.

The zoning change is to reflect the existing opportunity to develop a park.

Staff recommends approval of the proposed Amendment No. 2 as proposed.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by C. Popik. Motion carried with 18 Yeas.

#### Windham Township Text Amendment – Report presented by Todd Peetz

Windham Township is proposing regulations for commercial events and event centers partly due to the increase in wedding barns and the Spartan Race that was held in May 2018.

Staff has met and worked with the Zoning Commission to develop the regulations to regulate commercial events and event center. Several other township and municipal codes were used to craft the regulations.

The Township will need to make sure that in the hours of operation and noise restriction that Section 2.5.A and J-5 tie back to the zoning resolution correctly.

Staff recommends approval of the proposed amendment and recommends the Township look Section 2.5.A and J-5 to ensure the language ties back to the zoning resolution correctly. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by R. Dempsey. Motion carried with 18 Yeas.

## **EXECUTIVE COMMITTEE**

### **Work Program**

#### **November 2020 Work Program Report**

Todd presented the November 2020 Work Program Report.

- **Portage County Subdivision Regulations Update** - The final draft and review has been completed and a meeting was held on October 6, 2020. The next meeting has been scheduled for November 10, 2020. A workshop is being planned for January 2021 with the Commissioners. After meeting with the Commissioners a couple of public meetings will be scheduled as required to obtain any public comment on proposed changes to the subdivision regulations.
- **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 to discuss progress and upcoming meetings. A workshop for the Township Trustees and Department Heads was held in order to set a 5-year plan for the Township.
- **Franklin Township** – Staff has been assisting the Township with concerns about a future subdivision.
- **Hiram Township** – Staff is continuing to look into grant opportunities for Broadband and there is a grant available and is due in December 2020 and March 2021.
- **Mantua Township** – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township. Staff is also working with the Township to update their zoning resolution.
- **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.
- **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 up a meeting through Zoom.

- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Currently eight septic systems are in process.
- Celebrate Portage! – All of the events have been cancelled and are planning a kick-off to 2021 in January 2021.

Grant Report – Report presented by K. McMullen

- Two grants were awarded for the Adult Drug Court and Veterans Treatment Court Discretionary Grant Program.
- A grant is available through the Ohio Public Works Commission and this grant provides financial assistance to communities for the improvement of their infrastructure system i.e. roads, bridges, culverts, water supply systems, etc.
- Kailey submitted a draft of an Ohio Humanities Grant on August 18, 2020 and the full application is due in March 2021.

October 2020 CDBG Report

**2018 Community Development Allocation Grant**

All work has been completed and the final report was submitted to the State.

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

All work has been completed and the final report was submitted to the State.

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

All work has been completed. The final payment has been made to the contractor. The final report is due by March 31, 2021.

**2020 Community Development Allocation Grant**

The Commissioners have signed the grant agreement and it has been returned to the State.

The environmental review is nearing completion for the Haven of Portage County Water and Sewer Improvement Project, Freedom Township ADA Project, Streetsboro Home Repair Program.

The environmental review has been completed for the Windham Community Center Project and the funds were released by OCD on October 2, 2020.

The environmental review has been completed for the Streetsboro Senior Assistance Program and the funds were released by OCD on September 28, 2020.

Fair Housing – There were five requests for assistance received in October. One call was in Atwater Township; One call was in the City of Aurora; One call was in the City of Ravenna; One call was in Ravenna Township and one call was in the City of Streetsboro.

## **Finance**

### **October 2020 Financial Statement**

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

J. Derthick made a motion to approve the October 2020 financial statements as presented. Motion seconded by R. Kotkowski. Motion carried with 19 Yeas.

### **Authorization to Enter into an Agreement with the Portage County Prosecutor's Office for Legal Services (Resolution No. 20-12)**

Resolution No. 20-12 was presented which is authorization to enter into an agreement with the Portage County Prosecutor's Office for legal services for the year 2021.

A motion was made by A. Orashan to approve entering into an agreement with the Portage County Prosecutor's Office for legal services. 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 December 9, 2020 at 4:30 p.m. via Zoom.

## **DIRECTORS REPORT**

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

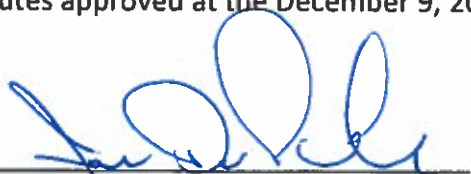
A contract is being circulated for signatures for someone who is interested in renting 128 North Prospect Street. The person may at some point be interested in a lease purchase option.

Another person has also come forward and is interested in purchasing the building and they have requested that Regional Planning put the building back out to bid. The Executive Committee met and agreed the building to be put back out to bid if agreed by the Commissioners at the minimum amount owed to USDA.

## **ADJOURNMENT**


A motion was made by S. Christian-Bennett to adjourn the meeting at 5:25 p.m. Motion seconded by A. Orashan. Motion carried.

Minutes approved at the December 9, 2020 Meeting.



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Jim DiPaola, Chairman



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Todd Peetz, Secretary