

**Minutes
Portage County Regional Planning Commission
October 14, 2020**

Portage County Regional Planning Commission dated October 14, 2020 at 4:36 p.m. The meeting was held through Zoom.

Members Present:

Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Vill., Paula Tubalkain	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Shalersville Twp., Ronald Kotkowski
County Engineer, Larry Jenkins	Portage Park District, Allan Orashan	
P.C. Commissioner, S. Christian-Bennett		

Staff Present:

T. Peetz	E. Beeman	L. Reeves	K. McMullen
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Members Absent:

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Mantua Twp., Sandy Engelhart	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., Dan Spicer	Randolph Twp., Victoria Walker	Rootstown Twp., Joe Paulus
Suffield Twp., Adam Bey	Windham Vill., Deb Blewitt	Soil & Water, James Bierlair

Public Present:

M. Sunderland

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

APPROVAL OF SEPTEMBER 9, 2020 MEETING MINUTES

The September 9, 2020 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

SUBDIVISIONS

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

The applicant is requesting approval to combine .0661 acres from the neighboring lot with Sublot 34. There is an existing residential structure on Sublot 34.

There are no floodplains or wetlands on the site.

The Replat complies with the Portage County Subdivision Regulations and staff recommends approval of the Replat as presented. A motion was made by R. Gano to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 15 Yeas.

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

A motion was made by R. Dempsey to approve an extension of time until November 12, 2020. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to amend Section 150.02 (Definitions) by adding a definition of Public Park, Private Park and Recreational Facility/Use.

The first two definitions would allow the township to make distinction between what is considered to be a public or private park. The final definition would allow the Township to include a wide variety of recreational uses in the Schedule of Permitted Uses (for Chapter 380) without listing each one individually in the schedule.

Staff recommends approval of the proposed definitions as proposed.

Amendment No. 2

Rootstown Township is proposing to create a separate zoning district for designated park areas within the Township, where land uses pertaining to parks can be permitted by right rather than conditionally permitted. The existing parks within the Township are in residential districts, where parks are conditionally permitted. By creating separate zoning regulations for parks, the Zoning Resolution can better accommodate the needs of these parks without adding permitted uses to the residential districts, where those uses may not be desirable.

In Section 380.05(c) it recognizes commercial or restaurants as an important support use is good, but 30% of the site or up to 150,000 square feet whichever is less as a restaurant could be a significant facility unless it was intended for a golf course with a banquet suite for weddings and parties. Also, in Section 380.05(E), the 50-foot height is higher than 35 feet for residential areas, the Township may want to consider additional setbacks for buildings over 35 feet adjacent to residential areas. Side setbacks in Section 380.05 (G) is 15 feet and could have an impact on a side or rear of a residential homes.

Staff recommends approval of the proposed amendment. There may need to be some additional thought on the intent of the restaurant/lounge space and building height adjacent to residential districts. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 15 Yeas.

Atwater Township Text Amendment – Report presented by T. Peetz

Atwater Township is proposing to amend Section 20.2 (Farm Animals/Livestock, Backyard Chickens) to allow a person to have backyard chickens.

Typically, chickens would fall under agriculture which zoning cannot regulate unless it is less than 1-acre. The proposed amendment only impacts those with less than one acre of property.

The Township may want to check with the Portage County Health Department on current recommended separation of chicken coops and their waste from residential homes and water wells to avoid any contamination.

This may need to be a conditional use rather than in the definition section. The Township should decide whether they want the Zoning Inspector to evaluate or to have the Board of Zoning Appeals to approve chicken coops.

R. Kotkowski questioned whether or not they were going to allow roosters. Todd said there was no mention of roosters within the proposed language. R. Kotkowski felt that it would be wise to ask them if they thought about roosters. R. Kotkowski stated that in Shalersville Township a lot of the complaints are about the roosters crowing. Todd said he would add something to the letter to the Township about roosters.

Staff recommends approval of the proposed amendment with the minor changes noted in the report. A motion was made by R. Kotkowski to follow staff recommendation and to advise the Township that roosters not be permitted. Motion seconded by P. Tubalkain. Motion carried with 15 Yeas.

Suffield Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Suffield Township is proposing to amend Article II (Definitions) by adding the definition of “Temporary Vendor” and “Temporary Place of Business”.

Staff provided example language from Canfield Township that they may want to consider and if appropriate.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 2

Suffield Township is proposing to add language to Section 305 to allow for temporary vendors and temporary businesses and to protect the existing business and surrounding businesses. Staff provided example language from Canfield Township that they may want to consider and if appropriate.

Staff recommends approval of Amendment No. 1 and 2 as proposed with the additional suggestions. A motion was made by S. Pancost to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 15 Yeas.

EXECUTIVE COMMITTEE

Work Program

September 2020 Work Program Report

Todd presented the September 2020 Work Program Report.

- **Portage County Subdivision Regulations Update** - The final draft and review has been completed and a meeting was held on September 1st, September 29th and October 6th. The next meeting has been scheduled for October 27, 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 September 10, 2020.
- **Hiram Township** – Staff is continuing to look into grant opportunities for Broadband and there is a grant available and it would be due in December 2020. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- **Hiram Village** – Staff is looking into grants for their park. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- **Mantua Township** – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- **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. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- **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. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.

- Windham Township - An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- Windham Village – An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) – Staff attended the September meeting.
- Portage County Housing Services Council – Evelyn has been attending the Housing Services Council Meetings 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 like to schedule a meeting at the end of October or for the beginning of November.
- 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

- Kailey submitted 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. Staff received a letter today stating that it was not funded.
- 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.
- Kailey noted that Brownfield Assessment Grants are up and coming and are due in October 2020.

September 2020 CDBG Report

2018 Community Development Allocation Grant

All work has been completed.

2018 CDBG Critical Infrastructure Grant – Windham Village

All work has been completed.

2018 CDBG Critical Infrastructure Grant - Ravenna City

All work has been completed. The final invoice is in process for payment 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 underway 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 eight requests for assistance received in September. Two calls were in the City of Ravenna; Three calls were in Charlestown Township and three calls were in the City of Kent.

Finance

September 2020 Financial Statement

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

R. Kotkowski made a motion to approve the September 2020 financial statements as presented. Motion seconded by S. Pancost. Motion carried with 15 Yeas.

Authorization to Enter into Contract with the Portage County Board of Commissioners for Administration of the 2020 CDBG Community Development Allocation Program Grant (Resolution No. 20-06)

Resolution No. 20-06 was presented, which is authorization to enter into contract with the Portage County Board of Commissioners for administration of the 2020 CDBG Community Development Allocation Program Grant.

A motion was made by R. Patrick to enter into contract with the Portage County Board of Commissioners administration of the 2020 CDBG Community Development Allocation Program Grant. Motion seconded by A. Orashan. Motion carried with 15 Yeas.

Authorization to Enter into Contract with the Neighborhood Development Services, Inc. for Implementation of the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Home Repair Program (Resolution No. 20-07)

Resolution No. 20-07 was presented, which is authorization to enter into contract with the Neighborhood Development Services, Inc. for implementation of the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Home Repair Program. Services will be provided in direct proportion to the rehab on a per house basis for an amount not to exceed 20% of the rehab amount.

A motion was made by S. Christian-Bennett to enter into contract with the Neighborhood Development Services, Inc. for implementation of the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Home Repair Program. Motion seconded by R. Gano. Motion carried with 15 Yeas.

Authorization to Enter into Contract with the City of Streetsboro for Administration and Implementation of the Activities within the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Senior Assistance Program and the Streetsboro Home Repair Program (Resolution No. 20-08)

Resolution No. 20-08 was presented, which is authorization to enter into contract with the City of Streetsboro for Administration and Implementation of the activities within the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Senior Assistance Program and the Streetsboro Home Repair Program.

A motion was made by F. Seman to enter into contract with the City of Streetsboro for administration and implementation of the activities within the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Senior Assistance Program and Streetsboro Home Repair Program. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

2020 Appropriation for the Portage County Regional Planning Commission (Resolution No. 20-09)

Resolution No. 20-09 was presented. The Regional Planning Commission needs to amend appropriations by \$3,800 for the operating expenses for 2020.

A motion was made by S. Christian-Bennett to amend appropriations by \$3,800. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on November 12, 2020 at 4:30 p.m. via Zoom.

DIRECTORS REPORT

Regional Planning Commission Old Office

No bids were received on September 30, 2020 however, we do have a strong likelihood of a renter for 124 or 128 North Prospect Street. The person is also interested in an option for a lease purchase after two years.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:15 p.m. Motion seconded by R. Patrick. Motion carried.

Minutes approved at the November 12, 2020 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary