

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

Portage County Regional Planning Commission dated December 9, 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
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	Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal
PARTA, Clayton Popik	County Engineer, Larry Jenkins	Water Resources, Tia Rutledge
P.C. Commissioner, S. Christian-Bennett		

Staff Present:

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

Visitors Present:

J. Walsh	R. Costin	D. Meyers
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Members Absent:

Franklin Twp., Joe Cicozzi	Mantua Twp., Sandy Engelhart	Paris Twp., Dan Spicer
Randolph Twp., Victoria Walker	Windham Vill., Deb Blewitt	Shalersville Twp., Ronald Kotkowski
Soil & Water, James Bierlair	Portage Park District, Allan Orashan	

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

APPROVAL OF NOVEMBER 12, 2020 MEETING MINUTES

The November 12, 2020 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by L. Jenkins. Motion carried with 19 Yeas.

SUBDIVISIONS

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

The applicant is requesting a review of the preliminary plan for Maplecrest West, a Residential Office zoned area consisting of four blocks. The parcels all have frontage on Tallmadge Road.

The County Engineer provided the following comments:

1. Provide a traffic impact study and sight distance analysis for the site.
2. It is unclear if the proposed roadways are public or private.
3. Wetland buffer requirements exist in Brimfield Township zoning, please depict on the plan. The proposed realignment of Parliament Drive appears to be shown within this buffer.

The Water Resources Department is working with the developer, GBC Design and Summit County to ensure all parcels will have sewer service. The intent is to have Agreements in place with Summit County by January 2021.

The following changes must be made or items of concern addressed for the preliminary plan to comply with the Subdivision Regulations:

1. Block(s) should be labeled as open space. 5% minimum open space is required.
2. Need complete wetland delineation study including any permits.
3. Need to verify any variances from Brimfield Township.
4. Road names do not appear on the preliminary plan and will need to be added.
5. A copy of the Homeowners Association Covenant and Deed Restrictions provided to RPC at the time of platting.

Staff recommends conditional approval of the preliminary plan for Maplecrest West with the following conditions:

1. Sewer and water agreements are worked out with Summit County and Water Resources.
2. Verify any variances from Brimfield Township.
3. Address the County Engineer's requirements/comments.
4. Block(s) should be labeled as open space. 5% minimum open space is required.
5. Need complete wetland delineation study including any permits.
6. A copy of the Homeowners Association Covenant and Deed Restrictions provided to RPC at the time of platting.

A motion was made by R. Patrick to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 19 Yeas.

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

The applicant is requesting approval of the replat and are straightening the parcel lines of sublots 40 and 41.

The parcels are located in Deerfield Township near Berlin Lake west of Hartzell Road.

There is no zoning in Deerfield Township.

The existing home on is on a well and septic and the Health Department has not evaluated the Sublot 40 being reduced in size as it is already too small to support a septic system. The Health Department has also indicated that they have no objection to adjusting the lot line for Sublot 41-R.

There do not appear to be any wetlands on the site nor is the property located in a flood hazard area.

All items that were found to be in noncompliance with the Subdivision Regulations, therefore staff recommends approval of the Replat. A motion was made by R. Gano to follow staff recommendation. Motion seconded P. Tubalkain. Motion carried with 19 Yeas.

Replat of Sublot 1A-B-R of the "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lot 36 in Brimfield Township, Maplecrest LLC., applicant

The applicant is requesting approval to split Sublot 1A-B-R into two lots.

The Replat is in Brimfield Township off Tallmadge Road near the Summit County line.

The lots have access to sanitary sewer and water through the Portage County Water Resources Department.

There do not appear to be any wetlands on the site nor is the property located in a flood hazard area.

All items that were found to be in noncompliance with the Subdivision Regulations, therefore staff recommends approval of the Replat. A motion was made by S. Pancost to follow staff recommendation. Motion seconded R. Patrick. Motion carried with 19 Yeas.

Replat of Sublots 19-R and 20 in the "Hillendale Homesites" on Stewart Road, Lot 66 in Franklin Township, Douglas Meyers, applicant

The applicant is requesting approval to combining lots. The sites have existing homes and have access to sanitary sewer through the Portage County Water Resources Department.

According to the National Wetlands Inventory, there does not appear to be wetlands on the site; however, the wetland inventory conducted by Portage County in 2006 based on orthophotos from 2000 shows wetlands covering the rear of the sublots.

The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

All items that were found to be in noncompliance with the Subdivision Regulations, therefore staff recommends approval of the Replat. A motion was made by R. Dempsey to follow staff recommendation. Motion seconded S. Christian-Bennett. Motion carried with 19 Yeas.

Replat of Sublots 1 and 2 in the "M. Tapper State Road Allotment No. 1" on Cook and Irving Road, Lot 22 in Rootstown Township, Bennett Land Title on Behalf of Jason and Aubrey Burrell, applicant

A motion was made by J. Kovacich to approve an extension of time until January 13, 2021. Motion seconded by P. Tubalkain. Motion carried with 18 Yeas and 1 Abstension (S. Christian-Bennett).

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to add guidelines to provide a framework for conditionally permitted uses in the Parks and Recreation District, which is in the process of being created and for the Board of Zoning Appeals to review any Conditional Use Permit applications in this zoning district.

At a public hearing that was held in Rootstown Township one of the concerns presented to the board was in regards to the hours of operation at the park.

Rootstown is proposing to add the following to Section 390.06.Z:

1. Conditionally permitted uses shall end by 11 p.m. on Friday and Saturday nights
2. Events shall end by 9 p.m. on Sunday through Thursday nights
3. On the Sunday of a national holiday weekend and the Fourth of July, events shall end by 11 p.m.
4. Conditionally permitted events shall comply with Section 610.11

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 2

Rootstown Township is proposing to add Parks and Recreation District among the zoning districts in which lighting would be regulated to Sections 440.01 and 440.03.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 3

Rootstown Township is proposing increase the amount of conditionally permitted uses in the L-1 and the amount of principal uses in G-1 is intended to increase the marketability of properties in their industrial zoning districts. Some uses are preferred to be conditional in the L-1 District due to their proximity to residential areas. The addition of Letter I is intended to allow at least ten non-conforming residences in their industrial districts to become conforming without allowing any new homes to be built.

Having uses as conditional is good because it provides a layer of scrutinization of how a property fits within the community's fiber. When something is changed from conditional to permitted, it is important to determine if the safeguards of additional scrutiny is no longer needed. The Township should be cautious with a change from conditional use to permitted use as the amount of control of a permitted use is reduced to only lot requirements.

Staff recommends approval of the proposed amendment as proposed.

A motion was made by J. Paulus to follow staff recommendations for Amendments No. 1 – 3. Motion seconded by R. Gano. Motion carried with 19 Yeas.

EXECUTIVE COMMITTEE

Work Program

November 2020 Work Program Report

Todd presented the November 2020 Work Program Report.

- **Portage County Subdivision Regulations Update** - The next meeting is being held next week and is just an organizational meeting to get ready for the meeting with the Commissioners at the end of January. 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.
- **Freedom Township** – Staff has been helping the Township with recreation grants.
- **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.
- **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

- Volunteer Fire Assistance Grant is due by January 15, 2021.
- 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.

November 2020 CDBG Report

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

Haven of Portage County Water & Sewer Improvements Project – The environmental review has been completed. It is anticipated the funds will be released by OCD on December 29, 2020.

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

Freedom Township ADA Project – The environmental review has been completed. The Certification of Determination of Subsequent Exemption for a Categorical Exclusion Project will be signed by the Commissioners and submitted to OCD on December 3, 2020. It is anticipated the funds will be released by mid-December.

Fair Housing – There were two requests for assistance received in November. One call was in the City of Streetsboro and one call was in Ravenna Township.

Streetsboro Senior Assistance Program – We are currently taking applications for the Senior Assistance Program.

Streetsboro Home Repair Program – Tier 1 of the environmental review has been completed. It is anticipated the funds will be released by OCD on December 21, 2020.

We are currently taking applications for the Home Repair Program.

Finance

November 2020 Financial Statement

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

J. Kovacich made a motion to approve the November 2020 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 19 Yeas.

2021 Budget for the Portage County Regional Planning Commission (Resolution No. 20-13)

The Portage County Regional Planning Commission has reviewed the proposed 2021 appropriations for the operation of the Portage County Regional Planning Commission.

The certified revenue is \$461,728 for 2021 and expenditures have been adjusted to \$434,654.

A motion was made by R. Patrick to approve Resolution No. 20-13 as presented. Motion seconded by L. Jenkins. Motion carried with 19 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on January 13, 2021 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.

The building is back out to bid with a minimum bid of \$140,000. Bids are due by 2:00 p.m. on December 30, 2020.

Potential Asset Mapping Project

The State of Ohio is taking government or nonprofit ideas and funding them if it helps people of Ohio i.e. asset mapping project. The grant is three million dollar minimum. Todd will be meeting with the Ohio Treasurer's Office on January 7, 2021 to see if we meet the criteria and if not, what needs to be done.

Ohio Humanities Grant

The Ohio Humanities Grant has another cycle coming up in March 2021 which will be used to help Mantua Township/Mantua Village.

Clean Ohio Trail Fund

Staff is working with the University Hospital on a Clean Ohio Trail Grant to connect the bike trail to them.

Nature Works Grant

There is another round of Nature Works Grant due June 1, 2021.

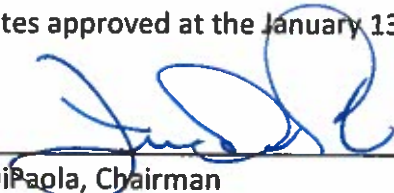
Community Christmas Light Judging

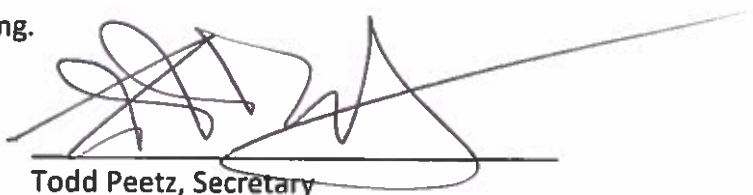
The Christmas lights displays in several communities will be judged by a committee this year for the best display. There may be a way in the future to have all of the displays mapped out for the public to see online and to comment on and/or vote.

ADJOURNMENT

The meeting adjourned at 5:04 p.m.

Minutes approved at the January 13, 2021 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary