

**Minutes
Portage County Regional Planning Commission
January 13, 2021**

Portage County Regional Planning Commission dated January 13, 2021 at 4:30 p.m. The meeting was held through Zoom.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Shalersville Twp., Ronald Kotkowski
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
Portage Park District, Allan Orashan		
P.C. Commissioner, S. Christian-Bennett		

Staff Present:

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

Visitors Present:

D. Dehoff	J. Gadd	P. Melton
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Members Absent:

Freedom, Jeffrey Derthick	Mantua Twp., Sandy Engelhart	Mantua Vill., Paula Tubalkain
Paris Twp., David Kemble	Randolph Twp., Victoria Walker	Windham Vill., Deb Blewitt
Soil & Water, James Bierlair		

J. DiPaola opened the meeting at 4:35 p.m.

APPROVAL OF DECEMBER 9, 2020 MEETING MINUTES

The December 9, 2020 minutes were presented. L. Jenkins made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 19 Yeas and 1 Abstention (A. Orashan)

APPOINTMENT OF NOMINATING COMMITTEE – Jim DiPaola

A motion was made by R. Patrick to appoint the following persons to the Nominating Committee:

- A. Orashan
- J. Beal

The Nominating Committee will meet after the Full Board Meeting in February.

Motion seconded by R. Gano. Motion carried with 20 Yeas.

SUBDIVISIONS

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 S. Pancost to approve an extension of time until February 10, 2021. Motion seconded by R. Kotkowski. Motion carried with 19 Yeas and 1 Abstention (S. Christian-Bennett).

Replat of Sublots 2 and 3 in the "Eagle Creek Estates" on Center Road, Lots 10 and 11 in Nelson Township, Cory Zimmerman, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine two sublots into one lot. The site is a vacant lot.

According to the National Wetland Inventory there does not appear to be any wetlands on the site.

The FEMA Flood Insurance Rate Map does not show any flood hazard areas 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 L. Jenkins. Motion carried with 20 Yeas.

Replat of Sublots 93 – 95 in the "Twin Lakes Parks Allotment" on Sylvan Road, Lot 78 in Franklin Township, Sara Brandner, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combining sublots 92, 94 and 95 into one lot. The site has access to central water. The site is a vacant lot.

According to the National Wetland Inventory there does not appear to be any wetlands on the site.

The FEMA Flood Insurance Rate Map does not show any flood hazard areas 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 R. Gano. Motion carried with 20 Yeas.

ZONING

Brimfield Township Rezoning From R-O (Residential Office) to I-C (Integrated Commercial), Brimfield Development Company, Ltd., applicant – Report presented by Todd Peetz

The applicant is requesting eight parcels located along Tallmadge Road to be rezoned from R-O (Residential Office) to I-C (Integrated Commercial).

The proposed amendment would allow for the development of commercial/office uses and residential. The proposed development would include a few more restaurants and potentially a couple of office buildings.

There are no wetlands or floodplains identified on site however, there are hydric soils on the site.

If approved by the Township, the Township should consider at the time of site plan the following:

1. Depending upon the proposed density, a traffic study should be performed to ensure public safety.
2. Appropriate coordination with water and sewer providers.
3. Hydric soils may impact foundation suitability of a multi-family structure.
4. Work with the Township for emergency services.

Staff would recommend approval of the proposed map amendment from R-O (Residential Office) to I-C (Integrated Commercial). In addition, staff would recommend that the small R-O (Residential Office) owned by Summit County Water Resources to be rezoned to G-C (General Commercial) as well.

L. Jenkins said that are multiple wetlands on the site and they were indicated on the last Plat that was submitted. L. Jenkins recommended the report be changed to reflect that. Todd said the wetlands indicated on the Plat do not show on the National Wetlands Inventory Map because they are so small. Todd said he would change the report to reflect that there are wetlands on the site per the Plat.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by S. Pancost. Motion carried with 20 Yeas.

Nelson Township Rezoning From L-1 (Light Industrial) to C-1 (Commercial), 12157 State Route 88

The proposed change is to rezone one parcel located on State Route 88 from L-1 (Light Industrial) to C-1 (Commercial).

The Zoning Commission is looking to make the existing uses conforming with the zoning regulation. The parcel to be changed is being utilized as a retail store.

There is no water currently to the site. There had been a private sewer treatment plant associated with the turkey farming operation, however we have been told that it is not operational at this time.

There are no wetlands or floodplains located on the site.

The rezoning is to correct a rezoning that was done in 2019. Originally this parcel was C-1 (Commercial), but at that time it was changed to L-1 (Light Industrial). This change is to address the one parcel that is being used as commercial.

Staff recommends approval of the proposed rezoning from L-1 (Light Industrial) to C-1 (Commercial). A motion was made by R. Patrick to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

In Planned Residential Developments, which are regulated in Chapter 320, the “setback from project boundary” creates a buffer around the boundary of the development, in which no structures are to be placed. Rootstown Township found that this requirement burdened the property owners along the project boundary if they are not permitted to have sheds or other accessory uses within 20, 30 or 50 feet from their property line. By eliminating the setback from project boundary, Rootstown Township would instead enforce the yard and setback requirements in Schedules 310.05.D and 310.098, which are the same requirements applied to properties in the same zoning districts, out of PRD’s.

Staff suggests reducing the requirement rather than eliminate it as this requirement helps with the buffer between pre-existing residential. Staff recommends approval of the proposed amendment as proposed.

Amendment No. 2

Rootstown Township is proposing to add Parks and Recreation District to the list of zoning districts in Chapter 210.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 3

Most banks have ATM these days. Rootstown Township didn’t think it made sense to have one be a principal/permitted use and the other be a conditional use.

Staff agreed that an ATM was a standard component of a bank and recommends approval of the proposed amendment. Staff also suggested including the C-2 (General Commercial) rather than just the V-C (Village Center) and the C-1 (Retail Commercial).

Amendment No. 4

Rootstown Township is proposing to change the setback from a well from 200 feet to 100 feet in Residential District for new buildings or structures.

This amendment is in keeping with the Ohio Revised Code therefore staff recommends approval of the proposed amendment.

Amendment No. 5

The Township provides notice of public hearings in the newspaper at least ten days prior to the date of the hearing however it is not listed as requirement in Section 640.03. There are public hearing requirements for other procedures i.e. development plan review, conditional use permits, zoning amendments) and includes a 10-day notice in the newspaper. The Township is proposing to add the same requirements for appeals and variances.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to follow staff recommendation for Amendment No. 1 – 5. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

Work Program

December 2020 Work Program Report

Todd presented the December 2020 Work Program Report.

- **Portage County Subdivision Regulations Update** – A meeting was held January 12th. A workshop is being scheduled 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. After public comment, it will go to the Commissioners for approval and then to the Regional Planning Commission for approval.
- **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 March 2021.
- **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 Township - Staff is continuing to look into grant opportunities for Broadband and there is a grant available and is due in March 2021.
- Quarterly Zoning Inspectors (QZI) Meeting – Todd said he will be setting up a meeting.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Currently one septic system is in process and another one is on hold.
- Celebrate Portage! – All of the events have been cancelled and are planning a kick-off to 2021 in August 2021.

Grant Report – Report presented by K. McMullen

- Kailey is working on two grant applications for Job & Family Services.
- Kailey is also working with Water Resources on the potential of a Target of Opportunities Grant for Mantua Village.

December 2020 CDBG Report

2018 CDBG Critical Infrastructure Grant - Ravenna City

The contractor has been paid and 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 and the funds have been released.

Windham Community Center – The environmental review has been completed and the funds have been released.

Freedom Township ADA Project – The environmental review has been completed and the funds have been released.

Fair Housing – There were three requests for assistance received in December. One call was in the City of Streetsboro; one call was in the City of Aurora and one call was in City of Ravenna.

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

Streetsboro Home Repair Program – We are currently taking applications for the Home Repair Program.

2020 Critical Infrastructure Grant

A Critical Infrastructure Grant was submitted for the Village of Windham and the City of Ravenna on January 13, 2021.

2021 Regional Planning Commission Work Program Report – Todd Peetz

Todd presented the 2021 Portage County Regional Planning Commission Work Program.

L. Jenkins made a motion to accept the 2021 Regional Planning Commission Work Program as presented. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas.

Finance

December 2020 Financial Statement

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

R. Patrick made a motion to approve the December 2020 financial statements as presented. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on February 10, 2021 at 4:30 p.m. via Zoom.

DIRECTORS REPORT

Regional Planning Commission Old Office

The building was back out for bid and bids were due on December 30, 2020. No bids were received. Todd noted that he will be showing the building to two new people who recently came to him saying they are interested in the building.

Staff Returning to Work


Todd said that if the Commissioners open the administration building back up on January 25, 2021 to the public that he will request that all staff return to work on February 1, 2021.

ADJOURNMENT

A motion was made by S. Christian-Bennet to adjourn the meeting at 5:22 p.m. Motion seconded by R. Gano.

Minutes approved at the February 10, 2021 Meeting.


Jim DiPaola, Chairman


Todd Peetz, Secretary