

**Minutes
Portage County Regional Planning Commission
February 10, 2021**

Portage County Regional Planning Commission dated February 10, 2021 at 4:30 p.m. The meeting was held through ZOOM.

Members Present:

Atwater Twp., John Kovacich	Franklin Twp., Joe Cicozzi	Freedom, Roy Martin
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal	Shalersville Twp., Ronald Kotkowski
PARTA, Clayton Popik	County Engineer, Larry Jenkins	Water Resources, Tia Rutledge
P.C. Commissioner, Vicki Kline	P.C. Commissioner, S. Christian-Bennett	
Portage Park District, Allan Orashan		

Staff Present:

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

Visitors Present:

J. Gadd

Members Absent:

Brimfield Twp., Mike Hlad	Mantua Twp., Matthew Benner	Mantua Vill., Paula Tubalkain
Windham Twp., Rich Gano	Randolph Twp., Victoria Walker	Windham Vill., Deb Blewitt
Soil & Water, James Bierlair		

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

APPROVAL OF JANUARY 13, 2021 MEETING MINUTES

The January 13, 2021 minutes were presented. R. Dempsey made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 16 Yeas

BY-LAWS AMENDMENT

The P.C. Board of Commissioners have requested the following amendment to Section III (Membership):

Section III, Membership

B. Representation

1. One representative for each political subdivision (Township, City, Village) participating in the maintenance and operation of the Regional Planning Commission except for the Board of Portage County Commissioners, who shall have ~~one~~ **THREE** ~~representative~~ **REPRESENTATIVES** with one alternate **EACH**. Additionally, the Portage County Board of Commissioners shall appoint one representative from each of the following departments or agencies:
 - a. Portage County Water Resources Department
 - b. Portage County Engineer
 - c. Portage County Soil and Water Conservation District

Each representative shall be appointed by the legislative authority of said political subdivision.

A motion was made by R. Patrick to approve the amendment to the By-Laws as presented. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas and 1 Nay (J. Kovacich)

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 – Report presented by T. Peetz

The applicant is requesting approval to combine Sublots 1 and 2 into one lot. The reason for the delay in approving the Replat and the Two extensions of time was due to the applicant need to get permission from P.C. Water Resources to tie into a force main.

According to the National Wetlands Inventory Map there do not appear to be any wetlands on the site. Flood Zone "A" or 100-year floodplain is present on Sublot 2.

All items that were 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. Paulus to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 21 Yeas

ZONING

Rootstown Township Rezoning From R-2 to I-I (Light Industrial) and R-2/R-V (Residential Village) to L-I (Light Industrial) on Tallmadge Road, Jeffrey Parsons, applicant – Report presented by Todd Peetz

This rezoning was last presented in September 2020. In 2020 staff suggested rezoning the whole parcel since it would not impact the potential development of the site. Staff had also recommended that at the time of site plan serious consideration be given to the location of other uses, screening and separating them from the existing residential homes.

There are no identified wetlands or floodplains on the site. However, there is a small stream that was identified on site and the aerial portrays a potential low area. This could act as a natural buffer from the residential on that side of the property. The stream should not have a significant impact to development of the rest of the property.

The proposed zoning is to allow for the building of storage units. The required setbacks for the L-I, Light Industrial District is 100 feet from existing residential. This requirement reduces compatibility issues and creates some separation from potential development. Uses like storage buildings are generally quiet and have limited activity. If the rezoning is approved it is recommended that at the time of site plan review consideration be given to the location of these other uses, screening and separating them from the existing residential homes.

Staff would also recommend rezoning the whole parcel. It would not impact the potential development of the site either way, however it would just keep the same zoning attached throughout the property.

Staff recommends approval of the proposed amendment from R-2, Residential to L-I, Light Industrial. Staff would also recommend the applicant provide proper screening and buffering as appropriate from the existing residential. Also, depending on the determined use there may need to be a traffic study to evaluate any potential traffic conflicts. Staff would also recommend considering the entire property for the L-I, Light Industrial District for consistency.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by L. Jenkins. Motion carried with 21 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Rootstown Township is proposing to remove the setback requirement for freestanding signs. The current setback requirement has caused freestanding signs to be placed as far as 30 feet from the edge of the road pavement, which is too far away to be viewed safely by motorists. By removing the 10-foot setback, signs could then be placed closer to the road without being in the right-of-way and the increased setback for the taller signs would remain in effect for safety purposes.

Staff recommends approval of the proposed amendment. A motion was made by L. Jenkins to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

Work Program

January 2021 Work Program Report

Todd presented the January 2021 Work Program Report.

- Portage County Subdivision Regulations Update – A meeting was held February 9, 2021. A meeting with Township Association has been scheduled for February 20, 2021. A meeting with the Portage County Commissioners has been scheduled for February 23, 2021. A Zoning Inspectors meeting has been

scheduled for February 25, 2021. Another public meeting has been scheduled for March 17, 2021. Staff is anticipating that it will go to the Portage County Commissioners for a public hearing on April 1, 2021 and then to the Regional Planning Commission for adoption on April 14, 2021.

- 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.
- Hiram Township – Staff is continuing to look into grant opportunities for Broadband and there is a grant available and is due in March 2021.
- Hiram Village – The Village has asked staff for help with a property analysis that are currently in the Village and how they are being utilized. Staff will be meeting with the Village mid-March.
- Mantua Township – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township. Staff is also working with them 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 have scheduled a date for a presentation on their Land Use Plan. A Critical Infrastructure Grant was submitted.
- Ravenna Township – Staff is discussing the JEDD, pending response from property owners.
- 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.
- Windham Village – Staff is helping the Village find a recreational grant. A Critical Infrastructure Grant was submitted.
- Quarterly Zoning Inspectors (QZI) Meeting – A meeting has been scheduled for February 25, 2021 at 6:00 p.m. via ZOOM. The topic will be about the update to the Subdivision Regulations.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Currently one septic system is in process.

- **Celebrate Portage!** – All of the events have been cancelled and are planning a kick-off to 2021 in August 2021. The meeting has been scheduled for February 22, 2021.

Grant Report – Report presented by K. McMullen

- A Coronavirus Emergency Supplemental Funding Grant was partially funded for Adult Probation
- 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.
- ODNR: Clean Ohio Trail Fund Grant and the ODNR: Recreational Trails Program Grant are due March 15, 2021.

January 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 bid document is being prepared and area anticipating it going out to bid by the end of February.

Fair Housing – There were four requests for assistance received in January. One call was in Brimfield Township; Two calls were in Mantua Township and one call was in the City of Aurora.

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.

Finance

January 2021 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the January 2021 financial statements and recommends acceptance.

J. Kovacich made a motion to approve the January 2021 financial statements as presented. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

2021 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 21-01) – Todd Peetz

Todd presented Resolution No. 21-01, which is an appropriation adjustment for the Portage County Regional Planning Commission.

The Regional Planning Commission finds it necessary to transfer \$2,200 in appropriations as follows:

INCREASE	Printing & Copying Services	\$2,200
DECREASE	Photo Copying/Printing	\$2,200

A motion was made by A. Orashan to approve amending appropriations by \$2,200 for the Regional Planning Commission as presented. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

OTHER BUSINESS

Next Meeting

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

DIRECTORS REPORT

Regional Planning Commission Old Office

No bids were received on December 30, 2020. One of the units has been rented to a wellness center.

Countywide Vision and Comp Plan

The Portage County Board of Commissioners have recommended approval of moving forward with a Countywide Comp Plan and have recommended doing a Vision Plan.

Grant Writer

Currently the grant writer is split 16% RPC, 1/3 Water Resources, 1/3 Job & Family Services and 1/3 with the County Engineer. Todd said he met with the Sherriff's office and they would like ½ of a grant person. This could open the door to hiring another grant writer for part time.

Finance Committee

Discussion has been held with the Executive Committee about having a Finance Committee to talk about staffing issues and how to find additional resources to hire additional staff.

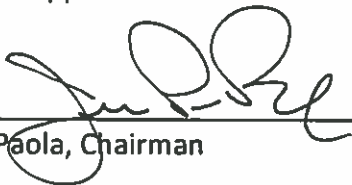
Power Point Presentation

The suggestion has been discussed with staff of doing a power point presentation at the board meetings rather than scrolling the packet on the computer. Todd said he would try to do a power point presentation at the next meeting.

ADJOURNMENT

A motion was made by J. Kovacich to adjourn the meeting at 5:06 p.m. Motion seconded by S. Christian-Bennett.

Minutes approved at the March 10, 2021 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary