

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

Portage County Regional Planning Commission dated March 10, 2021 at 4:35 p.m. The meeting was held through ZOOM.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Freedom, Roy Martin
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	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
P.C. Commissioner, Vicki Kline	Portage Park District, Allan Orashan	
P.C. Commissioner Alternate, Mike Adelman		

Staff Present:

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

Visitors Present:

J. Gadd

Members Absent:

Franklin Twp., Joe Cicozzi	Mantua Twp., Matthew Benner	Mantua Vill., Ben Prescott
Nelson Twp., Mike Kortan	Randolph Twp., Victoria Walker	Windham Vill., Deb Blewitt
Soil & Water, James Bierlair		

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

APPROVAL OF FEBRUARY 10, 2021 MEETING MINUTES

The February 10, 2021 minutes were presented. L. Jenkins made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 21 Yeas

NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Allan Orashan

Allan Orashan announced that the Committee (Allan Orashan and Jim Beal) met on February 10, 2021 and it was their recommendation to re-nominate Jim DiPaola for Chairman and Sabrina Christian-Bennett as Vice-Chairman. Allan asked if there were any other nominations from the floor and none were given.

J. Beal made a motion to accept the Nominating Committee's recommendation of Jim DiPaola for Chairman and Sabrina Christian-Bennett for Vice-Chairman. Motion seconded by R. Gano. Motion carried with 21 Yeas.

ZONING

Shalersville Township Text Amendment – Report presented by Todd Peetz

Shalersville Township is proposing to add Design Guidelines to the Zoning Resolution. The County Prosecutor had concerns about having something that is meant as a guide to be a requirement. The Prosecutor's Office felt that it would cause more problems than it solved.

Staff recommends having future projects comply with the "process" of using Design Guidelines so that the flexibility and innovation is there and noted that the Township has the ability to work more formally with new non-residential projects.

Staff also recommends approval of the proposed amendment however the Township should consult with the County Prosecutor's Office prior to the Township Trustee's final approval.

A motion was made by R. Patrick to follow staff recommendations. Motion seconded by L. Jenkins. Motion carried with 21 Yeas.

SET DATES FOR THE REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION (RESOLUTION NO. 21-03)

A motion was made by J. Kovacich to set the 2nd Wednesday of each month at 4:30 p.m. for the Regional Planning Commission Full Board Meeting. Motion seconded by R. Gano. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

Work Program

February 2021 Work Program Report

Todd presented the February 2021 Work Program Report.

- **Portage County Subdivision Regulations Update** – A meeting was held with the Township Association on February 20, 2021 and a meeting was held with the Portage County Commissioners on February 23, 2021. A meeting was also held with zoning inspectors on 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 May 6, 2021 and then to the Regional Planning Commission for adoption on May 14, 2021. The proposed changes to the Subdivision Regulation have been posted on our website at www.portagecounty-oh.gov/regional-planning-commission/pages/subdivision-regulations-proposed and we are currently requesting public comments until March 24, 2021. Staff also plans to meet with any interested Township Trustees in early April.

- Atwater Township – Helped work with the Army Corps of Engineers on a letter so they can receive grant funding.
- 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.
- Hiram Township – Staff is continuing to look into grant opportunities for Broadband grants pending legislative approval.
- Hiram Village – Staff met with the Zoning Commission and will meet again with them later in 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.
- Nelson Township – The Township has requested a map showing all of the non-conforming uses.
- Palmyra Township – The Township has requested a map showing all of the non-conforming uses.
- 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. Staff is also working on a Recreational Trails Park Grant.
- Shalersville Township – Staff is working on a Recreational Trails Park Grant.
- 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 was held on February 25, 2021 at 6:00 p.m. via ZOOM and the topic was about the update to the Subdivision Regulations. The next meeting will be held in May.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Currently one septic system is in process. The contract to extend the program is also in process.

- **Celebrate Portage!** – All of the events have been cancelled and are planning a kick-off to 2021 in August 2021. A meeting was held on February 22, 2021 and the next meeting will be held on March 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 for 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.

February 2021 CDBG Report

2018 CDBG Critical Infrastructure Grant - Ravenna City

The final report is due by March 31, 2021.

2020 Community Development Allocation Grant

Haven of Portage County Water & Sewer Improvements Project – Met with representatives from the Haven of Portage County as well as the engineer to discuss the bid process and the scope of work. The bid document is being prepared and are anticipating it going out to bid by the end of March.

Windham Community Center Project – The bid document is being prepared and anticipating putting the project out to bid by the end of March.

Freedom Township ADA Project – A building permit is being required as well as architectural drawings. Working with the Township to obtain an architect for the project(s).

Fair Housing – There were seven requests for assistance received in February. Two calls were in the City of Streetsboro; Three calls were in the City of Ravenna and two calls were in the Village of Windham.

Streetsboro Senior Assistance Program – We are currently taking applications for the Senior Assistance Program. To date we have received 12 applications. Applications were mailed out to ten homeowners and information about the program has been posted to the City of Streetsboro's website.

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

February 2021 Financial Statement

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

R. Kotkowski made a motion to approve the February 2021 financial statements as presented. Motion seconded by R. Dempsey. Motion carried with 21 Yeas.

Authorization to Enter into Contract with the P.C. Board of Commissioners to Execute Responsibilities of the P.C. Storm Water District Septic Assistance Program (Resolution No. 21-02) – Todd Peetz

Todd presented Resolution 21-02, which is authorization to enter into contract with the P.C. Board of Commissioners to perform administrative duties for the P.C. Storm Water District Septic Assistance Program. Cost to perform the duties is an amount not to exceed \$10,355.69 for the period of January 1, 2021 through December 31, 2021.

A motion was made by J. Kovacich to approve entering into contract with the P.C. Board of Commissioners to perform administrative duties for the P.C. Storm Water District Septic Assistance Program. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on April 14, 2021 at 4:30 p.m. via Zoom.

DIRECTORS REPORT

2020 Regional Planning Commission Annual Report

The 2020 Regional Planning Commission annual report will be presented at the next Regional Planning Commission on April 14, 2021. The annual report will also be available on the Regional Planning Commission website.

Regional Planning Commission Old Office

Todd said there are a couple of people interested in the building and that he has shown the building to one of them. However, no word has been received yet. 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 Comprehensive Plan and have recommended doing a Vision Plan. Todd said he is anticipating presenting both Resolutions to the Board to enter into contract at the April 14, 2021 Regional Planning Commission meeting.

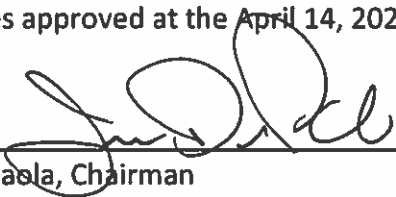
Draft Portage County Subdivision Regulations Update

A summary of the proposed changes to the P.C. Subdivision Regulations will be prepared and be provided to board members at the April 14, 2021 Regional Planning Commission meeting. The presentation will add approximately ½ hour – 45 minutes to the meeting.

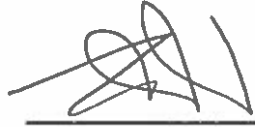

ADJOURNMENT

A motion was made by J. Kovacich to adjourn the meeting at 5:04 p.m. Motion seconded by L. Jenkins.

Minutes approved at the April 14, 2021 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary