

**Minutes
Portage County Regional Planning Commission
April 14, 2021**

Portage County Regional Planning Commission dated April 14, 2021 at 4:30 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
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	Windham Twp., Rich Gano	PARTA, Clayton Popik
Sugar Bush Knolls Vill., Jim Beal	County Engineer, Larry Jenkins	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

Members Absent:

Franklin Twp., Joe Cicozzi	Mantua Twp., Matthew Benner	Mantua Vill., Ben Prescott
Randolph Twp., Victoria Walker	Windham Vill., Deb Blewitt	Shalersville Twp., Ronald Kotkowski
Soil & Water, James Bierlair		

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

APPROVAL OF MARCH 10, 2021 MEETING MINUTES

The March 10, 2021 minutes were presented. F. Seman made a motion to approve the minutes as presented. Motion seconded by J. Paulus. Motion carried with 18 Yeas

CONFIRMATION OF THE EXECUTIVE COMMITTEE MEMBERS – Jim DiPaola

R. Patrick made a motion to confirm Executive Committee Members; Jim DiPaola, Chairman; Sabrina Christian-Bennett, Vice Chairman, Jim Beal, Sandy Nutter; Deborah Blewitt, Allan Orashan and Frank Seman. L. Jenkins seconded the motion. Motion carried with 18 Yeas.

SUBDIVISIONS

Replat of Sublots 8 & 9 in the "S.W. Wilson Allotment" on Fairview Avenue, Lot 98 in Atwater Township, P.C. Land Reutilization Corporation, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine sublots 8 and 9 into one lot. The site has access to sanitary sewer.

There does not appear to be any wetlands or floodplains on the site.

The lot does not comply with Atwater Township zoning, however combining the lots will bring them more into compliance.

Staff recommends approval of the Replat as presented. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 18 Yeas.

Replat of Sublots 4, 5 & 6 in the "Village Gate Subdivision" on Village Way Drive, Lot 33 in Hiram Township, Michael Farrow Carpentry Works, applicant – Report presented by Todd Peetz

The applicant is requesting approval to splitting subplot 5 and combining subplot 5 with 4 and 6. One lot is vacant and one lot has a house on it.

The site has access to central utilities through Hiram Village.

There does not appear to be any wetlands or floodplains on the site.

All items that were found to be in noncompliance with the Portage County Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat. A motion was made by S. Pancost to follow staff recommendation. Motion seconded by L. Jenkins. Motion carried with 18 Yeas.

Plat of "Oakwood Estates" on Ranfield Road, Lot 42 in Brimfield Township, Bonder Development Co., applicant

A motion was made by J. Paulus to approve an extension of time until May 12, 2021. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to eliminate any storage as an allowable use as part of a home occupation use. The rationale cites the difficulty with enforcement issues.

Also proposed was an addition to the new "B" in Section 310.10 to include adequate on-site parking.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Hotels are already a conditional use in C-2 and C-3 districts but did not have any supplemental regulations. The Township believes that a controlled-access hotel with amenities will allow the residents and visitors to feel safer and prevent excessive burden on EMS/fire and police services. The following is recommended to be added as Section 390.06.AA:

AA. HOTELS SHALL COMPLY WITH THE FOLLOWING:

1. THE HOTEL SHALL HAVE A RESTAURANT FACILITY/BANQUET HALL WITH FULL-SERVICE AMENITIES AND A MINIMUM AREA OF 10,400 SQUARE FEET.
2. ROOM ENTRANCES SHALL BE INSIDE THE BUILDING OR FACE AN INTERIOR COURTYARD.

Staff felt the term "full-service amenities" needed to be clarified and to what those services are meant to include. The square footage requirement is also interesting because you will not have a motel type establishment which is probably the desired result. However, the square foot of 10,400 is an odd number. A solution may be to go with 10,000 square minimum and let the hotel design to suit from there.

The requirement for interior rooms or interior courtyard facing, will definitely describe the type of hotel design the Township would like to require.

Staff recommends approval of the proposed amendment with the modification to 10,000 square feet so that it does not be an arbitrary number but a minimum base number the Township requires.

Amendment No. 3

Rootstown Township is proposing to allow driving range as a conditional use in Residential Districts without a full golf course.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Rootstown Township is clarifying that the paving requirements for parking and loading areas, access drives and aisles, do not apply to outdoor storage areas and also adding screening requirements to outdoor storage areas based on their proximity to Residential Districts. The following is being proposed to be added to Section 410.12.

1. IN INDUSTRIAL AND COMMERCIAL DISTRICTS, OUTDOOR STORAGE AREAS MAY HAVE A STONE SURFACE OR ANOTHER SUITABLE PARKING LOT MATERIAL. OUTDOOR STORAGE AREAS SHALL HAVE FENCING OR SCREENING IF ADJACENT TO OR ACROSS THE STREET FROM RESIDENTIAL DISTRICTS, IN ACCORDANCE WITH SECTION 430.03 AND 430.04.

Staff recommends approval of the proposed amendment.

Amendment No. 5

Rootstown Township is proposing to allow outdoor storage as an accessory use in all Industrial Districts rather than just the G-I and in the side yard rather than just the rear and to allow a stone surface for these storage areas; and to require a minimum of 6-feet for fencing in order to ensure adequate screening.

Staff recommends approval of the proposed amendment.

Amendment No. 6

Rootstown Township is proposing to add a minimum height of 6-feet for fences and walls to help ensure there is adequate buffering and screening.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to follow staff recommendations for Amendment No. 1 – 6. Motion seconded by S. Christian-Bennett. Motion carried with 19 Yeas.

EXECUTIVE COMMITTEE

Work Program

March 2021 Work Program Report

Todd presented the March 2021 Work Program Report.

- Portage County Subdivision Regulations Update – An informational meeting will be held on April 22, 2021 at RPC old office at 124 N. Prospect Street, Ravenna. 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 June 9, 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.
- Atwater Township – Helped work with the Army Corps of Engineers on a letter so they can receive grant funding.
- Brimfield Township – Staff is working on the update to their Comprehensive Plan from 1988.
- Hiram Township – Staff is continuing to look into grant opportunities for Broadband grants pending legislative approval.
- Hiram Village – Staff met with the Zoning Commission in March and will meet again with them on April 20, 2021.

- 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. We will be submitting a Targets of Opportunity Grant.
- Nelson Township – Staff has prepared a map showing all of the non-conforming uses and will be meeting with the Township on April 15, 2021.
- Palmyra Township – Staff has prepared 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. Staff will be re-submitting a Critical Infrastructure Grant.
- 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 also submitted a Recreational Trails Park Grant.
- Shalersville Township – Staff is working on a Recreational Trails Park Grant and are now working on a Nature Works Grant.
- Windham Township - Staff is continuing to look into grant opportunities for Broadband pending legislative approval.
- Windham Village – Staff is helping the Village find a recreational grant. Staff will be re-submitting a Critical Infrastructure Grant.
- 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 March 22, 2021. The Ravenna car showing is anticipating to be held on August 4, 2021 as permitted by the Health Department due to the pandemic

Grant Report – Report presented by K. McMullen

- A Coronavirus Emergency Supplemental Funding Grant was partially funded for Adult Probation

- A TechCred Grant was funded for Job & Family Services.
- A FEMA SAFER Grant was submitted for Palmyra and Windham Township.
- ODNR: Clean Ohio Trail Fund Grant and the ODNR: Recreational Trails Program Grant were submitted for Shalersville and Rootstown Township and for University Hospital.
- Part 1 of the Ohio Humanities Quarterly Grant was submitted for JFS. Part 2 of the grant is due by June 7, 2021.
- Part 1 of the Ohio Humanities: Special Grants is due by June 15, 2021 and the final is due by July 15, 2021.
- EPA Brownfield Grants are due by October 28, 2021.

March 2021 CDBG Report

2020 Community Development Allocation Grant

Haven of Portage County Water & Sewer Improvements Project – Project went out to bid on March 20, 2021 and bids were due by April 7, 2021.

Windham Community Center Project – The bid document is being prepared and anticipating putting the project out to bid by mid-April.

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 nine requests for assistance received in March. One call was in the City of Aurora; Two calls were in the City of Ravenna; One call was in the Village of Windham; One call was in the City of Kent; One call was in the Village of Hiram; One call was in the Village of Garrettsville; One call was in Nelson Township and one call was in Franklin Township.

Streetsboro Senior Assistance Program – We are currently taking applications for the Senior Assistance Program. To date we have received 24 applications. Applications were mailed out to 10 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. The contract between RPC and Neighborhood Development Services to assist RPC in the work related to the Home Repair Program is being circulated for signatures.

2021 Critical Infrastructure Grant

A Critical Infrastructure Grant will be resubmitted for the Village of Windham and the City of Ravenna and are due by June 16, 2021.

2021 Residential Public Infrastructure Grant

A letter of interest was submitted on March 18, 2021. OCD has reviewed the letter of interest and has said the project was a good fit for the grant and that we may apply for the program. OCD will open a full application for Portage County on or around July 1, 2021.

Finance

March 2021 Financial Statement

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

V. Kline made a motion to approve the March 2021 financial statements as presented. Motion seconded by R. Dempsey. Motion carried with 20 Yeas.

Authorization to Enter into Contract with the Portage County Board of Commissioners for the Purpose of Preparing a Vision Plan (Resolution No. 21-04) – Todd Peetz

Portage County Commissioners has requested RPC prepare a Countywide Vision Plan as part of the Comprehensive Plan.

A motion was made by R. Patrick to authorize entering into contract with the Portage County Board of Commissioners for the purpose of preparing a Vision Plan. Motion seconded S. Pancost. Motion carried with 19 Yeas.

Authorization to Enter into Contract with the Portage County Board of Commissioners for the Purpose of Preparing a Countywide Comprehensive Plan (Resolution No. 21-05) – Todd Peetz

Todd presented Resolution No. 21-05 which authorization to enter into contract with the Portage County Board of Commissioners for the purpose of preparing a Countywide Comprehensive Plan.

A motion was made by L. Jenkins to authorize entering into contract with the Portage County Board of Commissioners for the purpose of preparing a Countywide Comprehensive Plan. Motion seconded by S. Pancost. Motion carried with 19 Yeas.

Authorization to Enter into a Memorandum of Understanding with Job & Family Services, P.C. Water Resources, P.C. Engineer's Office and the P.C. Sheriff's Office for the Purpose of Hiring and Sharing a Full Time Grant Writer Position (Resolution No. 21-06) – Todd Peetz

Todd said he had met with Water Resources, County Engineer's Office and Job & Family Services and agreed to add the Sheriff's Department. The Sheriff Department still has to get approval through the Commissioners

V. Kline made a motion to approve entering into a Memorandum of Understanding with Job & Family Services, Portage County Water Resources, Portage County Engineer's Office and the Portage County Sheriff's Office for the purpose of hiring and sharing a full-time grant writer position. Motion seconded by R. Gano. Motion carried with 20 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on May 12, 2021 at 4:30 p.m. via Zoom.

DIRECTORS REPORT

2020 Regional Planning Commission Annual Report

Todd presented the 2020 Regional Planning Commission Annual Report. The annual report is also available on the Regional Planning Commission website.

Regional Planning Commission Old Office

Todd mentioned that the renters would like to see the landscaping cleaned up and the parking lot re-surfaced.

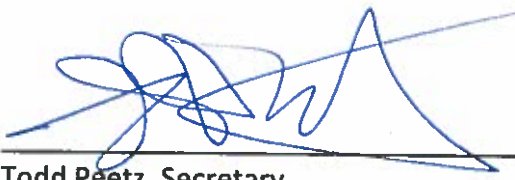
ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:11 p.m. Motion seconded by R. Patrick.

Minutes approved at the May 12, 2021 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary