

**Minutes
Portage County Regional Planning Commission
June 9, 2021**

Portage County Regional Planning Commission dated June 9, 2021 at 4:30 p.m. The meeting was held through ZOOM.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey	Mantua Vill., Ben Prescott
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	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, Vicki Kline		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

Public Present:

D. Garnier	J. Gadd	J. Walsh
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Members Absent:

Franklin Twp., Joe Cicozzi	Freedom, Roy Martin	Mantua Twp., Matthew Benner
Randolph Twp., Victoria Walker	Windham Vill., Deb Blewitt	Soil & Water, James Bierlair
Shalersville Twp., Ronald Kotkowski		
P.C. Commissioner, Anthony Badalamenti		

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

PUBLIC HEARING – AMENDMENTS TO THE P.C. SUBDIVISION REGULATIONS – Todd Peetz

The Portage County Commissioners held a public hearing on June 1, 2021. One change was proposed to be added under Section 160 (Amendments) and is as follows: "AT A MINIMUM, A COMPREHENSIVE REVIEW SHALL BE DONE EVERY THREE (3) YEARS BEGINNING JULY 1, 2021."

Comments were received from Rootstown Township as well as the Home Builders Association. All of their comments have been addressed.

The Portage County Commissioners have recommended approval and adoption of the proposed amendments to the P.C. Subdivision Regulations.

A motion was made by S. Christian-Bennett to close the public hearing. Motion seconded by J. Beal. Motion carried with 21 Yeas.

APPROVING AND ADOPTING AMENDMENTS TO THE P.C. SUBDIVISION REGULATIONS (RESOLUTION NO. 21-07)

J. DiPaola presented Resolution No. 21-07, which is approving and adopting amendments to the Portage County Subdivision Regulations.

A motion was made by V. Kline to approve and adopt the amendments to the Portage County Subdivision Regulations. Motion seconded by S. Christian-Bennett. Motion carried with 21 Yeas.

APPROVAL OF MAY 12, 2021 MEETING MINUTES

The May 12, 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

SUBDIVISIONS

Plat of "Germaine Reserve (Phase 1)" on Newcomer Road, Lot 63 in Brimfield Township, Newcomers Partners, LLC., applicant – Todd Peetz

A motion was made by S. Christian-Bennett to approve an extension of time until July 14, 2021. Motion seconded by L. Jenkins. Motion carried with 21 Yeas.

Replat of Sublots 28, 29 and 30 in the "West Twin Lake Allotment" on North Blvd., Lots 76 and 77 in Franklin Township, Jerry & Rosmarie Fox, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublots 28, 29 and 30 into one lot. There is an existing house on the site.

The lot does not comply with the Franklin Township lot size requirements for Low Density Residential; however, combining the lots will bring them more into compliance. The Franklin Township Zoning Inspector has reviewed and approved the replat as proposed.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations, therefore staff recommends approval of the Replat. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

Replat of Sublots 20 and 23 in the "Brimfield Estates" on Brimfield Drive, Lot 23 in Brimfield Township, Bennett Land Title on behalf of Robert Cady & Ronald Reitz, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine sublots 20 and 23 into two lots. Both lots have existing homes.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations, therefore staff recommends approval of the Replat. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 20 Yeas and 1 Abstention (S. Christian-Bennett).

Plat of "Cranberry Creek Subdivision (Phase 4)" on Sandy Lake Road, Lots 26 & 27 in Brimfield Township, Cranberry Farm, LLC., applicant – Todd Peetz

A motion was made by S. Christian-Bennett to approve an extension of time until July 14, 2021. Motion seconded by L. Jenkins. Motion carried with 21 Yeas.

Replat of Lot 7 in "Maplecrest Parkway Subdivision No. 1" on International Drive, Lots 19 & 36 in Brimfield Township, Maplecrest LLC., applicant – Report presented by Todd Peetz

The applicant is requesting approval to splitting Lot 7 into three lots. The proposed lots are vacant. The lots surrounding the site are a mix of industrial, commercial, and multi-family residential and vacant land.

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.

The following changes were requested to be made:

1. Section 316.24: Approval of Tax Map: Missing items and/or changes needed to several items on the replat.
2. Repat must include signature line for the City of Tallmadge.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations, therefore staff recommends approval of the Replat. A motion was made by L. Jenkins to follow staff recommendation. Motion seconded by V. Kline. Motion carried with 21 Yeas.

Replat in "Nanway Airpark No. 2" on State Route 44, Lot 59 in Shalersville Township, Bennett Land Title on behalf of P.C. Regional Airport Authority, applicant – Todd Peetz

A motion was made by J. Paulus to approve an extension of time until July 14, 2021. Motion seconded by J. Kovacich. Motion carried with 20 Yeas and 1 Abstention (S. Christian-Bennett).

Replat of Sublots 155 and 156 in "Harrison Village" on Allyn Road, Lot 9 in Hiram Township, Jacob Svonavec, applicant – Todd Peetz

A motion was made by J. Paulus to approve an extension of time until July 14, 2021. Motion seconded by L. Jenkins. Motion carried with 21 Yeas.

Replat of Block "A" in "Fairway Estates Subdivision" with Part of Suffield Township, Lot 15 on Fairway Circle and Randolph Road, Joseph and Jill Sheeler, applicant – Todd Peetz

A motion was made by J. Kovacich to approve an extension of time until July 14, 2021. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

Replat of Lot 24 and Block "A" in the "Heron Creek Subdivision" on Heron Creek Drive, Lot 39 in Rootstown Township, E.T. Development, applicant – Todd Peetz

A motion was made by J. Paulus to approve an extension of time until July 14, 2021. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Rootstown Township is proposing to add the following to Section 230.06 A:

- A CONNECTING ROOF SYSTEM IS REQUIRED BETWEEN TWO BUILDINGS WITH EIGHT LINEAL FEET OF THAT ROOF SYSTEM CONNECTED TO THE WALLS OF EACH STRUCTURE. THE ROOF SYSTEM SHALL START AT THE FURTHEST BUILDING SETBACK. ALL STRUCTURES SHALL MEET THEIR CORRESPONDING SETBACKS.

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

Rootstown Township Rezoning From R-2 to R-V on Tallmadge Road

The Zoning Commission was informed of a non-conforming issue in this area, caused by the Township when it removed two-family dwellings as a permitted use in R-2 districts. Since two-family dwellings are conditionally permitted in the R-V District, rezoning the below parcels to R-V would resolve the non-conforming issue:

1. 32-009-10-00-106-001 (3.24 acres)
2. 32-009-10-00-106-002 (2.634 acres)
3. 32-009-10-00-109-000 (6.341 acres)
4. 32-009-10-00-109-001 (2.634 acres)
5. 32-009-10-00-109-002 (Approximately 5.35 acres)

The proposed change will not immediately impact traffic. The amount of traffic should be minimal.

Staff would recommend approval of the proposed rezoning from R-2 (Residential) to R-V (Residential Village). A motion was made by J. Paulus to follow staff recommendation. Motion seconded by L. Jenkins. Motion carried with 21 Yeas.

Shalersville Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to amend Section 418 (Solar Panels) as follows:

- Ground installations shall follow setback requirements for districts in which it is located.

Staff would agree that allowing solar panels to the prescribed setbacks makes sense to do. Solar panels make the most sense on the southern side of a property for the best sun exposure. The only time that this southern location presents a problem would be placing in the front yard of a piece of property or front roof of a house. Front yard locations may need further consideration.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Shalersville Township is proposing to amend Section 707 (Political Signs) as follows:

- A. Political signs shall be located outside of the road right-of-way.
- B. Political signs shall not be otherwise regulated

Political signs should be posted outside of the right-of-way for safety reasons. Also, freedom of speech is the reason political signs should not be regulated. The Prosecutor's Office should weigh in on whether you can limit the size or the duration signs can be posted.

Staff recommends approval of the proposed amendment and recommends the Township consult with the Prosecutor's Office prior to approval of the amendment.

A motion was made by A. Orashan to follow staff recommendations for Amendment No. 1 and 2. Motion seconded by D. Kemble. Motion carried with 21 Yeas.

Freedom Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Freedom Township is proposing to amend Section 509.0 (Schedule of Fees, Charges and Expenses) to clarify the "Fiscal Officer" versus the "Clerk of Trustees". Freedom Township is also proposing to add the following:

- "When anyone needs a zoning certificate because they have purposely obtained the wrong certificate or they get a certificate after construction has begun, the cost of the fee will be doubled."

Staff recommends approval of the proposed amendment.

Amendment No. 2

Freedom Township is proposing to amend Section 508.0 (Penalty) as follows:

- "Any person, firm or corporation who violates this Resolution or fails to comply with any of its requirements shall be ~~finned not more than one hundred dollars (\$100.00)~~ PENALIZED for each offense and, in addition shall pay all costs and expenses involved in the case. Each day's continuance of a violation of any part of this Resolution for Freedom Township shall be considered a separate offense.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to follow staff recommendation for amendment No. 1 and 2. Motion seconded by V. Kline. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

Work Program

May 2021 Work Program Report

Todd presented the May 2021 Work Program Report.

- 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. The Comprehensive Plan has been finalized and continue to work with them on reducing or realigning the zoning districts so they do not have so many zoning districts. The Comprehensive Plan will be presented at the July 14, 2021 RPC Full Board Meeting.
- Hiram Township – Staff is continuing to look into grant opportunities for Broadband grants.
- Mantua Township – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township. Staff also helped them 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 met with the Township on April 15, 2021.
- Palmyra Township – Staff has prepared a map showing all of the non-conforming uses as well as prepared an address map for their fire department.
- 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 resubmitting a Critical Infrastructure Grant as well as helped them amend their CRA District.
- 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 prepared a Nature Works Grant and submitted the grant on June 1, 2021.
- Windham Township - Staff is continuing to look into grant opportunities for Broadband.

- Windham Village – Staff is helping the Village find a recreational grant and will be resubmitting a Critical Infrastructure Grant.
- Quarterly Zoning Inspectors (QZI) Meeting – The next meeting will be held on June 24, 2021 Ravenna Township Town Hall at 6:00 p.m. Todd said he will be inviting the Village Zoning Inspectors to the next meeting as well.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Currently three septic systems are in process. The contract to extend the program is also in process.
- Celebrate Portage! – The next meeting was held on May 17, 2021. The Ravenna car showing is anticipating being held on August 4, 2021 as permitted by the Health Department due to the pandemic. The awards dinner will be held on September 22, 2021.

Grant Report – Report presented by K. McMullen

- 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 2 of the Ohio Humanities Quarterly Grant was submitted for JFS.
- 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.

May 2021 CDBG Report

2020 Community Development Allocation Grant

Haven of Portage County Water & Sewer Improvements Project – The contracts are being circulated for signature and a Notice to Proceed will be issued once contract is in place.

Windham Community Center Project – The is currently out to bid for the “Center Hall” and bids are due by 2:30 p.m. on June 16, 2021.

Freedom Township ADA Project – A building permit is being required as well as architectural drawings. The architectural drawings for the Township Hall and the schoolhouse have been completed. It is anticipated that both projects will go out to be by the end of June.

Fair Housing – There were three requests for assistance received in May and two were located in the City of Ravenna and one was in the City of Aurora.

Streetsboro Senior Assistance Program – We are currently taking applications for the Senior Assistance Program. To date we have received 39 applications. Applications were mailed out to 6 homeowners and information about the program has been posted to the City of Streetsboro’s website.

No RFQ’s were received for the lawn mowing and leaf cleanup on May 26, 2021. Contacted OCD regarding issue of not obtaining any RFQ’s and staff was told to use the “small purchase” bid process since the total cost is less than \$50,000. It is anticipated the specifications will be sent out to 3 – 5 contractors and are anticipating it going out before the end of June.

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 in place.

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 about July 1, 2021.

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.

CDBG Target of Opportunity COVID-19 Response (CDBG-CV)

A meeting was held with the Commissioners to obtain permission to submit a pre-application for two projects for Family & Community Services. Two pre-applications were submitted to OCD on May 27, 2021.

2021 Downtown Revitalization Target of Opportunity Program

A meeting has been scheduled with the P.C. Commissioners for June 10, 2021 in order to obtain permission to submit a pre-application for the proposed project in the Village of Mantua. OCD will start accepting pre-applications beginning on June 15, 2021.

Finance

May 2021 Financial Statement

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

V. Kline made a motion to approve the May 2021 financial statements as presented. Motion seconded by L. Jenkins. Motion carried with 20 Yeas.

2021 Appropriations Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 21-08) – Todd Peetz

Todd presented Resolution No. 21-08. The P.C. Budget Commission has certified and made available for appropriations \$459,869. The P.C. Regional Planning Commission finds it necessary to increase the 2021 appropriations from \$434,654 to \$484,903.

A motion was made by R. Dempsey to approve increasing and amending appropriations by an additional \$50,249 for the operating expenses for 2021. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

AMENDING THE PORTION OF RESOLUTION NO. 21-03 CONCERNING THE USE OF ELECTRONIC TECHNOLOGY FOR THE REGULAR SCHEDULED PUBLIC MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND COMMITTEES (RESOLUTION NO. 21-09)

Effective July 1, 2021 the use of electronic technology to hold regular scheduled meetings of the Portage County Regional Planning Commission and the use of electronic technology to hold committee meetings of the Portage County Regional Planning Commission will cease and be discontinued.

The Portage County Regional Planning Commission will hold the meetings either at the Reed Memorial Library, 167 East Main Street, Ravenna or at the University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Ravenna.

Discussion was held whether or not to go back to mailing out board packets via US mail or whether to continue sending via email.

A motion was made by A. Orashan to amend the portion of Resolution No. 21-03 concerning the use of electronic technology for the regular scheduled public meetings of the Portage County Regional Planning Commission and committees. Motion seconded by J. Beal. Motion carried with 20 Yeas.

DIRECTORS REPORT

Intern – A new intern, Grace Petitjean who is majoring in marketing and communications. She will be working on social media, community surveys and Portage County Fair Housing and will start on June 7, 2021.

Community Planner – Maria Palmisano who will be a Community Planner will start on June 15, 2021.

Regional Planning Commission Old Office - Todd mentioned that he has 3 showings coming up.

Portage County Comprehensive Plan and Vision – Todd said letters went out to all communities regarding appointing someone to be on a committee for the Comp Plan side and for the Vision side to gather input. Communities will have an opportunity as well to provide comments on the comprehensive plan every 30, 60 and 90 days.

Todd said he is anticipating having the first meeting for the Vision Plan on July 8, 2021 and June 25, 2021 for the Comprehensive Plan.

OTHER BUSINESS

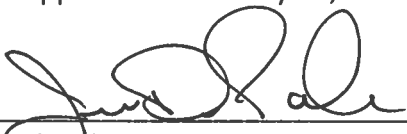
Next Meeting

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

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:30 p.m. Motion seconded by R. Patrick.

Minutes approved at the July 14, 2021 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary