

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

Portage County Regional Planning Commission dated July 14, 2021 at 4:30 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

**Members Present:**

Brimfield Twp., Mike Hlad	Garrettsville Vill., Tom Collins	Hiram Twp., Steve Pancost
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	Shalersville Twp., Ronald Kotkowski
Sugar Bush Knolls Vill., Jim Beal	Windham Vill., Deb Blewitt	PARTA, Clayton Popik
County Engineer, Larry Jenkins	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	M. Schmahl
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**Members Absent:**

Atwater Twp., John Kovacich	Franklin Twp., Joe Cicozzi	Freedom, Roy Martin
Hiram Vill., Robert Dempsey	Mantua Twp., Matthew Benner	Mantua Vill., Ben Prescott
Randolph Twp., Victoria Walker	Water Resources, John Vence	Soil & Water, James Bierlair
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:30 p.m.

**PUBLIC HEARING – 2022 REGIONAL PLANNING COMMISSION BUDGET**

J. DiPaola opened the public hearing at 4:30 p.m.

T. Peetz presented the 2022 Regional Planning Commission Budget. The breakdown of the revenue is as follows:

Rental Income (128 N. Prospect St.)	\$12,300
Grantwriter (Shared Service)	\$85,000

Dues	\$242,747
Subdivision Fees	\$ 18,000
Copies/Misc./Over hours	\$ 2,000
Critical Infrastructure Grant	\$ 38,000
P.C. Septic System Program	\$ 12,000
CHIP Fair Housing	\$ 2,500
Downtown Revitalization Grant	\$ 18,000
Residential Public Infra. Grant	\$ 15,000
BF-22 (Administration)	\$ 11,000
CDBG-CV (Family & Comm. Serv.)	\$ 19,400
County Comp. Plan	\$ 50,000
Estimated Beginning Balance 2022	<u>\$ 30,000</u>
	<b>\$555,947</b>

The dues for the communities increased 5 cents per capita and the County Commissioners increased 6 cents per capita.

The breakdown of the expenses is as follows:

Salaries	\$327,163
Fringe Benefits	\$161,709
Legal Counsel	\$ 10,000
Dues	\$ 726
Utilities	\$ 4,860
Advertising	\$ 350
Telephone	\$ 1,400
Postage	\$ 1,200
Repairs	\$ 2,000
Equipment Rental	\$ 4,200
Professional & Technical Services	\$ 3,753
Periodicals & Publications	\$ 250
Supplies & Materials	\$ 6,000
Debt Service	<u>\$ 25,000</u>
	<b>\$558,811</b>

There being no public comment J. DiPaola closed the public hearing. A motion was made by J. Paulus to close the public hearing. Motion seconded by R. Kotkowski. Motion carried with 17 Yeas.

#### **APPROVAL OF JUNE 9, 2021 MEETING MINUTES**

The June 9, 2021 minutes were presented. F. Seman made a motion to approve the minutes as presented. Motion seconded by A. Orashan. Motion carried with 17 Yeas

## SUBDIVISIONS

Plat of "Oakwood Estates" on Ranfield Road, Lot 42 in Brimfield Township, Blonder Development Co., applicant – Todd Peetz

S. Christian-Bennett questioned the numbered of extensions allowed before having to pay a fee for an extension? Todd said you are allowed three extensions at no cost.

A motion was made by S. Christian-Bennett to approve an extension of time until October 13, 2021. Motion seconded by D. Blewitt. Motion carried with 18 Yeas.

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 August 11, 2021. Motion seconded by A. Orashan. Motion carried with 18 Yeas.

Variance to Section 318 (Approval of Plat) for the "Cranberry Creek Subdivision (Phase 4)", Cranberry Farms, LLC., applicant – Report presented by Todd Peetz

JIM DIPAOLA: "Is the testimony you are about to give the whole truth and nothing but the truth?" TODD PEETZ: "Yes." JIM DIAPAOLA: "State your name and your position." TODD PEETZ: "I am Todd Peetz, Director of the Portage County Regional Planning Commission. So . . . so . . . and so basically . . . so there are three subdivisions that came in under the old regulations and that is:

- Oakwood Estates
- Germaine Reserve
- Cranberry Creek

And so Cranberry Creek was being completed under the old regulations and as you well know you did not get approval from . . . you didn't get on our board until you met all of the criteria and the conditions which include the Surety Bonds being taken care of and or cash bonds actually. The cash bonds as well as any other facility in the aspect of the project, whether it was a minor change from Tax Map or one of our concerns. You did not come to the board unless it was an extension of time.

The new regulations allow for a "conditional approval" but we didn't make a conditional approval super flexible. We actually made everything real tight in the new regulations. What does that mean? That means that means I am able to give them a conditional approval and that makes them happy and they're able to move forward with that. But what that really means is you have conditional approval under the new regulations for 30 days and you do not have an extension of time in the new regulations. So, you have 30 days to meet the conditions and so if you get approved with a conditional approval the clock starts ticking immediately and at the end of 30 days you better have met the conditions otherwise you will have to come back and resubmit. So, we're not going to want to encourage conditional approval. I think the intent of the conditional approval in the simplest of terms is . . . they have all of the roads complete for Cranberry Creek. They're working through the final stages of the Surety Bond and it has to be approved by the County Commissioners at some point. The Plat can't be approved without that Surety Bond or the cash bond under the old regulations. And so, the Commissioners meet tomorrow for example, so lets say they are all ready but the Commissioners haven't met yet to approve the Surety Bond or the cash bond but their meeting is

tomorrow . . . so we would conditionally approve and they would need to meet tomorrow or next week or even two weeks from now, if we know they are that close to meeting with them. So that would be a reasonable or appropriate use of a conditional approval. In this case that is very much true in this case however, they are under the old regulations. So now they're applying for or what we are actually discussing right now is a conditional approval at all. What the variance is actually asking for is to be allowed to be considered for a conditional approval but wouldn't be allowed to under the current Subdivision Regulations. So, it's very unique and they would definitely have to ask for a variance. We got the variance on Friday. So, it was relatively late in the game. So, a lot of things here and there. The other thing to about a conditional approval just so you know is we will not sign the Plat until the conditions have been met. So, if you got a conditional approval, the Plat will sit until the conditions are met. So that's how that works. It's not going to be recorded. They're not going to be able to pull building permits.

We have also Germaine Reserve which is very close to being completed too and they would also like to be on this agenda as well for conditional approval but they were way to late in the game for that and so, um . . . you know they can't be on it. So, we would be concerned about . . . you know in doing this . . . I would be concerned about doing these conditional approvals if I didn't think they could make the 30 days. The last thing I want to do is babysit a developer and then also basically approve or deny. If you guys do a motion to accept the conditional approval opportunity like we have under the new regulations . . . um, I think the motion when we get to that part of plat approval for Phase 4 of Cranberry. . . I think the motion has to include that they have 30 days to complete or it's denied. I think that would have to be part of the . . . part of the conditional approval motion. So, I'm just letting you guys know about that.

I have talked with Larry and Larry can speak for himself about this project as well as Tax Map and stuff like that. There is a minor fix that still has to happen by Tax Map and they have reviewed it today and have provided minor comments and they just need to fix it and then from Larry's perspective . . . Larry said they were done or they are just waiting for the Prosecutor's Office as well as the Commissioners for their approval and that will be done. From that perspective we are recommending as staff to recommend approval of this conditional approval variance so that we can hear the Cranberry Creek (Phase 4) application right after this for a conditional approval. So, does anyone have any questions."

JOE PAULUS: "I have a question. So, you have to go through the Prosecutor's and other's so if it's . . . depending on where it gets held up on there, does the conditional approval expire to where you would have to start all over again?" TODD PEETZ: "Yes, that's the risk. That's the chance their taking. Now I don't know if we would want to do or they could ask for an extension of time maybe instead of being an outright . . . So, if you give them a conditional approval today . . . I am just trying to think about how this would . . . this is the first one come before me. Let's say they weren't going to meet the 30 days and they asked for an extension of time because they were not going to meet the 30-day thing. I guess they could possibly do that but I don't know if we would want to do that." SABRINA CHRISTIAN-BENNETT: "The subdivision regulations doesn't allow for an extension of time." TODD PEETZ: "No." SABRINA CHRISTIAN-BENNETT: "That's what I thought." TODD PEETZ: "No, conditional approval is 30 days period. That's all it says. It doesn't say anything about asking for an extension of time. I am just trying to think . . . think that if we got ourselves into a situation like Joe just said, the last thing I want to do is find out that there is a hiccup. We have to hold on to wait on a . . . (Inaudible) and while we are waiting on the 30 days . . . (Inaudible), now they have to resubmit the application. Now that's a worse-case scenario." JOE PAULUS: "When you do a conditional approval, we can put the condition in. Correct? Does it have to be 30 days. Can we conditionally say, it's 30 days unless it gets held up by something beyond our control like the Commissioners, or it's legal

or it's the State or whatever?" TODD PEETZ: "I think . . ." JOE PAULUS: "It's only conditional or conditional approval is only 30 days." TODD PEETZ: "Well that's not the only condition. That's the length of time you have to complete your conditions, is 30 days. So, I don't know . . . the guy I mentioned to you, you can conditionally approve for 30 days otherwise it's going to be denied. I don't know if you would want to say 30 days or it will be denied or that he can file for an extension of time. We've got David here thank goodness. I don't know if David has any suggestions on that too, that would be fine but we will let David think about that. Larry did you want to say anything." LARRY JENKINS: "I just wanted to mention the engineering department doesn't want to support any subdivision over any other. Please hear that. The process as it went through working with the Prosecutor's Office it did take us some because we had to re-write the performance agreements. We had to write the bond agreements. We felt like we were working really hard to get it done and the developer is sitting there waiting for us and so I just wanted to mention that because we had to write new rules, I don't want to hold that against any developer along those lines. That's the only thing that I would like to ask." TODD PEETZ: "David. Is there anything that you would like to mention about what we were just described in the worse-case scenario."

DAVID GARNIER: "David Garnier, Portage County Prosecutor's Office. You going to swear me in?" JIM DIPAOLA: "Yes. Raise your right hand. The testimony that you are about give is the truth?" DAVID GARNIER: "Yes." JIM DIPAOLA: "Okay." DAVID GARNIER: "Um, so the statute over which the new regulations was to follow specified that if a conditional approval is granted it should be within a specified period if a conditional approval be granted. So, you state the specified period and that conditional approval be endorsed on the Plat. Once the conditions are met within the specified period then the Commissions approved would then be endorsed on the Plat as well. So, like you had mentioned that if the conditions cannot be met within the specified period then we may have other things for the Commission to maybe consider. Whether or not if someone were to ask for extending the conditional approval would be good (Inaudible) I think the caution would be to make sure that the conditions are . . . (Inaudible)" TODD PEETZ: "Okay. I think the code says 30 days. So are we allowed to do going back to Joe's comment was to say maybe 90 days or 60 days?" SABRINA CHRISTIAN-BENNETT: "Can we change that?" DAVID GARNIER: "Um, if the regulations says 30 days . . . (Inaudible)" TODD PEETZ: "We've talked about update to the new regulations. The other thing to, we don't want to conditional approval that extends out for great lengths of time. We don't want to ask for conditional approval for someone who is half-way through a project, you know." SABRINA CHRISTIAN-BENNETT: "Todd, what is the advantage of them having conditional approval if you can't file the Plat? What is the purpose of conditional because, unless the Plat's filed they can't like sell lots or anything. So, what is exactly the advantage?" TODD PEETZ: "So, it's like I mentioned in my earlier example, let's say your meeting is tomorrow for their surety bond or cash bond and they didn't have everything needed. We would be able to sign the Plat tomorrow afternoon after you guys (Commissioners) met and that would save them 30 days from having to wait." SABRINA CHRISTIAN-BENNETT: "So, it's a timing method." TODD PEETZ: "Yea, it's a timing method. I think I wrote in my thing, that you are basically saving maybe seven days to maybe three weeks of time is all you are really going to save on this." SABRINA CHRISTIAN-BENNETT: "So time is money for them." TODD PEETZ: "Time is big money to them so that you understand why they are asking for it. So, all we are asking . . . all we are doing in this variance request is just asking to allow for the conditional approval option that we allow in the new subdivision regulations for the very next item on the agenda." JOE PAULUS: "So, what would be . . . ok we could give them a conditional approval and if they don't meet that conditional approval was their only recourse be to reapply the application and I know there is time and money with all that." TODD PEETZ: "The good news and the bad news is the variance request is \$735.00. To re-apply or submit it would \$1,100. So, it's not a lot of money but still a money situation for them. The preliminary plan the bigger amount." JOE PAULUS: "So, what is it that they need to do, that they need more

time for?" TODD PEETZ: "All we are waiting for is a minor tweak or two on the drawing itself and that's from Tax Map and then we need to get the Surety Bonds approved." JOE PAULUS: "Tax Map would be very quick. The Surety Bond, how long does that take?" TODD PEETZ: "It depends on how quick it goes through the County Engineer, the Prosecutor's Office and then a scheduled meeting with the Commissioners. I thought we just have 30 days but David said that if we need to add time to that then I would defer to Dave for a recommendation." DAVID GARNIER: "Um, my recommendation would be to do a conditional approval, that would be where the commitments within the 30 days." TODD PEETZ: "Okay, so it's 30 days." JOE PAULUS: "So, this is all because of the changing to the new subdivision regulations?" UNKNOWN PERSON: "This is as a result of not having the ability to do this and they wouldn't been able to do this under the old code." JIM DIPAOLA: "Right. JOE PAULUS: "So, once we move beyond this, we should be good down the pike." That's what my thought was. Okay we are having him in a crack, once we get past this crack everything should be fine down the road. If someone were to have this issue how do we get around the time . . . (Inaudible) without a new or financial burden on the developer." LARRY JENKINS: "I would just add just so it's said is that . . . and also Todd there's Oakwood Estates, there's Cranberry Creek and there is also one called Hickory Street in Brimfield and they are in two phases into that. We don't have a ton of these that are in between but I am just saying there are a number of them out there that find the enactment clause mean that they are under the old regulations." TODD PEETZ: "But neither Green Hills or Hickory have submitted a Plat." LARRY JENKINS: "Hickory Hills enactment clause is under the Preliminary Plan and not the Plat." TODD PEETZ: "Okay." LARRY JENKINS: "So, they meet the requirement." TODD PEETZ: "Yea, yea. We can talk about those when the time comes. We have a couple more Preliminary Plans coming in, there is one for Kent State Golf Course that is coming in soon and we have a couple of others. My understanding is Forest Ridge is supposed to be coming in. Okay."

JIM DIPAOLA: "Does anyone have any other comments or questions? If not, I will entertain a motion to approve staff recommendations."

JOE PAULUS: "Second, Paulus."

JIM DIPAOLA: "We have a motion and a second for the variance for conditional approval. All in favor say aye. EVERYONE: "Aye." JIM DIPAOLA: "Opposed. Motion carries. Thank you, folks."

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 18 Yeas.

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

The applicant is requesting approval of Phase 4 of a Planned Residential Development for 30 single-family homes.

According to the National Wetlands Inventory and the Portage County Wetlands Inventory there appears to be wetlands along Brimfield Ditch as well as a small wetland in the northern portion of the site.

According to the FEMA Flood Insurance Rate Map there is a flood hazard area along Brimfield Ditch that largely corresponds to the hydric soils in that area.

The County Engineer recommended conditional approval as the developer is working on the financial guarantees. The Plat must follow the new subdivision regulations to obtain the conditional approval. Minor drafting revisions still remain in addition to several red line markups. According to the new subdivision regulations, the plat must also contain an easement table, the locations of survey monuments should be modified and a statement must be added to the plat.

Tax Map recommended disapproval for various reasons including missing street names, monumentation, missing and/or incorrect dimensions, reference citations or missing signature lines.

The Township has recommended approval per the conditions approved by the Board of Zoning Appeals.

Staff recommends conditional approval and the applicant will need to meet all of the Plat requirements of the new subdivision regulations including the items addressed by the County Engineer and Tax Map.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 18 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 – Report presented by Todd Peetz

The applicant is requesting approval to create five lots to meet FAA requirements. This Replat was approved in 2020 however, the Replat did not get recorded within the 90 days required for recording.

The lots are zoned Industrial and do not meet zoning. A variance was granted by Shalersville Township in May 2018.

According to the Portage County Wetland Inventory there do 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.

Staff recommends approval of the Replat as presented. A motion was made by L. Jenkins to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

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

The applicant is requesting approval to combine Sublots 155 and 156 into one lot. The site has an existing house.

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

According to the Portage County Wetland Inventory there do 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.

Staff recommends approval of the Replat as presented. A motion was made by R. Gano to follow staff recommendation. Motion seconded by D. Blewitt. Motion carried with 18 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 – Report presented by Todd Peetz

The applicant is requesting to combining Block "A" and township lot 15 into one lot.

According to the Portage County Wetland Inventory there do 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 lot does not comply with the Suffield Township lot size requirements for Low Density Residential; however, combining the lots will bring them more into compliance. The Suffield Township Zoning Inspector has reviewed the Replat and approved it.

Staff recommends approval of the Replat as presented. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 18 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 – Report presented by Todd Peetz

The applicant is requesting approval to splitting and combining Sublot 24 and Block "A" to create two buildable lots.

According to the Portage County Wetland Inventory there do 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 noncompliance with the Portage County Subdivision Regulations have been therefore staff recommends approval of the Replat.

A motion was made by V. Kline to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Replat of Part of Block 26 in "East Ravenna Squares" on Washington Avenue & Gladys Street, Lot 24 in Ravenna Township, Mike Leiendecker, applicant – Report presented by Todd Peetz

The applicant is requesting approval to split part of Sublot 26R-2 and combining it with Sublot 26R-1.

The site has an existing house on the site.

According to the Portage County Wetland Inventory there do 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.



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

Replat of Sublots 9 and 10 in the "Silver Springs Allotment Subdivision No. 2" on Sunview Drive, Lot 59 in Brimfield Township, Sharon Bowe, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublot 9 and 10 into one lot. There is an existing house on the site.

According to the Portage County Wetland Inventory there do 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 Portage County Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat.

A motion was made by D. Blewitt to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

Replat of Sublots 21 - 24 and Parcel -029.002 in the "Lynhaven Acres No. 2" on Lynwood Drive, Lot 30 in Brimfield Township, Michael & Martha Huber, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combining Sublots 21 – 24 and parcel -029.002 into one lot. There is an existing house on the lot.

According to the Portage County Wetland Inventory there do 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 Portage County 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 J. Paulus. Motion carried with 18 Yeas.

Replat of Sublots 4 – 7 and Par to Sublots 3, 8 and 9 in the "Rootstown Estates" on Park Avenue & Brady Lake Road, Lot 38 in Franklin Township, Paul Swigert, Jr., applicant – Report presented by Todd Peetz

The applicant is requesting approval to combining Sublots 4 -7 and part of Sublots 3, 8 and 9 to create four new lots.

According to the National Wetlands Inventory, there appears to be a wetland along Reed Ditch as well as a pond in the middle of the site.

According to the FEMA Flood Insurance Rate Map, there is a flood hazard area along Reed Ditch that largely corresponds to the hydric soils in that area.

Staff recommends approval of the Replat as presented. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

Replat of Sublots 92 & 120 in “Brady Lake Allotment” on Park Avenue & Brady Lake Road, Lot 38 in Franklin Township

A motion was made by S. Christian-Bennett to approve an extension of time until August 11, 2021. Motion seconded by R. Gano. Motion carried with 18 Yeas.

**ZONING**

Brimfield Township Text Amendment – Report presented by Todd Peetz

Brimfield Township is proposing to remove the language “Uses not covered come before the Board of Zoning Appeals (BZA) for ruling” from Sections 308.02, 309.02, 310.02, 311.02, 312.02, 313.02 and 314.02.

There is already language found within Section 501.00 A-C that describes when a use is not specifically listed within the Resolution is it prohibited. Additional language within the district regulations that indicates uses not specifically listed must come before the BZA is redundant. Brimfield Township also feels the redundancy gives the impression that the zoning resolution encourages applicants to bring nonconforming uses to the BZA for ruling.

Staff noted that the numbering of the zoning resolution in each section where the statement is being removed would need to be renumbered as appropriate.

Staff recommends approval of the proposed amendment and recommends that each section be renumbered. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by L. Jenkins. Motion carried with 18 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to add the following to Section 203.06, Minimum Construction Standards: “FOR ANY BUILDING PROPOSED TO BE ATTACHED TO ANOTHER BUILDING, IT SHALL BE MADE STRUCTURALLY A PART THEREOF AND SHALL COMPLY WITH THE SETBACK REQUIREMENTS WITHIN ITS CORRESPONDING ZONING DISTRICT.”

The intent of the amendment is to address the attachment of two structures and establish that they should be physically and structurally attached, not simply connected by a beam or a 2X4.

Staff recommends approval of the proposed amendment.

## Amendment No. 2

Rootstown Township is proposing to add the following to Section 610.03:

"D. ZONING CERTIFICATE APPLICATION REQUIREMENTS FOR ALL RESIDENTIAL, COMMERCIAL AND INDUSTRIAL APPLICATIONS." Plot plans – Residential, Commercial and Industrial – shall have location of approved septic and well.

Since the Township has a minimum setback from a water well for agricultural buildings (on lots less than 5 acres), the Zoning Office already asks for the well location on those plot plans. The Zoning Inspector would like to extend this requirement to all applications on any parcel with a well, as well as septic location for any parcel with a septic system.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendations for Amendment No. 1 and 2. Motion seconded by L. Jenkins. Motion carried with 18 Yeas.

## Randolph Township Text Amendment – Report presented by Todd Peetz

Randolph Township is proposing to add the following to Section 545, R-1 Residential District, Minimum Setbacks, Front Yard:

"THIS FRONT YARD DEPTH MAY BE REDUCED TO BE CONSISTENT WITH THE ADJACENT PROPERTY SETBACKS AT THE DISCRETION OF THE ZONING INSPECTOR. VARIANCE MAY BE REQUIRED **IF FRONTAGES OF ADJACENT PARCELS DO NOT MATCH.**"

Staff recommends approval and recommends adding the bolded language to provide for more clarity for the applicant or zoning inspector. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by M. Kortan. Motion carried with 17 Yeas.

## Franklin Township Text Amendment – Report presented by Todd Peetz

### Amendment No. 1

Franklin Township is proposing to change from 10 feet to 15 feet between a primary and all accessory structures in the PUD section.

The change does not appear to be of a significant increase and is being recommended for fire safety.

Staff recommends approval of the proposed amendment.

### Amendment No. 2

Franklin Township is proposing to add landscaping and buffering requirements to the PUD section. In a recent review of a PRD in Franklin Township, they noted there were not many requirements to buffer a higher density residential area in the PRD from the lower density residential area that surrounded it.

Staff would recommend adjusting the language to be more specific to achieve the desired goal of the Township. 80% is an achievable goal and the already required 50-foot buffer is to provide for physical separation. Other factors may need to be considered when looking at requiring landscaping and berms like topography (hills and valleys), floodplains, wetlands, lakes, rivers and streams.

A motion was made by D. Kemble to follow staff recommendation for amendment No. 1 and 2. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

## **EXECUTIVE COMMITTEE**

### **Work Program**

#### **June 2021 Work Program Report**

Todd presented the June 2021 Work Program Report.

- Update of Portage County Subdivision Regulations – The Commissioners met on June 1, 2021 and provided a recommendation to the RPC Board for approval on June 9<sup>th</sup>. The RPC Board approved the proposed amendments on June 9, 2021. The updated version is available on our website. Annual updates will be reviewed by staff and other reviewers each November and a major review and update will occur by July 2024.
- Atwater Township – Helped work with the Army Corps of Engineers on a letter so they can receive grant funding.
- Brimfield Township – Staff completed an update to their Comprehensive Plan. Todd attended and was a presenter at their Touch-A-Truck event. Staff all prepared an address map for their police department.
- 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.
- Palmyra Township – Staff has prepared an address map for their fire department.
- Ravenna City – Staff resubmitted a Critical Infrastructure Grant as well as help them find a recreation 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 prepared a Nature Works Grant and submitted the grant on June 1, 2021.
- Windham Village – Staff is helping the Village find a recreational grant and resubmitted a Critical Infrastructure Grant.
- Quarterly Zoning Inspectors (QZI) Meeting – A meeting was held on June 24, 2021 at the Ravenna Township Town Hall. The next meeting will be held on September 22, 2021. The location and the topic are to be determined.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Currently three septic systems are in process.
- Portage County Vision and Comprehensive Plan – Information was sent to all villages, townships and cities. Two committees are being formed. One committee will be for the Vision Plan and one committee will be for the Comprehensive Plan. Currently we only have 6-7 members on either committee. Anyone interested in being a part of the committee should contact Gail or Todd.
- Celebrate Portage! – The next meeting will be held on July 21, 2021. The Ravenna car showing is anticipating being held on August 4, 2021 as permitted by the Health Department due to the pandemic. Volunteer Day will be on September 16, 2021. The awards dinner will be held on September 22, 2021. Nomination forms are being sent and will be due by July 30, 2021. We are looking for nominations in the following categories:
  - Pandemic Initiative
  - Community Hero
  - Community Service
  - Community Improvement
  - Economic Development
  - You Initiative
  - Health initiative
- There are small grants available to help with volunteer day and community-wide events in the amount of \$500.

Grant Report – Report presented by K. McMullen

- A grant was submitted for the Sheriff Department for body vests
- A TechCred Grant was funded for Job & Family Services.
- Working with the Sheriff Department to find grants for body cameras
- 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 was submitted on June 15, 2021 and the final is due by July 15, 2021.
- EPA Brownfield Grants are due by October 28, 2021.
- Broadband – We are still waiting for the American Rescue Plan to be released which is expected within the next couple of weeks. Todd noted that staff has a map showing where the gaps in service is.

June 2021 CDBG Report – Report presented by Todd Peetz

### **2020 Community Development Allocation Grant**

Haven of Portage County Water & Sewer Improvements Project – A Notice to Proceed has been issued to the contractor and construction is anticipated to start by mid-July. It is anticipated that construction will take 30 – 45 days to complete.

Windham Community Center Project – The is currently out to bid for the “Center Hall” and bids are due by 2:00 p.m. on August 11, 2021 to allow sufficient time for the architect and the structural engineer to prepared detailed specifications/drawings that are being required by the P.C. Building Department.

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 July.

Fair Housing – There were nine requests for assistance received in June. Two were in Brimfield Township; One was in the City of Aurora; One was in the City of Ravenna; Two were in Ravenna Township; One was in Franklin Township; One was in Mogadore Village and one was in Atwater Township.

Streetsboro Senior Assistance Program – Proposals for the lawn mowing and leaf cleanup services were sent to seven contractors and proposals were due by 4:00 p.m. on July 14<sup>th</sup>.

Streetsboro Home Repair Program – We are currently taking applications for the Home Repair Program. Information has been posted on the City of Streetsboro’s website.

### **2021 Residential Public Infrastructure Grant**

A Permit-to-Install has not been secured yet, therefore a full application cannot be submitted until it’s received.

### **2021 Critical Infrastructure Grant**

A full application was submitted on June 16, 2021 for the Village of Windham and for the City of Ravenna.

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

Two pre-applications were submitted to OCD on May 27, 2021. OCD is checking with other divisions to see if there is a better fit for funding. A decision is expected any day now.

## **2021 Downtown Revitalization Target of Opportunity Program**

Met with the P.C. Commissioners June 10, 2021 to obtain permission to submit a pre-application for the proposed project in the Village of Mantua. Once the application has been made available a pre-application will be submitted to OCD.

## **Finance**

### **June 2021 Financial Statement**

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

F. Seman made a motion to approve the June 2021 financial statements as presented. Motion seconded by M. Hlad. Motion carried with 17 Yeas.

### **2022 Portage County Regional Planning Commission Budget (Resolution No. 21-10)**

Todd presented Resolution No. 21-10, which was the 2022 budget for the Portage County Regional Planning Commission.

A motion was made by J. Paulus to approve the 2022 budget for the Portage County Regional Planning Commission. Motion seconded by D. Kemble. Motion carried with 17 Yeas.

## **DIRECTORS REPORT**

**New Staff Members** – Todd introduced Grace Petitjean and Maria Palmisano

**Brimfield Township Comprehensive Plan** – Todd gave a brief presentation of the Brimfield Township Comprehensive Plan that was recently completed by staff.

## **OTHER BUSINESS**

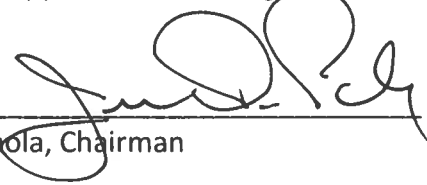
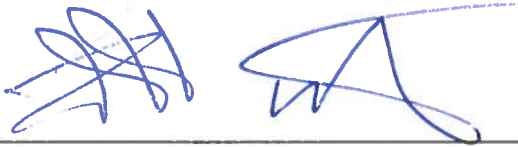
### **Next Meeting**

J. DiPaola announced the next Regional Planning Commission meeting will be held on August 11, 2021 at 4:30 p.m. at the Reed Memorial Library.

## ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 6:01 p.m. Motion seconded by J. Beal.

Minutes approved at the August 11, 2021 Meeting.

  
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Jim DiPaola, Chairman  
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Todd Peetz, Secretary