

**Minutes  
Portage County Regional Planning Commission  
August 11, 2021**

Portage County Regional Planning Commission dated August 11, 2021 at 4:40 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

**Members Present:**

Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey	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
Windham Vill., Deb Blewitt	PARTA, Clayton Popik	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

**Alternates Present:**

Brimfield Twp., Lauren Coffman

**Staff Present:**

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

**Public Present:**

D. Garnier	J. Gadd	R. Bancroft	M. Wohlwend
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**Members Absent:**

Atwater Twp., John Kovacich	Freedom, Roy Martin	Mantua Twp., Matthew Benner
Mantua Vill., Ben Prescott	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., David Kemble	Randolph Twp., Victoria Walker	County Engineer, Mickey Marozzi
Soil & Water, James Bierlair	P.C. Commissioner, Vicki Kline	
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:40 p.m.

**APPROVAL OF JULY 14, 2021 MEETING MINUTES**

The July 14, 2021 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by R. Dempsey. Motion carried with 16 Yeas and 1 Abstention (R. Patrick).

## **SUBDIVISIONS**

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

The applicant is requesting approval of a Planned Residential Development with 38 single-family homes. The property is located on Newcomer Road which is the border between Franklin Township and the City of Stow.

The wetland buffers reserved for natural vegetation (25 feet) and the 50-foot building/pavement buffers from wetlands were added to the Plat. Density and open space calculations on the plan, which both take critical natural areas into account did not show any impacts to wetlands.

A wetland delineation was completed and there are no impacts to wetlands in Phase 1. No permit will be required from EPA. Typically, we receive a letter from EPA that states that no permits are required however no letter was received.

The restricted open space acreage from what is required (38.18 acres) to what is being provided (74.4091 acres) is a significant amount over the requirement.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected, therefore staff recommends approval the Plat. A motion was made by S. Christian-Bennett and seconded by D. Blewitt. Motion carried with 17 yeas.

Replat of Sublots 92 & 120 in "Brady Lake Allotment" on Park Avenue & Brady Lake Road, Lot 38 in Franklin Township – Report presented by M. Palmisano

The applicant is requesting approval to combine Sublots 92, 120 and township lot 38 into one lot. The Replat is located off Brady Lake Road east of State Route 43. The site is vacant.

According to the National Wetland Inventory, there does not appear to be wetlands on the site.

The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

The building setbacks are different depending on the use of the property and though they are stated on the Plat, the surveyor deliberately did not add the setback lines.

Staff recommends approval of the Replat as presented. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 17 Yeas.

## **ZONING**

Windham Township Text Amendment – Report presented by T. Peetz

Windham Township is proposing to add language for solar ground mounted systems. The information was prepared to correspond to setback requirements.

The following is being proposed:

1. Ground mounted systems are subject to the setback requirements in Section 3.1.C. The required setbacks are measured from the lot/parcel/property lines to the nearest part of the system. No part of the ground-mounted system shall extend into the required setbacks due to tracking system or other adjustment of solar PV related equipment or parts.
2. No system shall be permitted to be located in the required front yard setback.
3. Ground mounted solar systems require a permit from the Township. After review and acceptance of site plan and required information, a permit authorizing construction shall be issued.

Staff recommends approval of the amendment as submitted. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 17 Yeas.

#### Rootstown Township Text Amendment – Report presented by T. Peetz

Rootstown Township is proposing to amend the definition of Hotel/Motel/Inn. The intent is to better define Rootstown Township's characteristics of a hotel. Motels and inns are not addressed in their zoning resolution however, a motel or inn could be considered a hotel and regulated as such if it fits within the definition.

The following is being proposed for the definition of "hotel":

- A commercial establishment offering to the public daily, five or more individual sleeping room accommodations available for reservation, with a resident proprietor or on-site manager, an identifiable main entrance and lobby, a staffed desk or office for the registration of guests on a 24-hour basis, security, staff to provide daily housekeeping services, dining, fitness and meeting accommodations with a single building offering guest services. Direct access to the lobby, common area and room is provided via internal corridors.

The new language rewrites the previous definition. The new definition eliminates the term "Motel and Inn" and refers hotels as a "commercial establishment" and identifies a variety of uses typical for a hotel. The proposed definition will limit the ability of a bed and breakfast or specialty transient oriented vacation rental facility from being called a hotel. The assumption is the Township desires to have hotels be a more standardized version typically associated with business and meeting hotel.

Staff recommends approval of the proposed amendment as presented. S. Christian-Bennett made a motion to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

#### EXECUTIVE COMMITTEE

##### Work Program

##### July 2021 Work Program Report

Todd presented the July 2021 Work Program Report.

- Update of Portage County Subdivision Regulations – The updated version is available on our website. We are looking at some minor revisions and will bring to the board in November or December. 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.
- Hiram Township – Staff is continuing to look into grant opportunities for Broadband grants. Kailey has attended a webinar about the details on the grant.
- 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.
- Ravenna City – Staff resubmitted a Critical Infrastructure Grant as well as help them amend their CRA district.
- Windham Township – Staff prepared a non-conforming use and lot map as well as created an address map for their fire department.
- Quarterly Zoning Inspectors (QZI) Meeting – A meeting was held on June 24, 2021 at the Ravenna Township Town Hall. The next meeting is scheduled for September 22, 2021 however, this date will need to be changed as it is on the same day as the dinner for Celebrate Portage. 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 – Staff is working on putting together the Vision Plan Steering Committee and the Comprehensive Plan Steering Committee. Currently we only have 12 members on either committee and our goal was to have 20+/- members. We will be providing all key stakeholders a 30%, 60% and 90% reports for their review and feedback. Stakeholders are those who are not on the committees. The first meeting will not be scheduled until we reach our committee goal and representation from the communities.

- Celebrate Portage! – The next meeting will be held on July 21, 2021. The Ravenna car showing was held on August 4, 2021. Volunteer Day will be on September 16, 2021. The awards dinner will be held on September 22, 2021. There are small grants available to help with volunteer day and community-wide events in the amount of \$500.

S. Christian-Bennett she said she heard a rumor that Celebrate Portage was going to go in with Leadership Portage County. Todd said that Celebrate Portage started out as a class project with Leadership Portage County. One idea that was thrown out to generate more people to attend the dinner was to involve the Leadership Portage County alumni. We felt that this would be a good way to bring everyone back together. Todd said he reached out to Leadership Portage County to see if they would like to share in on the dinner and it was taken that we wanted Leadership Portage County to take it over. Todd said there had to be a misunderstanding and that there is no intention to give up Celebrate Portage.

#### 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.
- Working with Water Resources in submitting a Water and Wastewater Infrastructure Grant.
- 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.

#### July 2021 CDBG Report – Report presented by L. Reeves

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

Haven of Portage County Water & Sewer Improvements Project – Construction has started and it's anticipated to be completed by August 24, 2021.

Windham Community Center Project – The bid opening for the "Center Hall" was extended until 2:00 p.m. on September 8, 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 – The project will go out to bid on August 14, 2021 and bids will be due by 2:00 p.m. on September 1, 2021.

Fair Housing – There were eight requests for assistance received in July.

Streetsboro Senior Assistance Program – Two proposals for the lawn mowing and leaf cleanup services were received on July 14, 2021. The contract has been awarded by the Commissioners and the contract is circulating for signatures.

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 public hearings will be required prior to submitting a full application. Working on setting up the public hearings with the Commissioners and are anticipating submitting a full application in October.

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

The pre-application is being prepared and it is anticipating being submitted by mid-August.

## **Finance**

### **July 2021 Financial Statement**

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

J. Paulus made a motion to approve the July 2021 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 17 Yeas.

### **Authorization to Enter into Contract for a Lease of a Color Copier with ComDoc (Resolution No. 21-11)**

This resolution has been tabled until the September 8, 2021 meeting.

## **Personnel Policies**

Proposed Revisions to RPC Personnel Policies Pertaining to Section 2.10.C (Meal Reimbursement; Section 2.1 (Holidays); Section 4.2 (Probation) and Section 4.6 (Benefits) (Resolution No. 21-12) – Todd Peetz

Section 2.1.0 Meal Reimbursement rates were outdated. The same rates from Portage County were used to update this section.

Section 3.1 Holidays was updated to include Juneteenth, a recognized federal holiday on June 19, 2021 beginning in 2022. The holiday to be used during calendar year as a floating holiday.

Section 4.2 Probation. The minimum probationary period was changed to 90 days, the maximum period shall not exceed one year from the date of hire or promotion.

Section 4.6 Benefits. Employee and employer rates were updated to reflect current percentage with employees contributing 10% of their gross pay and the employer contributing 14% of the employee's gross wages towards their PERS fund.

An employee's benefit allowance when he/she retires will be based upon his/her final average salary based on the last five years instead of three years of employment which was changed by PERS.

A motion was made by S. Christian-Bennett to approve Resolution No. 21-12 as presented. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

#### **DIRECTORS REPORT**

Regional Planning Commission Old Office – Todd mentioned that after the meeting tonight that he will be showing the building to another potential renter.

Plotter – Todd said he has been working with the County Auditor's Office/IT Department about purchasing/leasing a new platter with them.

Portage County Randolph Fair – Todd mentioned that there will be a booth out at the fair where people can obtain information about the Comprehensive Plan and Fair Housing.

#### **OTHER BUSINESS**

##### Next Meeting

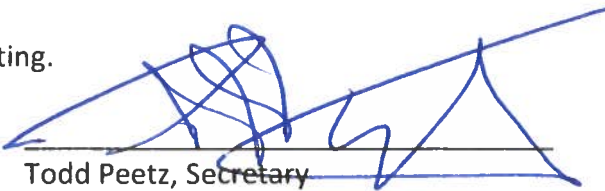
J. DiPaola announced the next Regional Planning Commission meeting will be held on September 8, 2021 at 4:30 p.m. at the Reed Memorial Library.

#### **ADJOURNMENT**

A motion was made by S. Christian-Bennett to adjourn the meeting at 4:28 p.m. Motion seconded by J. Paulus.

Minutes approved at the September 8, 2021 Meeting.

  
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Jim DiPaola, Chairman

  
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Todd Peetz, Secretary