

**Minutes
Portage County Regional Planning Commission
September 8, 2021**

Portage County Regional Planning Commission dated September 8, 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	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Shalersville Twp., Ronald Kotkowski
Suffield Twp., Adam Bey	PARTA, Clayton Popik	Sugar Bush Knolls Vill., Jim Beal
Water Resources, Tia Rutledge	Portage Park District, Allan Orashan	
P.C. Commissioner Bennett Alternate, Matt Adelman		

Staff Present:

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

Public Present:

T. Cowen	J. Gadd	M. Wohlwend	R. Benjamin	A. Brissey
J. Brissey				

Members Absent:

Atwater Twp., John Kovacich	Freedom, Roy Martin	Mantua Twp., Matthew Benner
Mantua Vill., Ben Prescott	Randolph Twp., Victoria Walker	Windham Twp., Rich Gano
Windham Vill., Deb Blewitt	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 August 11, 2021 minutes were presented. D. Kemble made a motion to approve the minutes as presented. Motion seconded by J. Paulus. Motion carried with 16 Yeas.

SUBDIVISIONS

Replat of Sublot 3 in "Boyer's Acres Subdivision" on Chamberlain Road and State Route 82, Lot 20 in Mantua Township, AMS Title on behalf of Roberta Savel/J&B Real Estate Management, Inc., applicant

A motion was made by R. Patrick to approve an extension of time until October 13, 2021. Motion seconded by D. Kemble. Motion carried with 16 Yeas.

ZONING

Franklin Township Rezoning From R-1 and C-1 to R-2 on State Route 59 and Powdermill Road, Robert Benjamin, Heritage Development, applicant – Report presented by Todd Peetz

The proposed change is from R-1 Low Density-Residential and C-1 Commercial to R-2 Medium Density Residential. The proposed rezoning consists of approximately 41.7 acres.

The proposed amendment would allow for a residential PUD-PRD development and allow for small single-family lots. The existing properties were part of the former Kent State University Golf Course. The subject property is on the southside of State Route 59, east of Powdermill Road and north of the railroad tracks.

Currently the subject area is vacant. The proposed zoning would allow for almost four units per acre as a single-family residential use. Subtracting the road right-of-way, stormwater and open space the potential yield is approximately 100 units.

There are hydric soils in a couple of spots but should only have slight limitations for development. There is also an existing manmade pond as part of the golf course near Powdermill Road that may need to be addressed. From previous meetings there are concerns from the downstream residents that flooding has been an issue for them and they are concerned about adding impervious surface into this area.

The proposed zoning change may not have a significant impact on the surrounding character of the area as proposed.

If approved other issues at the time of PRD or site plan:

1. Depending upon proposed density, a traffic study should be performed to ensure public safety.
2. Appropriate coordination with water and sewer providers as necessary.
3. Hydric soils may impact foundation suitability of structures.
4. Need to address any potential storm water runoff issues with any proposed development.
5. Work with Township for emergency service provision.

Staff would recommend approval of the proposed map amendment from R-1 Residential and C-1 Commercial to R-2 Residential. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Franklin Township Rezoning From R-1 & C-1 Commercial to R-4 Multi-Family Residential on Rhodes Road, Vermillion Acquisitions, LLC., applicant – Report presented by Todd Peetz

The proposed change is from R-1 Residential and C-1 Commercial to R-4 Multi-Family Residential. The proposed amendment is to increase the density to the site to allow for the development of an assisted living community.

The existing property has the Crossroads Community Church on it. To the north are several existing commercial uses fronting on State Route 59 and to the South is Grace Baptist Church. West and East are single-family homes.

The proposed zoning change could impact the surrounding character of the area. The permitted height of 65 feet is not consistent with the height of surrounding development; the density permitted is significantly higher than the existing zoning district. Consideration should be given regarding buffer, separation and compatibility with the existing residential properties abutting the rear portion of the site.

Because of the pre-existing flooding problems and with the addition of impervious surface area, further stormwater measures may be required during the engineering and site plan phase.

There was a question about spot zoning raised in regard to this amendment since it is a smaller lot. The rezoning area is 4.86 acres and depending on site plan design may have compatibility Impacts with neighbors. There are four factors to evaluate to determine spot zoning and they are:

1. Lot size compared to other parcels.
2. Consistency with Comprehensive Plan or Land Use Plan.
3. Compatibility of the use compared to surrounding uses.
4. Public benefit of the use.

Based on staff research there is no minimum zoning district requirement when it comes to rezoning property that are smaller lot size. The Township may want to establish a minimum size to create a stand-alone zoning district and have a current comprehensive plan or land use plan completed.

Staff recommends approval and recommends there be a development agreement between the Township and the developer. A motion was made by R. Dempsey to follow staff recommendation. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

Palmyra Township Rezoning From Residential to Commercial on Tallmadge Road – Report presented by Todd Peetz

The proposed change is from Residential to Commercial. The proposed rezoning area is located east of State Route 225 and north side of Tallmadge Road. According to the P.C. Auditor's Office the site is 17.001 acres; however, the rezoning is just along the frontage of Tallmadge Road and is 2.91 acres per the applicant's request. The Township's understanding is the remaining 14 acres will remain and be either given or sold to the abutting property owners.

The proposed amendment would allow the future property owner Dollar General to utilize the property as commercial zoning.

The subject property is well buffered by undeveloped property to the immediate north, commercial uses are east and west of the subject area. Across the street there are single-family homes.

The subject property's location on Tallmadge Road and its close proximity to State Route 225 makes this property ideal to be commercial.

Tom Cowen from Zaremba Group out of Cleveland said he was working with the neighbor to try and help buffer as much as possible.

James Brissey (9459 Tallmadge Road) said his concern is that being sandwiched in between all of the commercial property would devalue his property. He felt that it would make it very difficult to sell the property in the future. James Brissey said he would like to see the fencing put in around to the back side of the property as well. James Brissey also mentioned that there is a ditch line that runs along the side of the property that they are having issues with and wondered who is responsible for taking care of it.

Staff would recommend approval of the proposed rezoning from Residential to Commercial. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 18 Yeas.

Shalersville Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to add the following to Section 805 (Planning Commission): "THERE IS HEREBY CREATED A TOWNSHIP ZONING COMMISSION CONSISTING OF FIVE (5) MEMBERS, WHO SHALL BE RESIDENTS OF THE UNINCORPORATED AREA OF THE TOWNSHIP INCLUDED IN THE AREA ZONED AND SHALL BE APPOINTED BY THE TOWNSHIP TRUSTEES."

Shalersville Township is proposing to add the following to Section 805.01 (Design Guideline Board): "THERE IS HEREBY CREATED A TOWNSHIP ZONING COMMISSION CONSISTING OF FIVE (5) MEMBERS, WHO SHALL BE RESIDENTS OF THE UNINCORPORATED AREA OF THE TOWNSHIP INCLUDED IN THE AREA ZONED AND SHALL BE APPOINTED BY THE TOWNSHIP TRUSTEES AND INCLUDES THE ZONING INSPECTOR."

It was noted by R. Kotkowski that the intent was to only have the zoning inspector as an advisor only. Staff recommends approval of the proposed amendment.

Amendment No. 2

Shalersville Township is proposing add the following to Section 811 (Organizations, Meetings, Hearings): "E. THE TOWNSHIP TRUSTEES SHALL HIRE OR APPOINT A RECORDING SECRETARY, WHO WILL TRANSCRIBE ALL MINUTES, MAINTAIN ALL RECORDS AND THE ZONING RESOLUTIONS AND MAPS ARE REQUIRED BY EACH BOARD AND TOWNSHIP TRUSTEES."

Shalersville Township is also proposing to add the "Zoning Commission" and the "Design Guideline Board" to Section 811 (Organizations, Meeting, Hearings) A, B C and D.

J. Paulus noted that Item "B" as proposed can only be done by the Board of Zoning Appeals.

Staff recommends approval of the proposed amendment with the corrections noted by R. Kotkowski and J. Paulus.

Amendment No. 3

Shalersville Township is proposing to add the following to Section 812 (Powers and Duties): "1. THE TOWNSHIP ZONING COMMISSION SHALL HAVE THE FOLLOWING POWERS:

- A. TO HEAR AND DECIDE WHERE THERE MAY BE NECESSITY, CONVENIENCE, GENERAL WELFARE OR GOOD ZONING PRACTICES HEAR AND RECOMMEND ZONING RESOLUTION OR AMENDMENTS TO THE TOWNSHIP TRUSTEES FOR RECOMMENDATIONS.
- B. ALL UPDATES, CHANGES OR RECOMMENDATIONS SHALL FOLLOW PROCEDURES AS SET IN ARTICLE IX OF THE ZONING COMMISSION.

2. THE TOWNSHIP DESIGN GUIDELINE BOARD SHALL HAVE THE FOLLOWING POWERS:

- A. DESIGN GUIDELINE BOARD MEETS WITH THE ADVICE OF THE ZONING INSPECTOR.
- B. TO HEAR AND REVIEW ALL PLANS FOR NEW CONSTRUCTION AS WELL AS EXPANSIONS OR RE-DEVELOPMENT OF EXISTING BUILDINGS AND SITES IN THE INDUSTRIAL, COMMERCIAL AND ALL NON-RESIDENTIAL AREAS OF MIXED-RESIDENTIAL ZONED DISTRICTS WITHIN SHALERSVILLE TOWNSHIP.
- C. APPROVAL OF THE DESIGN GUIDELINE BOARD IS MANDATORY WITH THE STANDARDS BEING FLEXIBLE."

Staff recommends approval of the proposed amendment.

Amendment No. 4

Shalersville Township is proposing to make multiple changes in approximately nine locations where "Zoning Commission", "Zoning Inspector" and referencing the "Design Guideline Board". The changes proposed are consistent with the previous amendments.

On the last proposed change was on page 27 there was a question of taking out or leaving in language that was struck out. The language attached clearly defines the goals for the Design Guideline Board and could be removed.

Staff recommends approval as submitted and recommends taking out the language in the 9th area on page 27.

A motion was made R. Kotkowski to follow staff recommendations for Amendments No. 1 – 4. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing changes to Section 620.02 to help clarify the circumstances in which a Final Development Plan is required. Due to the extent of time, cost and effort involved in the plan review, some smaller-scale projects were determined to be more suitable for review without an entire development plan. The intent of the changes is to allow the Zoning Inspector to review more of these applications when appropriate and make the Development Plan Review process more efficient for the applicant and the Township.

Staff felt the language proposed provided clarity for a Final Development Plan review. It was noted by staff there were size, area and number requirements however, in C.3(a-e) questioned whether it was meant to be a lesser amount would be an administrative staff review.

Staff recommended approval of the proposed amendment and recommended adding language/information as to what would be considered an administrative review.

Amendment No. 2

Rootstown Township is proposing changes to Section 620.06 to help clarify which applications the Zoning Inspector, Zoning Commission and Zoning Board of Appeals are responsible for reviewing and allows for further review by the Zoning Commission if requested by the Zoning Inspector or the applicant. The intent is to allow the Zoning Inspector to review more of these applications when appropriate and make Development Plan Review process more efficient for the applicant and the Township.

The new language appears to be more about the process and requirements for notification and distribution on information to review entities and the public. The proposed language adds more clarity than the existing language and is more inclusive for public input.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to approve amendment No. 1 – 2 as presented. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

Ravenna Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Ravenna Township is proposing to add Chapter 15, Mobile Food Trucks to the zoning resolution. The language proposed is all new language/chapter in the zoning resolution.

Staff approval as submitted and recommended one change and that was to amend proposed “I” as follows:

- I. “The owner or operator of the mobile food unit has the express written PERMISSION of the property owner.”

J. Paulus recommended adding language into the regulations stating the mobile food trucks cannot block or be within the road right-of-way.

Amendment No. 2

Ravenna Township is proposing to add a new conditional use section dealing with commercial event centers. Much of the wording is similar to what was approved in Windham Township.

Staff recommends approval of the proposed amendment as presented. A motion was made by D. Kemble to follow staff recommendation to approve amendment No. 1 - 2. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

EXECUTIVE COMMITTEE

Work Program

August 2021 Work Program Report

Todd presented the August 2021 Work Program Report.

- 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 29, 2021 however, the location of the meeting has not been determined yet.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We are close to spending out first \$500,000 in storm water funds. Todd said he met with Mickey Marozzi last week and he said he was going to ask the Commissioner to put an additional \$300,000 into the fund. Also, any funds repaid back by the homeowners are being added as well. Currently five septic systems are in process.
- Portage County Vision and Comprehensive Plan – A kick-off meeting for the Vision Plan was held on August 31, 2021. A survey is being circulated and it has been posted on our website. The survey will remain open until early December. Hard copies of the survey were also available.
- Celebrate Portage! – Volunteer Day will be on September 16, 2021 and the awards dinner will be held on September 22, 2021. There are still 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.
- 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.

August 2021 CDBG Report – Report presented by L. Reeves

2020 Community Development Allocation Grant

Haven of Portage County Water & Sewer Improvements Project – Construction started on July 14, 2021 however, due to the close proximity to the existing gas main construction has been suspended until a solution is found and until additional funds are obtained.

Windham Community Center Project – The bid opening for the “Center Hall” was extended until October 6, 2021 to allow sufficient time for the architect and the structural engineer to prepare detailed specifications/drawings that are being required by the P.C. Building Department.

Freedom Township ADA Project – The bid opening was held on September 1, 2021 and we received only one bid.

Fair Housing – There were two requests for assistance received in August.

Streetsboro Senior Assistance Program – The contract is in place and the contractor has started the lawn mowing. To date 29 elderly/disabled persons have received a 1st cut and seven elderly/disabled persons have received a 2nd cut for a total of 36 cuts.

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. To date we have mailed out 11 applications and received two completed applications.

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 and we are still waiting for word from OCD as to whether or not either application submitted was funded.

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

The first of two public hearings were held on September 2, 2021. The second public hearing has been scheduled for September 23, 2021.

2021 Downtown Revitalization Target of Opportunity Program

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

Finance

August 2021 Financial Statement

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

J. Paulus made a motion to approve the August 2021 financial statements as presented. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

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

Todd presented Resolution No. 21-11 which is authorization to enter into contract with Com Doc to provide a copy machine for a period of 5 years at a monthly cost of \$239.00 plus copy cost of .0050 for black/white and .0450 for color copies.

A motion was made by R. Patrick to approve entering into contract for a lease of a color copier with ComDoc. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

FAIR HOUSING PRESENTATION – Lisa Reeves

Under the CDBG Allocation we are required to provide fair housing trainings and information to agencies/organizations and to communities where funds are being spent.

Due to technical difficulties the video will be shown at the October 13, 2021 meeting.

DIRECTORS REPORT

Christmas Interactive Mapping – Brimfield and Rootstown Township approached Todd last year to organize a Christmas light contest. This year RPC is preparing an interactive map. The contest incorporates Atwater, Brimfield, Randolph and Suffield Township as well as the City of Tallmadge. A scoring system which will be accessible by computer will help determine the winner.

OTHER BUSINESS

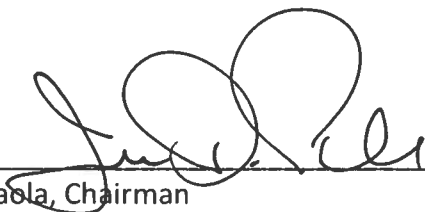
Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on October 13, 2021 at 4:30 p.m. at the Reed Memorial Library.

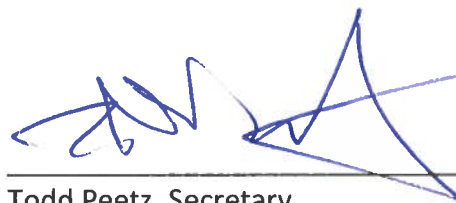
ADJOURNMENT

A motion was made by R. Kotkowski to adjourn the meeting at 5:40 p.m. Motion seconded by D. Kemble.

Minutes approved at the October 13, 2021 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary