

**Minutes  
Portage County Regional Planning Commission  
October 13, 2021**

Portage County Regional Planning Commission dated October 13, 2021 at 4:30 p.m. The meeting was held at the Regional Planning Commission former office, 124 North Prospect Street, Ravenna.

**Members Present:**

Brimfield Twp., Mike Hlad	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., David Kemble	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal
Windham Twp., Rich Gano	PARTA, Clayton Popik	Water Resources, Tia Rutledge
County Engineer, Larry Jenkins	Portage Park District, Allan Orashan	
P.C. Commissioner, Sabrina Christian-Bennett		

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	G. Gifford	M. Palmisano
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**Public Present:**

J. Thigpen	P. Cox	D. Benjamin
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**Members Absent:**

Atwater Twp., John Kovacich	Franklin Twp., Joe Cicozzi	Freedom, Roy Martin
Mantua Twp., Matthew Benner	Mantua Vill., Ben Prescott	Randolph Twp., Victoria Walker
Windham Vill., Deb Blewitt	Shalersville Twp., Ronald Kotkowski	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 4:30 p.m.

**APPROVAL OF SEPTEMBER 8, 2021 MEETING MINUTES**

The September 8, 2021 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by R. Patrick. Motion carried with 18 Yeas.

**SUBDIVISIONS**

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

A motion was made by D. Kemble to approve an extension of time until March 9, 2022. Motion seconded by S. Christian-Bennett. Motion carried with 18 Yeas.

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 – Report presented by Maria Palmisano

The applicant is requesting approval to combine Sublot 3 and part of Township lot 20 to create Sublot 3-R.

The site has a single-family home that has been converted to a bar/tavern.

Although there is a small wetland located on the applicant's property, this Replat serves to consolidate the lots to bring them closer into compliance with the Township Zoning Resolution so that the failing septic system that currently exists on the property can be replaced. The wetland is very unlikely to have any effect on the replacement of the septic system.

All items that were found to be in non-compliance with the P.C. Subdivision Regulation have been corrected therefore staff recommends approval of the Replat. A motion was made by R. Gano to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Replat of Sublots 398 with Part of Sublots 397 and 399 in the "Kent Park Allotment" on Ohio Street, Palmieri Enterprise, applicant - Report presented by Maria Palmisano

The applicant is requesting approval to combining all of Sublots 398 with part of Sublot 397 and 399.

The site has access to sanitary sewer through P.C. Water Resources and central water through the City of Kent.

All items that were found to be in non-compliance with the P.C. Subdivision Regulation have been corrected therefore staff recommends approval of the Replat. A motion was made by R. Dempsey to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Pr. Plan of "Walden Pointe Allotment (Phase 2)" on Meloy Road, Lot 8 in Brimfield Township, Palmieri Enterprise, applicant

S. Christian-Bennett made a motion to accept the preliminary plan for review. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Variance to Section 38 (Approval of Plat) of the P.C. Subdivision Regulations for the Plat of "Brimfield Commons" on Tallmadge Road, Lot 36 in Brimfield Township, Brimfield Development Co., applicant

A motion was made R. Patrick to table this item until the November 10, 2021 RPC Full Board Meeting. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Plat of "Brimfield Commons" on Tallmadge Road, Lot 36 in Brimfield Township, Brimfield Development Co., applicant

A motion was made by D. Kemble to approve an extension of time until November 10, 2021. Motion seconded by S. Christian-Bennett. Motion carried with 18 Yeas.

Replat of Sublots 79 – 81 in the “Newton Realty & Construction Company Subdivision No. 2” on Walnut Street, Lot 14 in Paris Township, Joseph & Odessa Pinkard, applicant

A motion was made by J. Paulus to approve an extension of time until November 10, 2021. Motion seconded by D. Kemble. Motion carried with 17 Yeas.

## **ZONING**

Charlestown Township Text Amendment – Report presented by Todd Peetz

Charlestown Township is proposing an amendment to Section 308(B) Temporary Buildings. The following changes are proposed: “Temporary Buildings, SHIPPING/STORAGE CONTAINERS, CONSTRUCTION TRAILERS, EQUIP- MENT AND MATERIAL USED IN CONJUNCTION ~~for use incidental~~ to construction work may be erected in any district herein established; however, such temporary building or buildings shall be removed upon the completion of abandonment of the construction work. SUCH FACILITIES SHALL NOT BE FOR HABITATION.”

The additional language helps to further define temporary buildings and includes shipping containers. It also requires the removal of such temporary buildings at the time of completion or abandonment. In order to avoid confusion, these temporary buildings are not to be used for habitation and this would also include no on-site living arrangements for security during construction.

Staff recommends approval as submitted. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Paulus.

Atwater Township Text Amendment – Report presented by Todd Peetz

### **Amendment No. 1**

Atwater Township is proposing an amendment to Section 5.30 (Building Regulations). Atwater Township is proposing to add the following to section 5.30 (Building Regulations):

3. THE DEFINITION OF “WITHOUT FULL BASEMENT” SHALL BE DEEMED A CRAWL SPACE SUPPORTED BY BLOCK WALLS AND FOLLOWING THE PERIMETER OF THE LIVING AREA WITH A CONCRETE FLOOR.

Also, in the same section, Atwater is proposing to add:

#### **C. MOBILE HOMES (EFFECTIVE DATE APPROVED BY TWP.)**

1. NEW MOBILE HOMES MUST MEET THE SAME STANDARDS AS A MANUFACTURED HOME (SECTION 5.3.F)
2. UNLESS THE MOBILE HOME IS REPLACING A CURRENT MOBILE HOME, REPLACEMENT MUST MEET PROPERTY LINE SET-BACKS AND MUST MEET THE STANDARDS OF 5.3. f-6.

#### F. Manufactured Homes

5. A GARAGE IS STILL REQUIRED AND NEEDS TO FOLLOW THE REQUIREMENTS OF SECTION 5.34.

6. IF THE MANUFACTURED HOME IS TRANSPORTED TO THE SITE ON ITS OWN WHEELS, THE WHEELS AND AXELS MUST BE REMOVED AND THE HOME MUST BE PUT ON A PERMANENT FOUNDATION.  
~~The wheels and axles cannot be stored on the property.~~

Staff noted a few minor changes to the wording proposed in the amendment. Staff recommends approval as amended.

#### Amendment No. 2

Atwater Township is proposing to add the following to Sections 5.44, 5.50, 5.51 and 5.52: "THE MINIMUM SIDE SETBACK OF 10 FEET FROM THE SIDE PROPERTY LINE."

The following is also being proposed to be added:

- 5.44 "MINIMUM LOT WIDTH AT THE BUILDING SETBACK LINE: All setbacks are to be measured from the property ~~SURVEY~~ lines."
- 5.50 "MINIMUM FRONT YARD SETBACK CLEARANCE: The minimum setback for the front yard will be thirty (30) feet from the front ~~SURVEY~~ PROPERTY line."
- 5.51 "MINIMUM SIDE YARD WIDTH CLEARANCE: On all lots, there will be two (2) side yards with a total width of not less than ten feet (10) per side to be measured from the side ~~SURVEY~~ PROPERTY line."
- 5.52 "MINIMUM REAR YARD DEPTH: Twenty-five (25) feet to be measured from the rear ~~SURVEY~~ PROPERTY line."

Staff suggested minor changes to the wording of the proposed amendment. Survey line should be property line. Setbacks are typically needed to provide proper separation from property lines and from the neighbors building(s). Staff recommends approval as proposed. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

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

Rootstown Township is proposing to add the following to Section 310.04.D (One Dwelling Per Lot):

- 1. "IN THE CASE OF REPLACING AN EXISTING DWELLING, RESIDENTS SHALL HAVE 120 DAYS TO DEMOLISH THE OLD DWELLING ONCE AN OCCUPANCY PERMIT HAS BEEN ISSUED FOR THE NEW DWELLING."

The new language provides a limited duration as to when to remove an existing dwelling in a timely manner while a new building is being built. The 120-days should be sufficient time to move belongings and things of value to the new dwelling once an occupancy permit has been provided.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by D. Kemble. Motion carried with 17 Yeas.

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

##### Amendment No. 1

Shalersville Township is proposing to add “backyard chickens” as a permitted use in R-2 Residential District. The following language is proposed:

##### A. BACKYARD CHICKENS

IT SHALL BE UNLAWFUL TO PLACE OR MAINTAIN BACKYARD CHICKENS IN ANY AREA UNLESS THE FOLLOWING CONDITIONS AND REQUIREMENTS ARE MET:

1. NO MORE THAN SIX (6) BACKYARD CHICKENS ARE PERMITTED PER DWELLING UNIT.
2. ROOSTERS ARE PROHIBITED.
3. OTHER POULTRY OR FOWL ARE PROHIBITED. NO PERSON MAY OWN OR KEEP ANY OTHER FOWL, INCLUDING BUT NOT LIMITED TO PIGEONS, DUCKS, QUAIL, GEESE, OR TURKEYS.
4. BACKYARD CHICKENS ARE REQUIRED TO BE LOCATED WITHIN A DESIGNATED CHICKEN COOP AND CHICKEN RUN THAT SHALL MEET THE FOLLOWING REQUIREMENTS:
  - a. THE CHICKEN COOP AND CHICKEN RUN SHALL BE LOCATED REAR OR BACKYARD OF PARCEL.
  - b. THE COOP SHALL HAVE A MINIMUM TEN FEET (10') SETBACK FROM THE REAR PROPERTY LINE, AND FIVE FEET (5') SETBACK FROM THE SIDE PROPERTY LINE AS DEFINED IN SECTION 333.

Staff recommends approval of adding backyard chickens as a permitted use in the R-2 Residential District. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

#### EXECUTIVE COMMITTEE

##### Work Program

##### September 2021 Work Program Report

Todd presented the September 2021 Work Program Report.

- Atwater Township – Staff is still working with the Township to obtain an Army Corp letter so the Township can receive grant funding. Staff is also assisting them with a Christmas Light Program.
- Brimfield Township – Staff attended Brimfest/Community Days. Staff is also assisting them with a Christmas Lights Program.

- Franklin Township – Staff looked into medical marijuana dispensaries in local zoning codes.
- Hiram Township – Staff is still continuing to look into grant opportunities for Broadband grants.
- Mantua Township – Staff is reviewing a historic preservation district and developing an interactive structures map for the Township. Staff also helped with updating their zoning resolution.
- Randolph Township – Staff is assisting them with a Christmas Lights Program.
- Ravenna City – Staff helped with amending their CRA District and obtained a Critical Infrastructure Grant.
- Ravenna Township – Staff submitted a pre-application for an Emergency Management related grant to address stormwater issues.
- Rootstown Township – Staff is assisting them with a Christmas Lights Program.
- Suffield Township – Staff is assisting them with a Christmas Lights Program.
- Windham Township – Created an address map for their Fire District.
- Quarterly Zoning Inspectors (QZI) Meeting – The next meeting is scheduled for October 28, 2021 however, the location of the meeting and the topic has not been determined yet.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program –Currently there are six septic systems in process.
- Portage County Vision and Comprehensive Plan – A kick-off meeting for the Comprehensive Plan was held on October 4, 2021. The next Vision Plan meeting has been scheduled for October 26, 2021.

Grant Report – Report presented by Todd Peetz

- 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.

**2020 Community Development Allocation Grant**

Haven of Portage County Water & Sewer Improvements Project – Since we received the additional RLF funds construction will be able to resume.

Windham Community Center Project – The architectural and the engineering drawings have been completed and Addendum No. 7 was sent out to the contractors who have picked up bid specifications. The bid opening was also extended until October 20, 2021.

Freedom Township ADA Project – The project went out for re-bid and bids are due by October 27, 2021.

Fair Housing – There were 14 requests for assistance received in September. Ten (10) were in the City of Ravenna; Two (2) were in the City of Streetsboro; One was in the Village of Mantua and one (1) was in the Village of Windham.

Streetsboro Senior Assistance Program – To date we have received 57 applications for the Senior Assistance Program.

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 12 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 October 21, 2021.

**2021 Downtown Revitalization Target of Opportunity Program**

The pre-application has been submitted to OCD in the amount of \$165,630 (includes \$15,000 Administration) for phase 1.

## **Finance**

### **September 2021 Financial Statement**

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

R. Patrick made a motion to approve the September 2021 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 16 Yeas.

### **2021 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 21-13) – Todd Peetz**

The Portage County Regional Planning Commission finds it necessary to transfer \$5,000 in appropriations for the Portage County Regional Planning Commission operating expenses in 2021. A motion was made by D. Kemble to transfer the appropriations as proposed. Motion seconded by J. Paulus. Motion carried with 15 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.

A brief video entitled “Fair Housing Makes Us Stronger” was shown.

Anyone with any questions regarding fair housing can contact Lisa Reeves at (330) 297-3613.

### **DIRECTORS REPORT**

Plotter - Todd mentioned that he has been working with IT in getting a new plotter and sharing in the cost with them.

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.

Grant Writer – Todd said he will be working on getting a new grant writer.



## **OTHER BUSINESS**

### **Next Meeting**

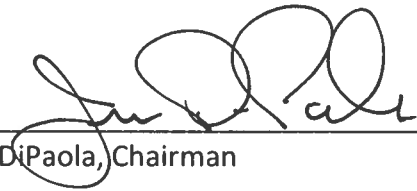
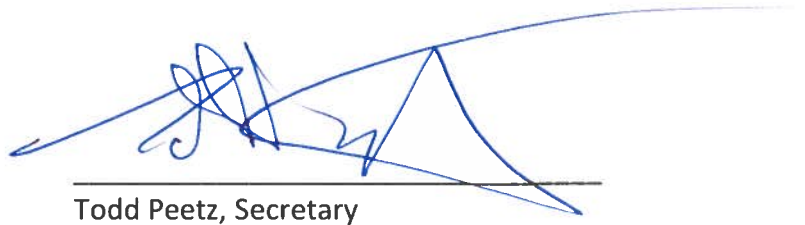
J. DiPaola announced the next Regional Planning Commission meeting will be held on November 10, 2021 at 4:30 p.m. Todd said the meeting will held here at the Regional Planning Commission office at 124 North Prospect Street, Ravenna.

Motorcycle/Trails – J. Paulus asked the members if they have encountered or have a solution with dealing with neighbors complaining about loud noises from horses and/or someone putting in motorcycle trails. Rootstown Township removed how to measure noise from their zoning resolution because it was unenforceable. J. DiPaola said it was a civil matter and that you just have to work the issue out with the neighbor.

## **ADJOURNMENT**

A motion was made by M. Kortan to adjourn the meeting at 5:30 p.m. Motion seconded by J. Paulus.

Minutes approved at the November 10, 2021 Meeting.

  
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Jim DiPaola, Chairman  
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Todd Peetz, Secretary