

**Minutes
Portage County Regional Planning Commission
November 10, 2021**

Portage County Regional Planning Commission dated November 10, 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	Franklin Twp., Joe Cicozzi	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	Sugar Bush Knolls Vill., Jim Beal
Windham Twp., Rich Gano	PARTA, Denise Baba	Water Resources, Tia Rutledge
County Engineer, Larry Jenkins	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	J. Gadd	M. Cone	N. Parianos	J. Walsh
R. Costin	A. Fathi			

Members Absent:

Atwater Twp., John Kovacich	Freedom, Roy Martin	Hiram Vill., Robert Dempsey
Mantua Twp., Matthew Benner	Mantua Vill., Ben Prescott	Randolph Twp., Victoria Walker
Windham Vill., Tom Brett	Shalersville Twp., Ronald Kotkowski	
Soil & Water, James Bierlair	Portage Park District, Allan Orashan	
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 OCTOBER 13, 2021 MEETING MINUTES

The October 13, 2021 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by D. Kemble. Motion carried with 15 Yeas.

SUBDIVISIONS

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

The applicant is requesting a review of a preliminary plan for Phase 2 of the subdivision for 50 single family residential lots.

The revised preliminary plan has a number of lots that do not meet the minimum requirement of 75 feet (or 45 feet on a cul-de-sac) that was previously established as the minimum lot width in 2002. The BZA denied the applicant's variance request to feature 20' building separation widths which do not meet zoning in a PRD. BZA minutes from June of 2020 indicate the 35-foot building separation widths cannot accommodate a new pump station, the plan cannot be approved if lots do not meet zoning requirements.

In addition, there are several items that were in non-compliance with the Portage County Subdivision Regulations.

Based on the above, the applicant has requested an extension of time until January 12, 2022. A motion was made by S. Christian-Bennett to approve an extension of time until January 12, 2022. Motion seconded by J. Paulus. Motion carried with 15 Yeas.

Variance to Section 318 (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

JIM DIPAOLA: "Do you solemnly swear that the testimony that you are about to give is the truth?" TODD PEETZ: "I Do. This variance is really three parts. They originally submitted a variance because they were going to have their bonding in place and they didn't have it in time for the October meeting and they didn't have it time to get all of that in place with Water Resources and the County Engineer's office and they asked for a variance in October for that. So, they figured they would get it to the Commissioners a week or two after that meeting and I think we were okay with that. Tia, can you confirm that they have that as part of the variance or not?" TIA RUTLEDGE: "I'm not sure." TODD PEETZ: "Well if you're not sure, then we will keep that part of the variance. That's one part of the variance and but then after the October meeting we discovered they had some technical issues with the plat itself that needed to be addressed and then the big issue was is there is a condo (Just Cricket) the condo runs just all the way down to Tallmadge Road and Just Cricket is right here and it goes to this development here in the back. You can't plat over another plat. So, because of they need to address this condo plat and that is not something our office or this board does. We do not do condo plats per the Ohio Revised Code and we do not have any authority to approve a condo plat. So, they really need to get this condo plat fixed and addressed prior to us platting. So, the variance is for three different things now: (1) Give them time for the bonding to be in place. (2) fix those minor corrections and this is probably the major correction as well as allow conditional approval of the whole plat while these other things are happening. The thing about that is . . . you know when we had Cranberry Creek several months ago the Prosecutor's Office said they have 30 days to process that conditional approval. Me, Gail, Lisa and then again with the Prosecutor's Office we find nowhere it says 30 days to process a conditional approval however, the Ohio Revised Code says it has to be done in a time certain. So, the time certain that we have worked out with the applicant is December 31st is their time certain. So, if we grant the variance, we will talk more about the revisions . . . so if we grant the variance, our office, engineer, Water Resources, no one will be signing the plat until the conditions are met. So, it just sits. So, if it sits until January 1st, it's null-n-void and you start all over again. So, that's the risk of a conditional approval. If you just did an extension of time, it's an extension of time.

They have obligations already on site already and that's why they want this conditional approval now so they can go back and say they have an approval conditionally. So that's why they are not asking for an extension of time.

Again, with the Plat itself basically this is what we are going to talk about next we still have Just Cricket . . . this is what is remaining of Just Cricket, they have new road here and it's a little off center but the new road will kind of curve into here and you have will have lot, lot, lot and lot and then you will have Menards here, this is a private road this way, this will be a public road and there are some complications with that. For example, where the public road connects to the private road the engineer wants a cul-de-sac for emergency turn-around.

The one part, these three lots are in really good shape. There are a few little wetlands in the back. This lot here is a little cumbersome and we are just going to let them figure how they are going to utilize that lot. You can see there is a wetland here . . . wetland . . . wetland . . . and you have open space lot that is in the back here that required for the plat.

As I mentioned before, they had some minor plat changes that they need to do as a result of the condo plat. The condo plat is like the biggest stumbling block and then of course this variance predicated on whether they get a conditional approval, which by the way, conditional approval is now allowed in the subdivision regulations. This subdivision is prior to the subdivision regulations being approve and it falls under the old regulations and thus needs a variance for conditional approval. Because the current code allows for that, staff has no problem with that. Staff also is okay with them fixing their issues going forward in trying to get this done and with your understanding and the applicant's understanding that we won't sign anything until the conditions are met and they have a deadline that you asked for and if you miss the deadline you start over. Just so we are all on the same page.

So, our recommendation is for approval of the variance." MIKE HLAD: "I make a motion we approve." RICH GANO: "I'll second." JIM DIPAOLA: "There is a motion and a second to grant the variance for conditional approval. All in favor, say aye." ALL MEMBERS: "Aye." JIM DIPAOLA: "All opposed. Motion carries. Motion carried with 16 yeas.

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

The applicant is requesting approval to create two new commercial lots and three blocks of land. The property is currently bisected with Parliament Drive which provides a private access to the Just Cricket Condominium located directly north of the proposed plat.

According to the wetland delineation there are wetlands present in three major areas. Wetlands are present in the northwestern portion along the northern subdivision boundary, the northeastern portion along the eastern boundary and the southeastern portion towards the middle of the site along the eastern boundary. There are total of seven isolated wetlands on the site.

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

Staff recommends conditional approval of the plat since the variance was approved. It should be noted that no department will sign the plat until all of the conditions have been met. All conditions must be completed prior to December 31, 2021. If the conditions are not met prior to December 31, 2021 the conditional approval will expire.

A motion was made by M. Hlad to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 16 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

The applicant is requesting approval combine sublots 79, 80 and 81 into one lot for the purpose of replacing their septic system.

There are no floodplain or wetland restrictions on 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 as corrected. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 16 Yeas.

Plat of “Germaine Reserve (Phase 2)” on Newcomer Road, Lot 63 in Franklin Township, Newcomers Partners, LLC., applicant

A motion was made by S. Christian-Bennett to approve an extension of time until December 8, 2021. Motion seconded by J. Cicozzi. Motion carried with 17 Yeas.

Replat of Sublots 29, 30, 31 and 32 in the “Ravenna Building Co., Allotment No. 2” on Front Street, Lot 20 in Rootstown Township, Shaunda Heine & Kevin Caldwell, applicant

A motion was made by D. Kemble to approve an extension of time until December 8, 2021. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

Replat of Sublots 15 and 16 in the “Ravenna Building Co., Allotment No. 2” on Lane Avenue, Lot 20 in Rootstown Township, Shaunda Heine, applicant

A motion was made by R. Gano to approve an extension of time until December 8, 2021. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

ZONING

Brimfield Township Rezoning From R-3 Medium High Density Residential to I-C (Integrated Commercial) on Tallmadge Road, Nicholas Parianos, applicant – Report presented by Gail Gifford

The proposed rezoning is to change the zoning map from R-3 Medium High Density Residential to I-C (Integrated Commercial). The amendment consists of ten acres.

The proposed amendment is to increase the density to the site to allow construction of additional apartment buildings. The property currently has six apartment buildings consisting of 12 dwelling units each and four garages. To the north are several existing industrial uses fronting on Tallmadge Road and to the south is Sunny Hills Golf Course. West and East of the property are single-family homes. Approximately 0.5 miles from this property is a condominium development which is under construction.

The proposed zoning would allow for a conditional permit to be obtained, allowing 12 dwelling units per acre. Based on the size of the proposed rezoning would allow up to 120 dwelling units with a maximum height of 40 feet. This is consistent with the current character of the property and there are buildings of similar height across the street from this area.

The site does not have access to PARTA routes. The use as proposed by the applicant could result in additional trips and traffic on Tallmadge Road which has seen heavy development in recent years. Although this is an existing development, staff would recommend a traffic study to determine any impacts from extra trips generated by the development of any additional units on the site.

Water and sewer are available on the property. Staff recommends coordination between the applicant and the appropriate water and sewer provider.

The site has some areas of hydric soils. The site drains to the southwest towards the vacant lot and Sunny Hills Golf Course then into Plum Creek. Hydric soils impact the foundation size and location when the site is designed.

The Brimfield Township LUP shows this parcel as remaining residential on the future land use map. On the future LUP map it shows this parcel adjacent to a large industrial area and within 0.5 miles of the Town Center.

This rezoning will allow the existing use of the property to continue at a higher density and bring the property into conformance with the zoning resolution. It will not impact the surrounding character of the area. The permitted height of 40 feet is consistent with the light industrial area across Tallmadge Road as well as existing development on the site. If approved, the following should be reviewed at the time of site plan:

1. Appropriate coordination with water and sewer providers
2. Hydric soils may impact the foundation of multi-family structures
3. Consider a traffic study to determine impacts to the roads

Staff recommends approval of the proposed rezoning from R-3 Medium High Density Residential I-C (Integrated Commercial). A motion was made M. Kortan to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 17 Yeas.

Franklin Township Rezoning From R-1 Low Density Residential District to R-O (Research Office) on Powdermill Road, Back Nine Holdings, applicant - Report presented by Todd Peetz

The proposed rezoning is to change the zoning map from R-1 Low Density Residential to R-O (Research Office). The amendment consists of 5.2640 acres.

The intent behind the proposed amendment is to allow for Titan USA Commercial Real Estate Services to construct a new office for their surveying company. The existing property was part of the Ken State Golf Course and is currently vacant. To the north are railroad tracks and vacant land. South of the property is a Kent State University property with a golf training facility and learning center. East of the rezoning site is vacant land and west of the site are single-family homes and Schnellner, LLC. a light manufacturing use, adjacent to the railroad.

The site does not have access to PARTA routes. The use proposed by the applicant would not result in many additional trips and Powdermill Road is not known for having high traffic volumes.

Potable water is available to the site and sewer is approximately 985 feet to the nearest sewer line. Staff recommends coordination between the applicant and the appropriate water and sewer provider at the time of site plan.

The proposed site does not appear to have any wetlands, floodplains, or hydric soils. However, it is 10 – 20 feet higher than the residential homes to the west and the natural topography slopes to the road. Some consideration should be given to capture runoff or slow its release from the site to better protect these homes. Several of the pre-existing homes are already in the 100-year and 500-year floodzone even before development occurs. Any reduction of surface water or slowing of the runoff from newly created impervious surfaces would be beneficial to the neighboring homes.

The proposed zoning potentially could change or impact the surrounding character of the area. The development may encourage other non-residential uses to locate here. The Township will need to determine if this is appropriate location for non-residential uses.

If approved, the following should be reviewed at the time of site plan:

1. Appropriate coordination with water and sewer providers
2. Evaluate potential stormwater controls to mitigate stormwater runoff

Staff research showed that there are four legal factors to evaluate to determine spot zoning. These include lot size as compared to other parcels, consistency with the Comprehensive Plan or Land Use Plan, compatibility of the use compared to surrounding uses and public benefit of the use. There is no minimum zoning district requirement that would be helpful with making a determination. There is no current Comprehensive Plan or Land Use Plan and the degree of public benefit is unknown since there was no site plan provided.

Staff recommends approval with a development agreement between the Township and developer. If it were approved, staff would recommend at the time of site planning the above considerations be part of the site plan review. The Township may want to consider establishing a minimum size to create a stand-alone zoning district. Preparing a comprehensive plan or land use plan is also recommended.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 17 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

The Township regulates animal husbandry on lots less than 5 acres but does not have a stand-alone definition of “animal husbandry”, which has resulted in confusion for residents.

Rootstown Township is proposing the following definition of animal husbandry:

- “Animal husbandry – shall constitute as the breeding, raising, keeping and/or care of animals.”

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

EXECUTIVE COMMITTEE

Work Program

October 2021 Work Program Report

Todd presented the October 2021 Work Program Report.

- Subdivision Regulations – Staff is looking at some minor additions that will be brought the board in January/February. 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 – Staff finally obtained the Army Corp letter so the Township can receive grant funding. Staff is also assisting them with a Christmas Light Program.
- Brimfield Township – Staff is also assisting them with a Christmas Lights Program.
- 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.
- Mantua Village – Staff are looking into a variety of grants to help the Village. A pre-application for a Targets of Opportunity Grant was submitted to the State.
- Randolph Township – Staff is assisting them with a Christmas Lights Program.
- Ravenna City – Staff 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.
- Windham Village – Staff obtained a Critical Infrastructure Grant.
- Quarterly Zoning Inspectors (QZI) Meeting – A meeting was held on October 28, 2021 and the next meeting will be held January 20, 2022. The location and topic is to be determined.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program –Currently there are seven septic systems in process.
- Portage County Vision and Comprehensive Plan – A kick-off meeting for the Comprehensive Plan was held on October 4, 2021 and the next meeting has been scheduled for November 9, 2021.
- Historic Properties Survey/Interactive Map – Staff is working on recording the known historic structures for the City of Ravenna and Ravenna Township.

Grant Report – Report presented by Todd Peetz

- A grant was submitted for the Sheriff Department for body vests
- Working with the Sheriff Department on two grant applications
- Staff is working on a EPA Brownfield Grants and is due by October 28, 2021.

October 2021 CDBG Report – Report presented by L. Reeves

2020 Community Development Allocation Grant

Haven of Portage County Water & Sewer Improvements Project – Construction has been completed. The water main testing should have been completed. The sewer inspection has been scheduled for today. Once the inspection has been completed, reviewed and accepted by P.C. Water Resources the tap-in fee will be paid so that the Haven can be tied in.

Windham Community Center Project – The bid opening was held on October 20, 2021. The Commissioners passed the resolution to award and enter into contract on November 4, 2021. The contracts have been prepared and are ready for pick up by the contractor.

Freedom Township ADA Project – The bid opening was held on October 27, 2021. No bids were received. The scope of work as well as the estimated cost for the former schoolhouse as well as the Township Hall will be re-evaluated and sent back out to bid in 2022.

Fair Housing – There were one request for assistance received in October and was located in the Village of Windham.

Streetsboro Senior Assistance Program – To date we have received 66 applications for the Senior Assistance Program. The lawn mowing season is nearing the end and leaf clean up season has started. An addendum is being prepared for the snow plowing.

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. One application has been forwarded over to the Neighborhood Development Services for processing.

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. The drawings were revised and resubmitted to EPA for their last review.

2021 Critical Infrastructure Grant

Portage County was awarded \$452,100 for a project within the Village of Windham and \$253,600 for a project within the City of Ravenna. The grant agreement for both projects have been received, signed by the Commissioners and returned to the State for signing.

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

The second public hearing was held on October 21, 2021 and are anticipating submitting grant application on or about November 19, 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. OCD will be reviewing the applications and will respond by the end of November.

Finance

October 2021 Financial Statement

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

M. Hlad made a motion to approve the October 2021 financial statements as presented. Motion seconded by R. Gano. Motion carried with 17 Yeas.

Authorization to Enter into a Memorandum of Understanding with Information Technology Services for the Purchase of a Wide-Format Plotter (Resolution No. 21-14) – Todd Peetz

It is necessary for ITS to possess a high quality wide-format plotter for map making and public record requests. It has also become necessary for Regional Planning to also having a plotter for map making projects and other departmental functions.

There is joint interest between both ITS and Regional Planning in saving both physical space in their shared environment and financial resources on such a purchase.

The Portage County Regional Planning Commission wishes to enter into a Memorandum of Understanding agreement with ITS and recognizing the following financial contributions to reimburse ITS 50% of the purchase price within 12 months of purchase in the amount of \$7,067.50 and be responsible for a percentage of any maintenance or supplies needed after purchase.

A motion was made by M. Hlad to enter into a Memorandum of Understanding agreement with ITS. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

DIRECTORS REPORT

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

OTHER BUSINESS

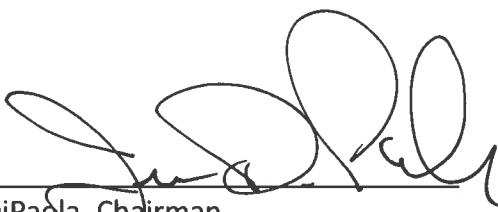
Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on December 8, 2021 at 4:30 p.m. Todd said the meeting will held here at Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

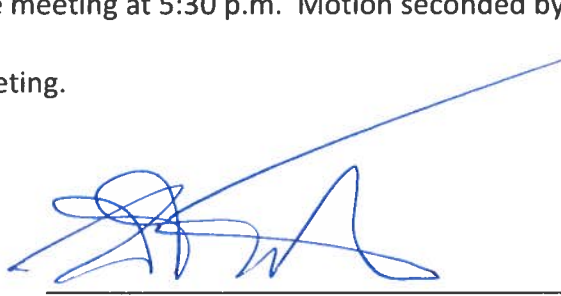
ADJOURNMENT

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 December 8, 2021 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary