

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

Portage County Regional Planning Commission dated December 8, 2021 at 4:30 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

**Members Present:**

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Garrettsville Vill., Rick Patrick	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	Shalersville Twp., Frank Ruehr
Suffield Twp., Adam Bey	Windham Twp., Rich Gano	Windham Vill., Tom Brett
Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge	

**Alternates Present:**

Brimfield Twp., Lauren Coffman

**Staff Present:**

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

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

Freedom, Roy Martin	Hiram Vill., Robert Dempsey	Mantua Twp., Matthew Benner
Mantua Vill., Tammy Meyer	Randolph Twp., Victoria Walker	PARTA, Denise Baba
Soil & Water, James Bierlair	Portage Park District, Allan Orashan	County Engineer, Larry Jenkins
P.C. Commissioner, Vicki Kline	P.C. Commissioner, Anthony Badalamenti	
P.C. Commissioner, Sabrina Christian-Bennett		

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

**APPROVAL OF NOVEMBER 10, 2021 MEETING MINUTES**

The November 10, 2021 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 15 Yeas.

## SUBDIVISIONS

Variance to Section 318 (Approval of Plat) of the P.C. Subdivision Regulations for the Plat of Germaine Reserve (Phase 2) on Newcomer Road, Lot 63 in Franklin Township, Newcomers Partners, LLC., applicant – Report presented by Todd Peetz

JIM DIPAOLA: "Ok, all three of you. Is the testimony you are about to give before this board the truth?"

TODD PEETZ, MIKE WOHLWEND & RICHARD BANCROFT: "Yes." JIM DIPAOLA: "Go ahead Todd."

TODD PEETZ: "This is Phase 2 of Germain Reserve in Franklin Township on Newcomer Road which will add 67 additional units in Phase 2.

The reason they are asking for a variance is really for two things . . . well it's really for just two things. Well, the reason is because they originally came in under the old subdivision regulations which were updated in June. So, the first part of the variance would be to allow for a Surety Bond which before it was all cash and the second part would be, which we didn't allow is conditional approval. We can now allow for conditionals approval according to the new subdivision regulations. This is very similar to what we did for Germain Reserve (Phase 1) this way and we have done Cranberry Creek (Phase 4) this way and we've got a couple of others that started under the old regulations that may end up the same way.

There really isn't a lot to tell you until we get to the subdivision platting process. There isn't a lot to say. The Engineer's Office did say they support it. They said the Surety Bond is almost completed. They are still waiting on the Stormwater Bond." RICHARD BANCROFT: "We submitted the Surety Bond, the continuation of the Escrow for inspections and then we amended the inspection to allow for the fees. All of that was signed, sealed and delivered to Mike Collins at 3:00 this afternoon." TODD PEETZ: "Ok, again they are okay with it and staff is okay with approving the variance for a Surety Bond and to allow them time to meet the conditions of the conditional approval. I don't know if you guys have anything else to add to it."

JIM DIPAOLA: "Are there any questions from the Board or the developers? Hearing none, I will entertain a motion to approve staff recommendations." DAVID KEMBLE: Aye." RICK PATRICK: "I'll send, Rick Patrick."

Motion carried with 17 Yeas.

Plat of "Germaine Reserve (Phase 2)" on Newcomer Road, Lot 63 in Franklin Township, Newcomers Partners, LLC., applicant – Report presented by Todd Peetz

The applicant is requesting approval for Phase 2 of a proposed Planned Residential Development (PRD) consisting of 67 additional single-family lots to the subdivision for a total of 105 single-family lots.

The County Engineer recommended conditional approval:

1. Need redline comments on Plat revised
2. Need to obtain variance for the performance guarantee

The Tax Map Department recommended disapproval:

1. Revisions not yet received.

Staff recommends conditional approval of the Plat to February 15, 2022. It should be noted that if the Plat is conditionally approved to February 15, 2022, that no department will sign the Plat until the conditions of the Plat report are met. If the conditions are not met prior to February 15, 2022, then the conditional plat approval will expire.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. 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 – Report presented by Maria Palmisano

The applicant is requesting approval to combine Sublots 29, 30, 31 and 32 into one lot. The site is currently vacant.

The site has access to sanitary sewer through Portage County Water Resources and has access to central water.

There are no hydric soils present on the site. There are no floodplain or wetland restrictions on site.

Staff recommends approval of the Replat. A motion was made by J. Kovacich to follow staff recommendation. 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 – Report presented by Maria Palmisano

The applicant is requesting approval to combine Sublots 15 and 16 into one lot. The site is currently vacant.

The site has access to sanitary sewer through Portage County Water Resources 100 feet North of the property. Connection to sewer will require extension of gravity sewer or a private grinder station. The site has access to central water.

There are no hydric soils present on the site. There are no floodplain or wetland restrictions on site.

Staff recommends approval of the Replat. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 17 Yeas.

Replat of Lot 17 in the "Congress Lake Heights Subdivision No. 1" on Skylark Drive, Lot 14 in Suffield Township, Timothy Detling, applicant – Report presented by Maria Palmisano

The applicant is requesting approval to combine subplot 17 and part of township lot 14.

The site does not have any access to sanitary sewer or central water.

There are no floodplain or wetland restrictions on the site.

Tax Map has recommended conditional approval. Once the deeds are prepared and recorded for the administrative split and remainder survey, the name and volume numbers will need to be updated on the replat mylar before it can be approved and recorded.

The lot complies with the Suffield Township zoning requirements. The Suffield Township Zoning Inspector has reviewed the replat and approved it.

The applicant has requested a conditional approval to January 15, 2022.

A motion was made by J. Paulus to recommend *conditional approval* to January 15, 2022. Motion seconded by D. Kemble. Motion carried with 17 Yeas.

## **ZONING**

Rootstown Township Rezoning From C-2 Commercial District to L-I (Light Industrial) on Lynn Road – Report presented by Todd Peetz

The property fronts on Lynn Road with I-76 paralleling the property in the back. The parcel itself has a SHUR Co. business on it and the surrounding properties are either vacant or single-family residential.

The majority of interest in the vacant area of the parcel has been for industrial uses, which do not conform to the Commercial C2 zoning. The proposed zoning would match the existing zoning to the east and would be consistent with the use already on site. Much of the vacant property across the street from Lynn Road have wetland features associated with it and may provide a little bit of buffer from the other existing residential further down to the west of the subject property.

Staff would recommend approval of the proposed rezoning from C-2 Commercial District to L-I (Light Industrial). Staff would recommend at the time of site plan the Township work with the applicant to provide proper screening and buffering as appropriate from the existing residential. Also depending on the proposed use there may need to be a traffic study to evaluate any potential traffic conflicts.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 17 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

### **Amendment No. 1**

Rootstown Township is proposing the following under Section 230.05.C:

“C. Dairying and animal poultry husbandry shall be permitted, EXCEPT NO BREEDING on lots ~~with a minimum area~~ of LESS THAN one (1) acre . . .”

The intent of the amendment is to clarify minimum acreage needed for breeding of animals. The proposed amendment is not intended to regulate domestic pets. Rootstown Township may want to consider adding that in the definition that RPC staff discussed back in November as a clarifier for “animal husbandry”.

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

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

Shalersville Township is proposing to amend Section 363-G (Area Regulations). Shalersville Township is proposing the following:

“G. Maximum Building Height: FIFTY (50) feet, WITH UP TO AN ADDITIONAL 20% ~~negotiated~~ CONSIDERED BY THE DESIGN GUIDELINE BOARD. Further height regulations in the vicinity of the Portage County Airport Authority shall not exceed established Federal Aviation Administration height regulations.”

In consulting with the County Prosecutor’s Office, they recommend a height 60 feet rather than 50 feet.

Staff recommends approval of the proposed amendment with the recommendation from the County Prosecutor’s Office. A motion was made by F. Ruehr to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

### EXECUTIVE COMMITTEE

#### Work Program

##### November 2021 Work Program Report

Todd presented the November 2021 Work Program Report.

- Atwater Township – Staff finally obtained the Army Corp letter so the Township can receive grant funding. Staff has also been working with their zoning inspector on home-based businesses.
- Freedom Township – Staff is working with the Township and the Historical Society on a CDBG project.
- Hiram Township – Staff is still continuing to look into grant opportunities for Broadband grants. Need to coordinate with a broadband provider.
- 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.
- Paris Township – Staff prepared a map for the fire department.
- Ravenna City – Staff obtained a Critical Infrastructure Grant.

- Windham Township – Created an address map for their Fire District.
- Windham Village – Staff obtained a Critical Infrastructure Grant.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program –Currently there are four septic systems in process.
- Portage County Vision and Comprehensive Plan – A meeting for the Vision Plan was held on December 7, 2021 and the next meeting has been scheduled for January 18, 2022. The next Comprehensive Plan meeting has been scheduled for January 10, 2022.
- Historic Properties Survey/Interactive Map – Staff is working on recording the known historic structures for the City of Ravenna and Ravenna Township.
- Grant Writer – The Commissioners have hired a grant writer for the County to not only manage the CARES Funds but also will be helping County Departments apply for grants. RPC staff will still assist communities as needed.

November 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 and sewer testing has been completed. The tap-in fee was sent out to Water Resources today.

Windham Community Center Project – The contracts have been signed by the contractor and by Windham Village. Contracts will be circulated for signing by the Prosecutor's Office, Auditor's Office and the Commissioners in 2022. Construction will begin in the spring 2022.

Freedom Township ADA Project – 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 eight requests for assistance received in November. Six (6) calls were in the City of Ravenna; One (1) call was in Paris Township and one (1) call was in the Village of Windham.

Streetsboro Senior Assistance Program – To date we have received 71 applications for the Senior Assistance Program. The lawn mowing season has ended and leaf clean up and snow removal season has started. An addendum is being prepared for the snow removal.

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 Critical Infrastructure Grant – Ravenna City**

The grant agreement has been signed by the Commissioners and returned to the State for signing. An environmental review will need to be completed and release of funds will need to be obtained for the project by February 15, 2022 prior to putting anything out to bid.

### **2021 Critical Infrastructure Grant – Windham Village**

The grant agreement has been signed by the Commissioners and returned to the State for signing. An environmental review will need to be completed and release of funds will need to be obtained for the project by February 15, 2022 prior to putting anything out to bid.

### **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. However, according to the State no more funding is currently available and will not accept any more applications until July 2022.

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

The second public hearing was held on November 18, 2021 and it is anticipated the grant application will be submitted by mid-December.

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

OCD determined the project was not eligible for funding and have recommended alternative methods of funding. Staff will be consulting with the State regarding the possibility of Phase 2 being eligible for the grant and will discuss other alternatives of funding for Phase 1 with them as well.

## **Finance**

### **November 2021 Financial Statement**

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

D. Kemble made a motion to approve the November 2021 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

### **2022 Budget for the Portage County Regional Planning Commission (Resolution No. 21-15) – Todd Peetz**

The Portage County Regional Planning Commission has reviewed the proposed 2022 appropriations for the operation of the Portage County Regional Planning Commission. For 2022 the certified revenue is \$555,947 and expenditures have been adjusted to \$501,729.

A motion was made by R. Patrick to approve the proposed operating budget for 2022 as presented. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

Authorization to Enter into an Agreement with the Portage County Prosecutor's Office for Legal Services (Resolution No. 21-16) – Todd Peetz

Todd presented Resolution No. 21-16 which is an agreement with the Portage County Prosecutor's Office for legal services.

A motion was made by J. Kovacich to approve entering into an agreement with the Portage County Prosecutor's Office for legal services. Motion seconded by R. Gano. Motion carried with 17 Yeas.

2021 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 21-17) – Todd Peetz

The Portage County Regional Planning Commission finds it necessary to transfer an amount of \$1,550 in appropriations.

A motion was made by J. Cicozzi to approve transferring \$1,550 in appropriations. Motion seconded by F. Ruehr. Motion carried with 17 Yeas.

**DIRECTORS REPORT**

Todd noted that he and Gail met with the Director of the Ohio Tourism regarding a number of projects that staff has completed and have been working on. Todd said it was a very good meeting. The director provided some suggestions of things to do in the area during the car show for the entire weekend which could help boost the local economy.

**OTHER BUSINESS**

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on January 12, 2021 at 4:30 p.m. Todd said the meeting will held here at the P.C. Regional Planning Commission Former Office at 124 North Prospect Street, Ravenna.

**ADJOURNMENT**

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

Minutes approved at the January 12, 2022 Meeting.

  
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Jim DiPaola, Chairman  
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Todd Peetz, Secretary