

**Minutes
Portage County Regional Planning Commission
January 11, 2023**

Portage County Regional Planning Commission dated January 11, 2023 at 4:30 p.m. The meeting was held at the former Portage County Regional Planning Commission office, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Freedom, Charlene Walker	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Mantua Vill., Tammy Meyer	Paris Twp., David Kemble	Randolph Twp., Sue White
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal
Windham Twp., Rich Gano	Water Resources, Tia Rutledge	Soil & Water, Anthony Lerch
PARTA, Amy Proseus	Portage Park District, Allan Orashan	County Engineer, Larry Jenkins
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

T. Peetz	E. Beeman	L. Reeves
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Public Present:

J. Gadd	J. Smith	T. Burgoyne	D. Miller
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Members Absent:

Hiram Vill., Robert Dempsey	Mantua Twp., Susan Lilley	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Windham Vill., Nick Bellas	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 DECEMBER 14, 2022, MEETING MINUTES

The December 14, 2022 minutes were presented. T. Green made a motion to approve the minutes as presented. Motion seconded by D. Kemble. Motion carried with 20 Yeas.

APPOINTMENT OF NOMINATING COMMITTEE

The following persons were appointed to the Nominating Committee:

- A. Orashan
- J. Beal
- S. Nutter

The Nominating Committee will meet after the Full Board Meeting in February.

SUBDIVISIONS

Preliminary Plan of "Wingfoot Lake Development" on State Route 43, Lot 29 in Suffield Township, Wingfoot Development, LLC., applicant - Report presented by Todd Peetz

The site is northeast of Wingfoot Lake on the west side of State Route 43 and approximately ½ mile south of Waterloo Road in Suffield Township. The preliminary plan proposed 42 single-family lots and two new residential streets off of State Route 43. The site was a farm for many decades.

The site is zoned Low Density Residential (R-1).

There are wetland areas identified on the survey. A permit from U.S. Army Corps of Engineers or from Ohio EPA must be submitted along with the Plat and the permit number must be on the Plat.

Staff recommends *conditional approval* of the preliminary plan. The following items must be provided:

1. Township lot numbers are missing. The lot numbers must be in the title block on the Plat.
2. Names, addresses and phone numbers of the owners, developers and/or professional engineer or surveyor who prepared the preliminary plan are required with registration numbers and seals.
3. Total acreage of the subdivision is missing on the preliminary plan.
4. Proposed names of streets are missing.
5. Missing lot dimension.
6. Missing geometry including segment lengths, curve data and intersection angles.
7. Proposed restrictions and covenants will need to be submitted at the time of Plat including any proposed for the Homeowners Association.
8. Before any Plat can be approved with 300 feet of a highway or 500 feet of a highway intersection, it must be submitted to the State Department of Transportation. This must be done before Plat approval.
9. Wetland delineations should be clearly delineated.
10. May need a variance for lot depth on some lots.
11. Need approval and/or a conversation with Wingfoot Lake/ODNR about trail and access road to state park. Need a conversation with the school district about accessing the school from the subdivision.

12. Need input from the electric company who owns the overhead wires. The developer will need to work with Ohio Edison to bury the lines appropriately.

The County Engineer is recommending *“conditional approval”*:

- Wetlands must clearly be delineated on the preliminary plan and subdivision Plat.
- Trip generation calculation is acceptable. A traffic impact study is not required.
- Subdivision Plat submission needs to follow the P.C. Subdivision Regulations for procedures for subdivision approval.

The Portage County Health Department is recommending *“approval”*:

- A written consultation from Ohio EPA is needed in accordance with OAC 3701-29-08 B.6.

The above conditions must be met prior to submitting the Plat for review.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by S. White. Motion carried with 22 Yeas.

Replat of Sublots 12 – 15 of Block 3 of “East Park Heights Allotment” on Hazel Street, Lot 25 S.D. in Ravenna Township, L & K Capital, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combining sublots 12, 13, 14 and 15 to build a collision center. The Replat is north of State Route 59 on the west side of Hazel Street. The site is located in Ravenna Township adjacent to the eastern border of Ravenna City.

The site is on sanitary sewer through Portage County Water Resources and water is available to the site through the City of Ravenna.

According to the National Wetlands Inventory and the Portage County Wetland Inventory, there are no wetlands on the site.

The FEMA Flood Insurance Rate Map shows no flood hazard areas on the site.

Staff recommends approval of the Replat. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 22 Yeas.

Replat of Sublot 8 Part of Lot 63 of “Coia Subdivision” on Summit Road, Lot 63 S.D. in Ravenna Township, Bisirri Commercial Properties, applicant

A motion was made by S. Christian-Bennett to approve an extension of time until March 8, 2023. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

ZONING

Mantua Township Text Amendment – Report presented by Todd Peetz

Mantua Township is proposing the following under Section 610.09 (Swimming Pools):

- C. The swimming pool or the entire property upon which it is located shall be secured by an enclosure (wall, fence or similar type of structure) in such a manner as to prevent uncontrolled access by children. The structure used to secure the pool shall not be less than FOUR (4) ~~six (6)~~ feet in height and it shall be maintained in good condition with a gate and a self-latching lock.

Staff recommends approval of the proposed amendment. A motion was made by S. Christian-Bennet to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Rootstown Township wants to make sure that businesses and community facilities in the Township can provide electric vehicle charging stations and that residents can also have charging stations for their personal vehicles. The amendment proposed is to allow electric charging stations as a permitted use in all zoning districts, with the exception of the Open Space Conservation District which would be a conditional use.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

December 2022 Work Program Report

Todd presented the December 2022 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting was held on October 11, 2022 to discuss some minor additions that will be brought to the Board. This has been tabled until the February 8, 2022 Full Board meeting. The Commissioners have scheduled their public hearing for March 16, 2023.
- Brimfield Township – Continued working on their Historic Structures Story Map. Staff is also assisting them with several zoning related requests.
- Deerfield Township – Staff is assisting them with grant information for their fire department.
- Freedom Township – Staff is looking into grant opportunities for a community center and a park. Staff needs to set up a meeting.
- Mantua Township – Staff is looking into grant opportunities for a community center and a park. Staff needs to set up a meeting.

- Mantua Village – Assisting them with a CDBG project for ADA sidewalk improvements. Staff is looking into a variety of grants to help the Village. Staff will be looking into resubmitting a pre-application for a Targets of Opportunity grant as well as submitted a pre-application for a Residential Public Infrastructure Grant. A portion of the LMI Income Survey was updated for the Village and the Village was 54.5% LMI.
- Nelson Township – Staff is discussing possible zoning/text amendments.
- Ravenna City – Working with the City on their Critical Infrastructure Grant.
- Rootstown Township – Staff is in the process of completing an income survey for a very small area in the Township.
- Shalersville Township – Staff has started updating the Township’s Land Use Plan. Several community meetings are being scheduled.
- Windham Village – Working with the Village on their Critical Infrastructure Grant.
- Quarterly Zoning Inspector’s Meeting – The next meeting will be held on January 19, 2023 at the Ravenna Township Townhall. There will be a variety of discussion topics for the next meeting but specifically HB 56 and EV charging stations.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program – Currently there are two septic systems in process, and one is pending owner information.
- Portage County Vision and Comprehensive Plan – The Commissioners approved the Vision Plan on December 1, 2022. A meeting has been scheduled with the Commissioners next Thursday to provide a summary of the Comprehensive Plan. Staff has met with a number of departments and non-profit organizations to help wrap up the project. Draft implementation schedule is available for review. Those departments or agencies that do not respond, we will set up appointments with them to make sure we have their input.
- Portage County Water Resources GIS Assistance – Staff has been working with Water Resources to provide GIS mapping assistance and the goal is to provide 80+ hours pers month. We are hoping to hire a planner to help with it.
- Brimfield Township Historic Structures Story Map Project – Todd met with Mike Kostensky to discuss goal setting and options; Staff is working on a community survey for input; Worked on creating an outline for potential creation of a historical district; Staff is also working with Kelso House and related community members to help support information gathering related to this project.

- Brimfield Township Comprehensive Plan Update – A kick-off meeting will be held on January 12, 2023.
- Shalersville Township Land Use Plan – Staff met with the Zoning Commission at their December meeting. Staff plans to have several community meetings in March and April. A Community Survey has been prepared for review. Much of the existing conditions have been compiled. Online web presence has also been prepared. Post cards with community meetings and survey information has been mailed out.

December 2022 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

A contract is in place for engineering services and the Notice to Proceed has been issued to the engineer.

2021 Critical Infrastructure Grant – Ravenna City

Construction is underway and it is anticipated construction will be completed in the spring of 2023.

2021 CDBG Target of Opportunity Program CARES Act (CDBG-CV)

Contract has been signed by the contractor and are waiting for the funds to be certified/appropriated at the County before circulating to the County Auditor, Prosecutor and the Commissioners. A notice to proceed will be issued once the contract is in place.

An extension has been approved and all construction must be completed by April 30, 2023.

2022 Community Development Allocation Grant

Administration

We have received the grant agreement and it has been signed by the Office of Community Development and the Commissioners.

We have received release of funds for the Public Service – Senior Assistance Program activity. Staff is working on the bid document for the project.

Public Service – Streetsboro Senior Assistance Program

Seventy-Eight (78) applications have been received for the Senior Assistance Program. All income has been verified for each household and a letter has gone out to all households who applied for the program.

Currently working on the bid specifications and it is anticipated the project will go out to bid next week.

Fair Housing

Staff received 14 fair housing calls in the month of December.

2022 Residential Public Infrastructure Grant – CHINN Sewer Construction

We have received the Permit to Install from EPA and a full application will be submitted as soon as it is available.

2022 Residential Public Infrastructure Grant – Mantua Village

We have enough LMI surveys at this time to justify the area to be LMI and are working with the State for their determination. The Office of Community Development (OCD) has recommended we wait until the next available cycle in 2023 to submit a full application.

2022 Downtown Revitalization Target of Opportunity Program

A full application is being prepared and will be submitted to OCD once it is completed and public hearing is held.

2023 P.C. Regional Planning Commission Work Program Report – Todd Peetz

Todd presented the 2022 Portage County Regional Planning Commission Work Program.

A motion was made by S. Christian-Bennett to accept the 2023 Regional Planning Commission Work Program as presented. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

FINANCE

December 2022 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the December 2022 financial statements and recommends acceptance.

R. Patrick made a motion to approve the December 2022 financial statements as presented. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

OTHER BUSINESS

Next Meeting

T. Peetz announced the next Regional Planning Commission meeting will be held on February 8, 2023 at 4:30 p.m. at the former Regional Planning Commission Offices located at 124 North Prospect Street, Ravenna.

DIRECTOR'S REPORT

Electric Vehicle Charging Stations

There are 3 levels of charging stations: (1) Level 1 uses common 120-volt household outlet and adds 2 – 5 miles of range per hour charging; (2) Level 2 is commonly used for daily EV charging and adds 10 – 20 miles of range per hour charging depending on power output and the vehicles max charge rate; (3) Level 3 is a DC fast charge and is found along heavy traffic corridors and gives up to 400 miles of range per 30 minutes of charging.

There are two charging stations proposed in Portage County. One in Brimfield Township and one in Palmyra Township.

Zoning is the primary tool for implementation until the building code or state code catches up.

More information will be provided at the Quarterly Zoning Inspectors meeting.

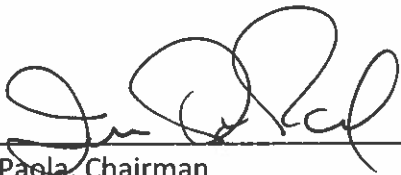
Planner Position

As of today, no applications have been received for the planner position and we will need to re-advertise the position.

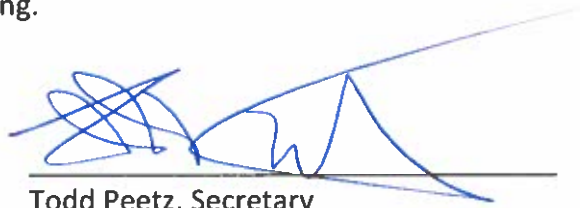
ADJOURNMENT

A motion was made by R. Patrick adjourn the meeting at 5:11 p.m. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

Minutes approved at the February 8, 2023, Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary