

**Minutes
Portage County Regional Planning Commission
March 8, 2023**

Portage County Regional Planning Commission dated March 8, 2023 at 4:30 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	Freedom, Charlene Walker
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Twp., Susan Lilley
Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., David Kemble	Randolph Twp., Sue White	Ravenna City, Frank Seman
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	County Engineer, Larry Jenkins
Portage Park District, Allan Orashan		

Alternates Present

C. Craycroft, Portage Park District

Staff Present:

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

J. Gadd	D. Pendleton
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Members Absent:

Atwater Twp., Thora Green	Hiram Vill., Robert Dempsey	Ravenna Twp., Jim DiPaola
Windham Vill., Nick Bellas	P.C. Commissioner, Mike Tinlin	
P.C. Commissioner, Anthony Badalamenti		
P.C. Commissioner, Sabrina Christian-Bennett		

Because the Chairman and Vice Chairman were absent a Chairman Pro Tempore was appointed. A motion was made by A. Orashan to appoint J. Beal as the Chairman Pro Tempore. Motion seconded by S. White. Motion carried with 22 Yeas.

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

APPROVAL OF FEBRUARY 8, 2023, MEETING MINUTES

The February 8, 2023 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by R. Gano. Motion carried with 22 Yeas.

NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Jim Beal

J. Beal announced that the Committee (Allan Orashan, Sandy Nutter and Jim Beal) met on March 8, 2023 and it was their recommendation to re-nominate Jim DiPaola for Chairman and Sabrina Christian-Bennett as Vice-Chairman. J. Beal asked if there were any other nominations from the floor and none were given.

R. Kotkowski made a motion to accept the Nominating Committee's recommendation of Jim DiPaola for Chairman and Sabrina Christian-Bennett for Vice-Chairman. Motion seconded by S. White. Motion carried with 22 Yeas.

SUBDIVISIONS

Replat of Sublot 8 and Part of Lot 63 of "Coia Subdivision" on Summit Road, Lot 63 S.D. in Ravenna Township, Bisirri Commercial Properties, applicant – Report presented by Gail Gifford

The site is zoned Commercial-Residential (C-R) and Residential Medium Density Zoning (R-M). Sublots 8A and 8B are a non-conforming use in the Residential Medium Density Zoning.

Sublot 8B has an existing commercial facility. It provides excavating and grading equipment sales. Sublot 8A is vacant.

Sublot 8A was rezoned to R-M and Sublot 8B was rezoned to C-R in January 2023.

There are no floodplain restrictions on site. Sublot 8B has several existing buildings and wetlands occupy the southeast wooded area of the lot. Sublot 8A is becoming slightly smaller than the minimum lot size required by the Township; however, the Replat has been reviewed and approved by the zoning inspector.

Staff recommends approval of the Replat. A motion was made by R. Patrick to follow staff recommendations. Motion seconded by R. Gano. Motion carried with 22 Yeas.

Replat of Sublot 9-R in "Rootstown Estates" on Cook Road, Lot 22 in Rootstown Township, David Molnar, applicant – Report presented by Gail Gifford

The applicant is requesting approval to create sublots 9-R1, 9-R2 and 10-R. The site is zoned Single Family Residential (R-2).

There is no access to sewer. The applicant provided a map of potential septic locations for sublots 9-R1 and 9-R2 which was approved by the P.C. Health Department. Sublot 10-R has an existing septic system as well as an area for a replacement and has been reviewed by the P.C. Health Department.

The location of the driveway for Sublot 9-R1 was discussed with the Township and variance has been obtained.

Creating Sublot 9-R2 separates the garage from the existing home which is the current principal use. The applicant has received a variance for this.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 22 Yeas.

Preliminary Plan of "Hickory Creek" on Meloy Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant

The applicant has requested an extension of time until April 12, 2023 to allow sufficient time to correct the areas of non-compliance with the P.C. Subdivision Regulations.

A motion was made by D. Kemble to approve an extension of time until April 12, 2023. Motion seconded by L. Jenkins. Motion carried with 22 Yeas.

Replat of Sublots 644 – 649 in the "Clapp Subdivision" on Lincoln Street, Lot 35 in Franklin Township, Deirdra Pendleton, applicant – Report presented by Gail Gifford

The applicant is requesting approval to combine sublots 644 through 646 to create Sublots 645-R and combining Sublots 647 through 649 to create Sublot 648-R.

According to the National Wetlands Inventory there are no wetlands on the site. The FEMA Flood Insurance Rate Map shows no flood hazard areas on or adjacent to the site.

The Replat has been reviewed and approved by the Franklin Township Zoning Inspector. Although the sublots are slightly smaller than the minimum lot area size, by combining the parcels the sublots are coming more into compliance.

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

Replat of Sublots 4 and 10 in the "Creeks Crossing Allotment" on Meander Way and Creeks Crossing Trail, Thomas Weise, applicant

A motion was made by D. Kemble to approve an extension of time until April 12, 2023. Motion seconded by R. Kotkowski. Motion carried with 22 Yeas.

Replat of Sublot 32 in the "Strong Allotment" on Albert Drive, Lot 2 in Deerfield Township, Stephanie Barringer, applicant

A motion was made by L. Jenkins to approve an extension of time until April 12, 2023. Motion seconded by D. Kemble. Motion carried with 22 Yeas.

ZONING

Franklin Township Rezoning from R-1 to C-1 on State Route 59, Battaglia Construction, Inc., applicant – Report presented by Todd Peetz

The applicant is requesting approval to change part of the Zoning Map from R-1, Low Density Residential to C-1, Local Commercial near State Route 59, and Cox Avenue. The first 1,000 feet back from State Route 59 is already C-1, Local Commercial. The remainder is R-1, Low Density Residential. The desire is to have one zoning district to cover the entire 23.41 acres.

The surrounding character of the area is mostly vacant on the north, west and south side of the subject parcel and commercial and medical offices matches the parcel boundary on the east side.

If approved, other items to consider at the time of the site plan include:

1. Appropriate coordination with water and sewer providers
2. Work with the Township for emergency service provision
3. Determine whether a traffic study is necessary

Staff recommends approval of the rezoning from R-1 to C-1. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by D. Kemble. Motion carried with 22 Yeas.

Franklin Township Text Amendment – Todd Peetz

A motion was made by J. Paulus to table this until April 12, 2023. Motion seconded by D. Kemble. Motion carried with 22 Yeas.

Mantua Township Text Amendment – Report presented by Todd Peetz

The Township Trustees never acted on the proposed amendments and per the advice from the County Prosecutor's Office have recommended the Township start the process all over with no additional changes.

Amendment No. 1

Mantua Township is proposing to add the following to Section 620.04 (Non-Conforming Buildings or Structures):

"D. Non-Conforming Structures Destroyed by Natural Disasters – Non-conforming residential or commercial structures destroyed beyond the control the owner (i.e., flood, windstorm, fire, snow, ice, rain, earthquake, or other such disaster) may be repaired or replaced. If replaced, it shall be replaced by a structure or comply with the current zoning resolution. Such structure shall be completed within a period of one year from the date of the damage/destruction and/or the release of insurance money, barring unforeseen circumstances that are beyond the owner's control."

J. Paulus recommended the Township look at removing the word "and" rather than saying "and/or". By removing the word "and" you could have one or the other. Todd said he looked at it that you would not be

able to fix the damage until you get the insurance money. Todd said he would put a comment in the letter to the Township.

Staff recommended deleting “residential and commercial uses” because the sentence reads, as any non-conforming structure would be eligible to rebuild. Also, if the Township had any active industrial businesses, it would be equitable to also let them rebuild.

Staff recommends approval of the proposed amendment with the changed noted in the report.

Amendment No. 2

Mantua Township is proposing to add Section 607, Historic Structures Overlay as part of the “All Districts” Section of the Zoning Resolution. The primary intent to help property owners secure grants for renovation, preservation, or restoration.

In proposed Section 607.00(2)(c), there is mention of additional uses for historical properties. Staff assumes this means tours, weddings and/or events. There are several historic structures in the Township like the Community Center, Townhall and the Mantua Center School that could accommodate these types of events. There may be a desire by a private property owner to use their property to support the historical designation, the Township may want to develop conditional use standards to ensure against not having “adverse impacts on surrounding properties”

Staff recommends removing “Ohio Historic Inventory” and reference to Mantua Township’s historic list from Section 607.01 (2) a. v Age of Structure. This is covered by reference to formal recognition by local, State or Federal agenda found in Section 607.01 (1) a.

Staff recommends approval of Amendment No. 1 and 2. A motion was made by D. Kemble to follow staff recommendations. Motion seconded by T. Meyer. Motion carried with 22 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

The purpose of Amendment No. 1 is to clarify how to draw the building line on a property site plan. The Zoning Resolution, the building line is most often used to make sure accessory buildings are not located in the front yard of a residential property. Rootstown Township is proposing to remove “building wall” from the definition because the building wall is not necessarily parallel to the street right-of-way.

Todd noted that after the report was mailed out that the word “line” was omitted. The definition should be as follows: “An imaginary line originating at the point of a building closest to the front street right of way line, running to the side lot lines and parallel to the front street right-of-way line. In the case of a corner lot, the side yard building line originates at the front street right-of-way line and runs parallel to the side right-of-way line to the rear yard line.” Staff recommends approval of the proposed amendment as amended.

Amendment No. 2

Although 6-feet is a more standard height for fences, the Zoning Commission is not opposed to allowing fences up to 8-feet high in residential districts if a property owner wishes to screen the view of something higher than 6-feet.

Staff recommends approval of Amendment No. 1 and 2. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by S. White. Motion carried with 22 Yeas.

Brimfield Township Rezoning from G-C to I-C Along State Route 43 and Tallmadge Road and From G-C to I-C on Route 18 East of I-76 – Report presented by Todd Peetz

Amendment No. 1

The proposal is to change the zoning map from G-C, General Commercial to I-C, Integrated Commercial along State Route 43. The amendment consists of approximately 307.4 acres and 81 parcels.

The proposed amendment would allow for development of both residential and commercial/office uses along State Route 43 in the north part of the Township. The existing properties are primarily vacant with some residential and non-residential development. To the west is the Kent Bog and agriculture.

T. Rutledge said there is sewer along State Route 43 and Howe Road. T. Rutledge stated that sewer service is provided to the new nursing facility on State Route 43, but water is not available along State Route 43 however the City of Kent has water available at that intersection.

Staff recommends approval of the proposed rezoning from G-C, General Commercial to I-C, Integrated Commercial.

C. Craycroft from the Portage Park District stated that they own approximately 215 acres nearby. C. Craycroft requested that Brimfield Township put the breaks on the proposed rezoning to allow the Township time to think about how the surrounding property should be developed and whether additional buffers could be added at the Kent Bog. M. Hlad stated that the Zoning Commission is unanimously wants the zoning in this area changed. M. Hlad continued to state that there is going to be development in this area of either General Commercial or Integrated Commercial.

A. Orashan made a motion to table the action on the proposed rezoning. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Amendment No. 2

The proposal is to change the Zoning Map from G-C, General Commercial to H-C, Highway Commercial near I-76, and Tallmadge Road. The amendment consists of approximately 91.5 acres and 37 parcels.

This proposed amendment would allow for development of the area surrounding the I-76 interchange with higher intensity commercial than allowed under the G-C, General Commercial. The existing properties area mix of commercial and residential uses as well as some vacant lots.

A tributary to Plum Creek flows through the site. There are also several areas of hydric soils.

Staff recommends approval of the proposed rezoning from G-C, General Commercial to H-C, Highway Commercial. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 22 Yeas.

Brimfield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Brimfield Township is proposing to remove the following from Section 600.04(2)(a), “All parking areas shall be located on the side or rear of buildings in compliance with the corresponding district requirements.”

This is coming back to the Regional Planning Commission Board per the Brimfield Township Zoning Commission as they want all of the zoning districts to be treated the same. The Brimfield Township Zoning Commission could have recommended to their Trustees what they wanted and could have avoided coming back to the Regional Planning Commission Board however, they chose to send it back for another recommendation.

Staff recommends saving the Town Center District to foster walkability. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Amendment No. 3

Brimfield Township is proposing the following under Section 540.00, Temporary Use Permits:

“Temporary Use Permits FOR UP TO 90-CALENDAR DAYS PER YEAR, such as fairs and other temporary sales and services, where permitted in appropriate districts, shall be permitted upon compliance with the plan requirements below:

Temporary Zoning Certificates . . . “

Staff recommends approval of the proposed amendment.

Amendment No. 3

Brimfield Township is proposing the following under Section 201.03.C; 201.03 (C)(1) and 201.03 (C)(2), Application Requirements:

“C. ~~Nine (9)~~ ONE (1) copy/IES AND ONE ELECTRONIC SUBMISSION of the site plan drawing, drawn to a scale of no less than one hundred (100) feet to the inch and shall be on one or more sheets of 24X36 inches or less in size showing the following items:

1. Professional engineer or architect seal on the plans.
2. General Vicinity Map”

Staff recommends approval of the proposed amendment.

A motion was made by D. Kemble approve staff recommendations for Amendment No. 2 and 3. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

**SET DATES FOR THE REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION
(RESOLUTION NO. 23-03)**

A motion was made by R. Gano to set the 2nd Wednesday of each month at 4:30 p.m. for the Regional Planning Commission Meetings. Motion seconded by R. Kotkowski. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

February 2023 Work Program Report

Todd presented the February 2023 Work Program Report.

- Update of Portage County Subdivision Regulations – 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 as well as working on updating their Comprehensive Plan.
- 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 met with a Township representative to discuss grant opportunities for a community center and a park.
- 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.
- Nelson Township – Staff is discussing possible zoning/text amendments.
- Randolph Township – Staff has been discussing a potential grant opportunity for the Township.
- Ravenna City – Working with the City on their Critical Infrastructure Grant. Staff also finalized a scope for their Comprehensive Plan.

- Shalersville Township – Staff has started updating the Township’s Land Use Plan. A community meeting was held on February 16, 2023 and the next one is scheduled for March 25, 2023.
- Windham Village – Working with the Village on their Critical Infrastructure Grant. Also discussed doing a minor update to their Comprehensive Plan.
- Quarterly Zoning Inspector’s Meeting – The next meeting will be held on April 27, 2023 and the topic and location of the meeting is yet to be determined.
- 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 was held with the Commissioners for February 9, 2023 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. We anticipate presenting a final document in March.
- 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 per month. We are hoping to hire a planner to help with it.
- Brimfield Township Historic Structures Story Map Project – This project is nearing completion. Staff will be meeting with the Township on March 9, 2023.
- Brimfield Township Comprehensive Plan Update – The next meeting with the Zoning Commission will be held on March 9, 2023.

February 2023 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

The engineer has completed the field survey and have started the in-office computer design and are currently placing the existing utility information on the plans.

2021 Critical Infrastructure Grant – Ravenna City

Construction has stopped until the asphalt plants re-opened. Construction is anticipated to be completed by the end of May 2023.

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

The contract is in place and a Notice to Proceed has been issued with the contractor. A pre-construction meeting was held with the contractor and a representative from Family & Community Services on February 27, 2023. The flooring is being ordered and it is anticipated that construction will start April 1, 2023.

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

2022 Community Development Allocation Grant

Volunteer Park Project

The environmental review has been completed and funds were released on February 21, 2023.

Coleman Demolition Project

The environmental review has been completed and the Finding of No Significant Impact was published in the newspaper February 19, 2023 for public review and comment. The Request for Release of Funds is scheduled to be signed by the Commissioners on March 9, 2023 and once signed will be submitted to OCD for release of funds.

DMRC ADA Project

The environmental review has been completed and the funds were released on February 21, 2023.

Fair Housing

Two requests for assistance were received in February and they were both located in the City of Ravenna.

Administration – Portage County

The contract between RPC/Commissioners for administration of the grant is being circulated for signatures.

Public Service – Streetsboro Senior Assistance Program

Eighty-one (81) 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.

The bid opening was held on February 15, 2023. The bid has been awarded by the Commissioners and the contract is circulating for signatures. Once in place a Notice to Proceed will be issued and a pre-construction meeting will be held.

Administration – City of Streetsboro

The contract between RPC/City of Streetsboro for administration of the Streetsboro projects is in place.

2022 Residential Public Infrastructure Grant – CHINN Sewer Construction

We have received the Permit to Install from EPA and it is anticipated that that an application will be available in July 2023.

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 anticipate it being submitted by mid-March. A meeting has been scheduled for next Wednesday to go over what is needed for the application.

FINANCE

February 2023 Financial Statements

J. Beal stated that the Executive Committee reviewed the February 2023 financial statements and recommends acceptance.

D. Kemble made a motion to approve the January 2023 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

Recreational Trails Grant – Todd said he has been talking with Freedom, Mantua, and Randolph Township regarding a possible Recreational Trails Grant.

Todd noted that three Recreational Trails Grants were submitted and two out the three were funded. Rootstown Township was awarded \$101,000 and Shalersville Township was awarded 135,000.

Planner – Staff is still trying to hire a planner and Todd said he has reached out to Ohio State University, and Todd attended a Lunch and Learn with them, and a couple of students approached them about a possible internship.

Wind & Solar Farms – Ron Kotkowski

A House Bill is being proposed that will allow for large scale wind/solar farms. A community would need to pass a Resolution if they do not want to allow large scale wind/solar farms in their community and would need to forward it to the P.C. Board of Commissioners. The P.C. Board of Commissioners will then need to decide if they want to pass a resolution listing each community that do not want to allow large scale wind and solar farms in their community.

Shalersville Township said they put a moratorium on large scale wind/solar farms until they get more information on them.

OTHER BUSINESS

Next Meeting

T. Peetz announced the next Regional Planning Commission meeting will be held on April 12, 2023 at 4:30 p.m. located at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

ADJOURNMENT

A motion was made by R. Gano to adjourn the meeting at 5:32 p.m. Motion seconded by D. Kemble. Motion carried with 22 Yeas.

Minutes approved at the April 12, 2023, Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary