

**Minutes
Portage County Regional Planning Commission
May 10, 2023**

Portage County Regional Planning Commission dated May 10, 2023 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., Thora Green	Brimfield Twp., Lauren Coffman	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	Randolph Twp., Sue White
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Suffield Twp., David Vartenak
Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge	
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

J. Gadd	T. Weise	K. Slocum	G. Slocum
P. Long	M. Graham		

Members Absent:

Franklin Twp., Joe Cicozzi	Freedom, Charlene Walker	Hiram Vill., Keith Holmes
Mantua Twp., Susan Lilley	Rootstown Twp., Joe Paulus	Windham Twp., Rich Gano
Shalersville Twp., Ron Kotkowski	Windham Vill., Nick Bellas	County Engineer, Larry Jenkins
Soil & Water, Anthony Lerch	PARTA, Amy Proseus	P.C. Commissioner, Mike Tinlin
Portage Park District, Allan Orashan		
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 APRIL 12, 2023, MEETING MINUTES

The April 12, 2023 minutes were presented. S. Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by T. Meyer. Motion carried with 14 Yeas and 1 Abstention (A. Orashan).

SUBDIVISIONS

Replat of Sublots 4, 5, 6 and Block 6A in the "Glass Allotment Subdivision No. 1" on Tallmadge Road, Lot 35 in Brimfield Township, Jarrett Fleet Services, applicant – Report presented by Gail Gifford

The applicant owns a single business which spans five lots and wishes to consolidate them into one lot.

The Replat is on the northeast corner of the I-76/Tallmadge Road/Mogadore Road interchange right-of-way in the Glass Allotment Subdivision No. 1 in Brimfield Township.

Public water and sewer is available at the site. A 30-foot sanitary sewer easement runs north to south through the site.

According to the National Wetland inventory there appear to be no wetlands on or adjacent to the site.

The FEMA Flood Insurance Rate Map shows a minimal chance of flooding.

The Replat is a non-conforming use under the G-C Zoning District; however, the applicant obtained a conditional use permit in November 2022 which is valid through November 2023 converting the non-conforming use. The Township has also initiated a rezoning to Highway Commercial (H-C) on the entire G-C area surrounding the interchange. Once completed, this use will be conforming.

The Replat complies with the Portage County Subdivision Regulations.

Staff recommends approval of the replat as presented. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by T. Green. Motion carried 15 Yeas.

Replat of Sublots 405, 406 and 407 in the "Twin Lakes Park Allotment" on Myrna Avenue, Lot 68 in Franklin Township, John Akamatsu, applicant – Report presented by Gail Gifford

The applicant is combining lots to construct an addition, creating subplot 406-R. There is an existing home on the site.

Public sewers are available to the site through Portage County Water Resources. There is no water service to the site.

According to the National Wetland Inventory there appear to be no wetlands on or adjacent to the site.

The Franklin Township Zoning Inspector has reviewed and approved the replat. Although Sublot 406-R does not meet the minimum lot area required in the R-1 zoning district, the combination will bring the lot more into compliance.

Staff recommends approval of the Replat as presented. A motion was made by S. White to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 15 Yeas.

Replat of Part of Block "A" in the "Hickory Grove Allotment" on State Route 14, Lot 14 in Deerfield Township, Joseph Sanor, applicant – Report presented by Gail Gifford

The applicant is combining lots to build a home. The site has a small garage and driveway off Hickory Grove Road. There is also a small pond on the lot.

There is no sewer or water to the site. The property owner is in the process of replacing the septic system and a septic permit is pending with the Health Department.

According to the National Wetlands Inventory there appear to be no wetlands on or adjacent to the site.

The FEMA Flood Insurance Rate Map shows a minimal chance of flooding.

There is no zoning in Deerfield Township.

The Replat complies with the Portage County Subdivision Regulations.

Staff recommends approval of the replat as presented. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by T. Meyer.

Replat of Lots 26 and 27 in the "Reserves of Breakneck Creek" on Creekview Drive, Lot 2 in Ravenna Township, Anthony and Kelly Hudson, applicant – Report presented by Gail Gifford

The replat is combining lots to construct an accessory building. There is an existing home on the site.

Public sewers are available to the site through Portage County Water Resources. Water is provided by the City of Ravenna.

According to the National Wetlands Inventory there appear to be no wetlands on or adjacent to the site. There is an ephemeral stream which runs behind the lots to Breakneck Creek that are protected by an open space easement.

The FEMA Flood Insurance Rate Map shows a minimal chance of flooding.

The replat complies with the Ravenna Township zoning and has been reviewed by the acting zoning inspector. Although the front setback required by R-M zoning is 35 feet, the replat is consistent with the original Planned Unit Development plat at 30-foot setbacks.

The Replat complies with the Portage County Subdivision Regulations.

Staff recommends approval of the replat as presented. A motion was made by T. Green to follow staff recommendation. Motion seconded by S. White. Motion carried with 16 Yeas.

Replat of Sublots 99 and 100 in the "Baronwood Allotment No. 1" on Ruth Drive, Lot 21 in Rootstown Township, Miles Foster-Davis, applicant – Report presented by Gail Gifford

The applicant is combining lots to construct a fence. There is an existing home on the site.

Public sewer and water are available to the site through Portage County Water Resources. A 30-foot sewer easement runs north and to the south through the property.

According to the National Wetlands Inventory there appear to be no wetlands on or adjacent to the site.

The FEMA Flood Insurance Rate Map shows a minimal chance of flooding.

The replat complies with the Portage County Subdivision Regulations.

The replat complies with Rootstown Township zoning and has been approved by the zoning inspector.

Staff recommends approval of the replat as presented. A motion was made S. Christian-Bennett to follow staff recommendation. Motion seconded T. Green. Motion carried with 16 Yeas.

ZONING

Franklin Township Text Amendment – Report presented by Todd Peetz

Chapter 6, Section 601.01.B.56.N.5.b.1 states the regulations for accessory buildings are “as specified in 405.06”. It was suggested by the zoning inspector to change this section to be titled “Accessory Buildings/Structures” because the BZA was unable to identify this section as it relates to buildings or structures and specifically decks. The Zoning Commission discussed the changes that would be needed in any applicable place that addresses accessory uses, accessory structures, and accessory buildings when they decided to re-define and define these terms in the definitions section. Additionally, they decided to re-title the section as requested as doing so would now match with the refreshed definition section.

Staff recommended the following changes to the definition of “Accessory Use”: “A subordinate use of a building or other structure, the use of which is located on the principal lot and incidental to the use of the principal building or other structure or use of land. PLEASE REFER TO 405.06 FOR ADDITIONAL GUIDANCE. ~~Accessory buildings not over sixteen (16) feet in height may be located in the rear yard provided such buildings do not occupy more than twenty-five (25) percent of the required yard depth requirements of the applicable zoning district.~~

Staff recommends approval of the proposed amendment as amended. A motion was made by D. Kemble to follow staff recommendation. Motion seconded A. Orashan. Motion carried with 16 Yeas.

PRESENTATION AND ADOPTION OF THE PORTAGE COUNTY COMPREHENSIVE PLAN

Todd provided a brief presentation of the Portage County Comprehensive Plan. A copy of the plan is available on the County Commissioners and the Regional Planning Commission website.

A motion was made by S. White to accept the Portage County Comprehensive Plan as presented. Motion seconded by R. Patrick. Motion carried with 16 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

April 2023 Work Program Report

Todd presented the April 2023 Work Program Report.

- Franklin Township – Staff met with the Township to discuss a Nature Works Grant for the Township and about CDBG funding available to the Township.
- Freedom Township – Staff is working on a Nature Works Grant for the Township.
- Mantua Township – Staff is working on a Nature Works Grant for the Township.
- 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 resubmitted a pre-application for a Targets of Opportunity grant.
- Ravenna City – Working with the City on their Critical Infrastructure Grant. Staff is working on an MOU for their comprehensive plan. JEDD meeting has started again.
- Windham Village – Working with the Village on their Critical Infrastructure Grant. Also discussed making a minor update to their Comprehensive Plan.
- Quarterly Zoning Inspector's Meeting – A meeting will be held on April 27, 2023 and the next meeting will be held on July 27, 2023 at 6:00 p.m. The meeting location will be in Palmyra Township and the topic is to be determined.

April 2023 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

The engineer is working on the design plans, bid form and the cost estimate.

2021 Critical Infrastructure Grant – Ravenna City

A couple of punch list items are left to be completed and will be completed the week of May 8th.

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

All of the flooring is completed on Graham Avenue. The HVAC has been completed at 1548/1550 Benjamin Court.

2022 Community Development Allocation Grant

Volunteer Park Project

The estimate to complete the project has increased. An application was prepared and submitted to obtain RLF funds through the County.

DMRC ADA Project

Waiting for the updated cost estimate and plans/specifications to be completed.

Fair Housing

There were five requests for assistance received in April.

Public Service – Streetsboro Senior Assistance Program

Eighty-seven (87) applications have been received for the Senior Assistance Program.

To date 58 households have been assisted with lawn mowing.

Clearance Activities – Citywide Demolition Program – City of Streetsboro

Received Release of Funds today.

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 Downtown Revitalization Target of Opportunity Program

The grant application was submitted to OCD on April 28, 2023.

FINANCE

April 2023 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the April 2023 financial statements and recommends acceptance.

S. Christian-Bennett made a motion to approve the April 2023 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 16 Yeas.

DIRECTOR'S REPORT

Planner Position – Todd said the new planner will start June 5, 2023. Todd also mentioned that 3 interns are being interviewed.

OTHER BUSINESS

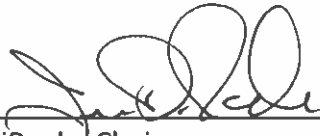
Next Meeting

T. Peetz announced the next Regional Planning Commission meeting will be held on June 14, 2023 at 4:30 p.m. located at the former Regional Planning Commission, 124 North Prospect Street, Ravenna.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 4:50 p.m. Motion seconded by R. Patrick. Motion carried with 16 Yeas.

Minutes approved at the June 14, 2023, Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary