

**Minutes
Portage County Regional Planning Commission
June 14, 2023**

Portage County Regional Planning Commission dated June 14, 2023 at 4:35 p.m. The meeting was held at the former Regional Planning Commission Office, 124 North Prospect Street, Ravenna.

Members Present:

Brimfield Twp., Mike Hlad	Freedom, Charlene Walker	Garrettsville Vill., Rick Patrick
Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., David Kemble	Randolph Twp., Sue White	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey
Sugar Bush Knolls Vill., Jim Beal	County Engineer, Larry Jenkins	PARTA, Amy Proseus
Park District, Allan Orashan	P.C. Commissioner, Sabrina Christian-Bennett	Portage

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford
N. DeHaven	L. Forrest	A. Zavertnick	K. Leib
N. Heddington			

Public Present:

J. Gadd

Members Absent:

Atwater Twp., Thora Green	Franklin Twp., Joe Cicozzi	Hiram Twp., Steve Pancost
Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley	Ravenna City, Frank Seman
Windham Twp., Rich Gano	Windham Vill., Nick Bellas	Soil & Water, Anthony Lerch
Water Resources, Tia Rutledge	P.C. Commissioner, Mike Tinlin	
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:35 p.m.

APPROVAL OF May 10, 2023, MEETING MINUTES

The May 10, 2023 minutes were presented. A. Orashan noted that he was present at the May 10, 2023 meeting and the minutes are reflecting that he was not present. A. Orashan made a motion to approve the minutes as corrected. Motion seconded by R. Patrick. Motion carried with 16 Yeas.

SUBDIVISIONS

Replat of Sublots 304 – 309 and 311 – 330 in the “Lake Brady Allotment, Leonard Subdivision” on Cox and Edmund and Iraquois Drive, Lot 35 in Franklin Township, Cochran’s Remodeling & Construction, LLC., applicant – Report presented by Gail Gifford

The applicant is requesting approval to combine Sublots 304 – 309 and 311 – 330 into one lot. The applicant is combining the lots into one lot in order to build a house. The area was originally platted in 1925 and has remained vacant ever since.

The site is wooded and has a pond which is being replatted to build a house. Iraquois Drive and Edmund Avenue are unimproved roads only existing on the Plat. Cox Avenue is a gravel road for approximately 212 feet running south to north along the site until terminating. The norther portion of the site is largely occupied by a pond. Construction will take place on the southern portion of the replat which has access to Cox Avenue.

Public sewer is available to the site and the site is in the Kent Water Service area.

According to the National Wetlands Inventory Map there appear to be no wetlands or adjacent to the site. There is a small pond occupying the northern portion of the lot.

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

Staff recommends approval of the replat as presented. A motion was made by C. Walker to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 6 Yeas.

ZONING

Palmyra Township Rezoning From Residential to Commercial on Tallmadge Road, Lee Liska, applicant – Report presented by Todd Peetz

The applicant is requesting to rezone 17.001 acres from Residential to Commercial. The proposed rezoning area is located just east of State Route 225 and on the north side of Tallmadge Road.

The proposed amendment would allow the future property owners utilize the property for commercial zoning. The application states the proposed zoning is to add garage(s), which is consistent with the Commercial Zoning District.

Water and sewer are available at the site location on Tallmadge Road and is near State Route 225 and makes the property somewhat ideal for commercial.

There are no known environmental issues associated with the requested rezoning area except for hydric soils on the west side of the property.

The same parcel came to Regional Planning in September 2021. At that time the request was to create a Dollar General site on 2.9 acres and transfer the remainder to the surrounding property owners; however,

a residential neighbor immediately to the west of the site protested the zoning change, citing noise, traffic, litter and potential devaluation of their residential property.

If approved, staff would recommend working with the western residential property owner to address their concerns from the previous zoning to limit, noise, traffic and litter from interfering with the enjoyment of their property. In addition, if commercial was approved that would leave the western property with the only non-commercial parcel at that intersection.

Staff recommends approval of the request with the inclusion of the western residential parcel to the west in the zoning amendment. After further discussion a motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

May 2023 Work Program Report

Todd presented the May 2023 Work Program Report.

- P.C. Subdivision Regulations Update – The next major update will start in June 2023.
- Brimfield Township – Continued working on a Historic Structures Story Map and updating their Comprehensive Plan.
- Franklin Township – Met with the Township to discuss doing an income survey of the former Brady Lake Area.
- Shalersville Township – Staff is making great progress on the Land Use Plan.
- Sugar Bush Knolls – Staff met with officials to help find infrastructure funds.
- Quarterly Zoning Inspector's Meeting – A meeting was held on April 27, 2023 and the topic was about small solar farm requirements. 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.

May 2023 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

Received two bids today and will be checking references so the resolution to award could be passed by the Commissioners.

2021 Critical Infrastructure Grant – Ravenna City

All work is completed.

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

All work is completed.

2022 Community Development Allocation Grant

Volunteer Park Project

The Commissioners approved the RLF funds for the project. Work can now begin on getting the construction out to bid.

Clearance Activities – Coleman Demolition Project – The RFP has gone out for the asbestos surveying. RFP's are due by 2:30 p.m. on June 28, 2023.

Freedom Schoolhouse ADA Project – No RFP for architectural services was received today. The RFP will need to be sent out again.

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 May.

Public Service – Streetsboro Senior Assistance Program

Ninety (90) applications have been received for the Senior Assistance Program.

To date 73 households have been assisted with lawn mowing.

FINANCE

May 2023 Financial Statements

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

S. White made a motion to approve the May 2023 financial statements as presented. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

2023 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 23-05) – Presented by E. Beeman

Evelyn presented Resolution No. 23-08 which is an appropriation increase for the operation of the Regional Planning Commission. The Portage County Budget Commission has made available for the 2023 operation of the Regional Planning Commission appropriations in the amount of \$529,745.

The Regional Planning Commission finds it necessary to amend the appropriations by an additional \$1,900 for the Regional Planning Commission operating expenses as follows:

Utilities	\$450.00
Printing Services	\$200.00
Software	\$800.00
Capital Reserve/Improvements	\$450.00

A motion was made by S. White to appropriation increase as presented. Motion seconded by L. Jenkins. Motion carried with 17 Yeas.

Authorization to Enter into Contract with the City of Ravenna for the Preparation of the City's Comprehensive Plan (Resolution No. 23-06) – Todd Peetz

Todd presented Resolution No. 23-06 which is authorization to enter into contract with the City of Ravenna for the preparation of the City's Comprehensive Plan. The City of Ravenna has committed 150 of their technical assistance hours and up to but not to exceed \$48,675.51 towards the Comprehensive Plan.

A motion was made by R. Kotkowski to authorize entering into contract with the City of Ravenna for an amount not to exceed \$48,675.51 plus 150 technical assistance hours. Motion seconded by S. Christian-Bennett. Motion carried with 17 Yeas.

Authorization to Enter into Contract with the Kent Historical Society to Create a Historic Structures StoryMap (Resolution No. 23-07) – Todd Peetz

Todd presented Resolution No. 23-07 which is authorization to enter into contract with the Kent Historical Society to crease an Historic Structures s StoryMap. KSU students will be utilized on an average of 24 hours/week to help do research.

A motion was made by J. Paulus to approve entering into a contract with the Kent Historical Society to provide services to create a Historic Structures StoryMap for an amount not to exceed \$24,200. Motion seconded by A. Orashan. Motion carried with 17 Yeas.

Authorization to Extend an Existing Agreement with Perry & Associates, CPA's to Conduct the Regional Planning Commission Audits Through Fiscal Year 2025 (Resolution No. 23-08) – Todd Peetz

Todd presented Resolution No. 23-08 which is authorization to extend an existing agreement with Perry & Associates to conduct the Regional Planning Commission audits through fiscal year 2025.

A motion was made by C. Walker to approve extending the existing agreement with Perry & Associates, CPA's for an amount not to exceed \$6,200 for fiscal years 2022 & 2023 and authorizes the Chairman or Vice Chairman and Director to sign the necessary documents. Motion seconded by T. Meyer. Motion carried with 17 Yeas.

DIRECTOR'S REPORT

Planner Position/Interns – Todd introduced the new planner and the interns.

N.E. Ohio Planning/Zoning Conference - Todd noted that the N.E. Ohio Planning/Zoning Conference will be held on June 30, 2023 at the Kent State Hotel and anyone interested in registering must do so by June 16, 2023. Todd said he may be able to still get someone in if it's after the deadline.

OTHER BUSINESS

Ohio Department of Transportation and DriveOhio – Gail Gifford

Gail provided information about a meeting that her and Nick went to regarding a Statewide EV Infrastructure Plan that was prepared by the Ohio Department of Transportation and Drive Ohio.

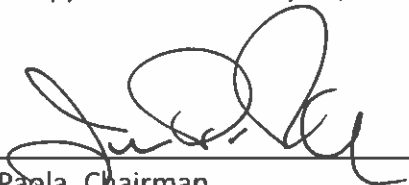
Next Meeting

T. Peetz announced the next Regional Planning Commission meeting will be held on July 12, 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 5:09 p.m. Motion seconded by C. Walker. Motion carried with 17 Yeas.

Minutes approved at the July 12, 2023, Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary