

**Minutes  
Portage County Regional Planning Commission  
August 9, 2023**

Portage County Regional Planning Commission dated August 9, 2023 at 4:30 p.m. The meeting was held at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

**Members Present:**

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan
Paris Twp., David Kemble	Randolph Twp., Sue White	Ravenna Twp., Jim DiPaola
Ravenna City, Frank Seman	Rootstown Twp., Joe Paulus	Sugar Bush Knolls Vill., Jim Beal
Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey	Windham Vill., Nick Bellas
County Engineer, Mike Collins	PARTA, Amy Proseus	Soil & Water, Anthony Lerch
Water Resources, Tia Rutledge	Portage Park District, Allan Orashan	

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	N. DeHaven	K. Leib
N. Hedington	L. Forest			

**Public Present:**

J. Gadd                      M. Graham

**Members Absent:**

Franklin Twp., Joe Cicozzi	Freedom, Charlene Walker	Hiram Vill., Keith Holmes
Mantua Twp., Susan Lilley	Palmyra Twp., Sandy Nutter	Windham Twp., Rich Gano
P.C. Commissioner, Mike Tinlin	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 JULY 12, 2023, MEETING MINUTES**

The July 12, 2023 minutes were presented. T. Green made a motion to approve the minutes as presented. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

**SUBDIVISIONS**

**Replat of Sublots 149 – 151 in the “McElrath Park Extension” on Fairfield Street, Lot 12 S.D. in Ravenna Township, James Sanders, applicant – Report presented by Todd Peetz**

The applicant is requesting approval to combine sublots 149 – 151 into one lot for the purpose of constructing a single-family home or duplex. The site is currently vacant with woodlands. Public sewer is available to the site through P.C. Water Resources. The site is in the Ravenna City water service area with water to the site.

The FEMA Flood Insurance Rate Map shows minimal chance of flooding. According to the National Wetlands Inventory there appear to be no wetlands on or adjacent to the site.

The Replat complies with the P.C. Subdivision Regulations and complies with the Ravenna Township zoning and has been approved by the zoning inspector.

Staff recommends approval of the Replat. A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Replat of Sublots 54 and 55 in the "Treasure Cove Allotment" on Treasure Blvd., Lot 35 in Deerfield Township, Kenneth Hobbel, applicant – Report presented by Todd Peetz

The applicant is proposing to combine two sublots into one lot. Sublot 54 has a garage and a single-family home. To the West of Sublot 55-R are single-family homes bordering Berlin Lake.

There is no zoning in Deerfield Township.

There is no central water or sewer available. The Health Department has noted there is a septic system on site.

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 small area in the northern end of Sublot 55-R designated as Flood Zone A. Berlin Lake is north of Sublot 55-R. The U.S. Army Corps of Engineer's ownership of the lake comes to the lot's edge.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected, therefore staff recommends approval. A motion was made by S. White to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 20 Yeas.

Replat of Sublot 9 in the "Chapman Allotment" on Judy Road, Lot 9 in Rootstown Township, Estate of Eugene & Patricia Dunlap, applicant – Report presented by Todd Peetz

The applicant is proposing to combine four sublots to create Sublot 9-R.

The site has a house and a garage near Judy Street and the rest of Sublot 9-R has wooded areas with wetlands encroaching on the northwest area.

Central water and sewer is available through Portage County Water Resources.

According to the National Wetlands Inventory there are wetlands in the northwest area of Sublot 9-R. The FEMA Flood Insurance Rate Map shows a small area directly north of the home that is in Flood Hazard A. The Portage County Building Department has noted this area on their comment form.

All items that were found to be in non-compliance with the Portage County 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 S. White. Motion carried with 20 Yeas.

Plat of "Turnpike Commerce Center" on State Route 44, Infirmery and Beck Road, Lots 46, 47, 48. 53. 54 and 55 in Shalersville Township, The Geis Companies, applicant

A motion was made by R. Kotkowski to approve an extension of time until September 13, 2023. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Replat of Sublot 3 in the "Turnpike Commerce Center" on State Route 44, Infirmery and Beck Road, Lots 46, 47, 48. 53. 54 and 55 in Shalersville Township, The Geis Companies, applicant

A motion was made by R. Kotkowski to approve an extension of time until October 11, 2023. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

**ZONING**

Nelson Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Nelson Township is concerned with the impact of solar on its views and character.

In order to have more control over the visibility and appearance of solar panels in the Township, staff suggested splitting the definition of solar energy system into multiple components so the components can be regulated separately as necessitated.

Amendment No. 2

Shalersville Township is proposing to make changes to Section 1001.1 to Section 1001.5 (Small Solar and Wind Energy Systems).

The intention of updating this section is two-fold. First is addressing the quantity question by limiting the use of solar and wind to on-site consumption. Second would be to prohibit solar and wind projects/farms whose purpose is to generate energy for addition to the electrical grid. Residential application of solar and wind would be listed as a conditionally permitted use. By making the commercial application conditionally permitted, it would allow the Board of Zoning Appeals oversight to ensure the size of the project is intended for on-site consumption only and provide for public input since these types of projects are larger in scale than that of a residential application and have a greater impact on the surrounding area.

Distinguishing between ground mounted and roof mounted systems will allow the township to have greater control of the impact of solar energy systems on the character of the community.

Staff suggested distinguishing between ground and roof mounted systems for height requirements. Ground mounted systems in excess of 15 feet are typically making dual use of the land (i.e. agriculture and solar) or are for-profit systems.

Staff also suggested splitting out solar into multiple sections similar to the wind energy system sections. The first section will define what solar energy systems are allowable, the second section will discuss setbacks, location and visibility and the third section will discuss maintenance and end-of-life.

A few minor grammatical changes and changes for consistency were also made to this section.

Staff recommends approval with inclusion of the staff recommendations.

J. Paulus asked about shadowing. Todd stated that “shadow flickering” has proven to be a psychological problem. Todd said it has to do with the location of it in relation to the house/condo.

A motion was made by R. Patrick to follow staff recommendations on Amendment No. 1 and 2. Motion seconded by T. Meyers. Motion carried with 20 Yeas.

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing to regulate pergolas as accessory structures and therefore needs to define “pergola” in the Zoning Resolution.

The following definition is proposed: “A structure consisting of open walls, vertical columns, pillars or posts supporting an open roof of girders or beams, with or without rafters attached to the girders or beams.”

Staff recommends approval of the proposed definition of pergola as submitted.

Amendment No. 2

Rootstown Township is proposing to allow pergolas to be less than 20 feet from the principal building.

Staff recommends approval of the proposed amendment as submitted.

Amendment No. 3

Rootstown Township is proposing to change the petition requirement from 8 percent to 15 percent. This amendment reflects a recent change in State law as the newly passed State budget raised the petition requirement which goes into effect on October 3, 2023.

Staff recommends approval as long as the amendment takes effect on or after October 3, 2023.

A motion was made by J. Paulus to follow staff recommendation on proposed Amendment No. 1 - 3. Motion seconded by S. White. Motion carried with 20 Yeas.

Shalersville Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Shalersville Township is proposing to change the definition of “solar farm” and “wind farm”.

The proposed definitions read more like statements than definitions. The Township is currently not in favor of any commercial wind or solar energy generation. This is not to say solar or wind should not be for on-site consumption. The term “farm” refers to over 50 MW per OrC 303.57. Selecting a number of Kilowatts generated like 16 Kw would be difficult to enforce and may be considered arbitrary in court.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Shalersville Township is proposing the following change in Section A/R-R 315A(1), R-2 336A(1), N-C 346A(1) or M-R-C 356A(1), Residential Districts Accessory Buildings:

- A. The accessory building SQUARE FOOTAGE FOR ~~is placed on a~~ PERMANENT FOUNDATION IS PERMITTED A SECOND STORY AND CALCULATED ON THE 1<sup>ST</sup> FLOOR FOOTPRINT.

Staff recommends approval of the proposed amendment.

J. Paulus said the proposed amendment should be two sentences. After further discussion the following was recommended:

- A. The accessory building SQUARE FOOTAGE ~~is placed on a~~ PERMANENT FOUNDATION IS PERMITTED. A SECOND STORY AND ~~CALCULATED~~ CANNOT EXCEED ~~on~~ THE 1<sup>ST</sup> FLOOR FOOTPRINT.

Amendment No. 3

Shalersville Township is proposing the following change to Section 363(H):

H. Side and rear yards abutting any residential ~~dwelling~~ PROPERTY or District, shall be no less than fifty (50) feet from the property line(s). In addition to this increased setback, landscape screening shall be located along each side and rear lot line in accordance with Section 364.

Staff recommends approval of the proposed amendment.

J. Paulus recommended the amendment be changed to read: “Side and Rear Yards SETBACKS OF A COMMERCIAL STRUCTURE ~~abutting any residential dwelling~~ PROPERTY or District shall be no less than fifty (50) feet from AN ABUTTING RESIDENTIAL ~~the~~ property line(s). In addition to this increased setback, landscape screening shall be located along each side and rear lot line in accordance with Section 364.

Amendment No. 4

Shalersville Township is proposing to add wineries to A/R-R, Section 310 Permitted Uses, Article 3, Sections N-C, 341, M-R-C, 351 and LID Permitted Uses.

Staff recommends approval as submitted.

Amendment No. 5

Shalersville Township is proposing to add the following to Section 400-D (Permitted Uses All Districts):

D. If a use is not listed as permitted, it is hereby deemed prohibited.

Staff recommends approval of the amendment as submitted.

Amendment No. 6

Shalersville Township is proposing to add commercial wind and solar installations to Section 414 (N), Prohibited Uses in All Districts.

This addition to prohibited uses would be consistent with the desires of the Zoning Commission. Commercial could be interpreted as a commercial use or commercial distribution. For clarity staff recommends it be defined.

A motion was made by R. Kotkowski to approve staff recommendation on the proposed amendments No. 1 – 6 as well as the additional changes proposed by the board. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Shalersville Township Text and Map Amendment to Remove Transfer of Development Rights and Rezoning From L-R to A/R-R – Report presented by T. Peetz

Shalersville Township is proposing to removal transfer of development rights from Sections 380 – 382. This section was created to provide a location and a guide for the receiving area of the TDR. Areas that are zoned L-R will be returned to A/R-R which was the underlying zoning in lieu of TDR credits being used on these parcels.

Staff recommends approval of the proposed amendment removing transfer of development rights as well as rezoning the parcels from L-R to A/R-R as submitted.

A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by S. White. Motion carried with 20 Yeas.

## **EXECUTIVE COMMITTEE**

### **WORK PROGRAM**

July 2023 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

The contract was awarded by the Commissioners and the contract is now being circulated for signatures.

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 – Contact is in place to complete the asbestos survey and a notice to proceed has been issued.

Freedom Schoolhouse ADA Project – Contract was awarded and is being circulated for signatures.

DMRC ADA Project

Waiting for the updated cost estimate and plans/specifications to be completed. The architect is anticipating the plans/specifications being completed so that the project could be bid out by mid-August.

Public Service – Streetsboro Senior Assistance Program

Ninety-Two (92) applications have been received for the Senior Assistance Program. Lawn mowing services are still ongoing.

2022 Downtown Revitalization Target of Opportunity Program

Grant agreement has been signed and the environmental review is underway.

## **FINANCE**

July 2023 Financial Statements

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

Allan Orashan made a motion to approve the July 2023 financial statements as presented. Motion seconded by D. Kemble. Motion carried with 20 Yeas.

Authorization to Enter into Contract with the Portage County Board of Commissioners for Administration of the 2022 CDBG Target of Opportunity Program, Downtown Buildings Program Grant (Resolution No. 23-10)

Todd presented Resolution No. 23-10 which is authorization to enter into contract with the Portage County Board of Commissioners for Administration of the 2022 CDBG Target of Opportunity Program, Downtown Buildings Program Grant.

A motion was made by T. Meyer to approve entering into contract with the Portage County Board of Commissioners for administration of the 2022 CDBG Target of Opportunity Program, Downtown Buildings Program Grant. Motion seconded by T. Green. Motion carried with 19 Yeas.

**OTHER BUSINESS**

Lalia Forrest, Nathaniel “Than” Hedington and Katilyn Leib gave a brief presentation about the Brimfield Township and the Kent Historic Structures Story Map.

**Next Meeting**

J. DiPaola announced the next Regional Planning Commission meeting will be held on September 13, 2023 at 4:30 p.m. located at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

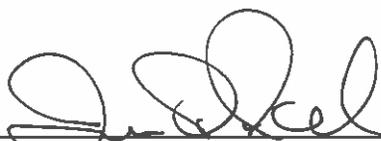
**DIRECTORS REPORT**

Replacement of the Steps at the Former Regional Planning Commission Offices – Todd said he is waiting on a second quote for the replacement of the steps.

**ADJOURNMENT**

A motion was made by T. Green to adjourn the meeting at 5:36 p.m. Motion seconded by T. Meyers. Motion carried with 19 Yeas.

Minutes approved at the September 13, 2023, Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary