

**Minutes  
Portage County Regional Planning Commission  
May 8, 2019**

Portage County Regional Planning Commission dated May 8, 2019 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., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Rob Dempsey	Mantua Twp., Victor Grimm	Palmyra Twp., Sandy Nutter
Paris Twp., D. Kemble	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Windham Twp., Rich Gano	Shalersville Twp., Ronald Kotkowski
Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal	Windham Vill., Deborah Blewitt
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Portage Park District, Allan Orashan
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Kathleen Clyde		
P.C. Commissioner, Sabrina Christian-Bennett		

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	G. Gifford
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**Members Absent:**

Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan	Randolph Twp., Victoria Walker
Soil & Water, James Bierlair	County Engineer, Mickey Marozzi	

**Public Present**

M. Wohlwend	S. Skrovan
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The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:30 p.m.

**APPROVAL OF REVISED MARCH 13, 2019 MEETING MINUTES**

The revised March 13, 2019 minutes were presented. R. Patrick made a motion to approve the minutes as revised and as presented. Motion seconded by J. Kovacich. Motion carried with 15 Yeas.

**APPROVAL OF APRIL 10, 2019 MEETING MINUTES**

The April 10, 2019 minutes were presented. D. Blewitt made a motion to approve the minutes as presented. Motion seconded by J. Beal. Motion carried with 15 Yeas.

## SUBDIVISIONS

Replat of Sublots 2, 3 and 4-R in the "Babcock and Motz Allotment" on West Main Street and Spring Street, Lot 8 S.D. in Ravenna Township, Bennett Land Title on behalf of Family & Community Services, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine sublots 2, 3 and 4-R into one lot.

Ravenna City water and Portage County sanitary sewer is available. Sewer is available on the south side of State Route 59, but the lot is not connected.

There do not appear to be any wetlands on the site nor does the FEMA Flood Insurance Rate Map show any flood hazard areas on the site.

The replatted lots meet the zoning requirements with the exception of the minimum lot area, however the replat brings the lot more into compliance.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations has been corrected therefore staff recommends approval of the Replat as corrected. A motion was made by J. Kovacich to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 15 Yeas and 1 Abstention (S. Christian-Bennett).

Replat of Sublots 1A-B of the "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lot 36 in Brimfield Township, Maplecrest, LLC., applicant – Report presented by Todd Peetz

The applicant is requesting approval to subdivide Parcel 1AB into two lots. The lots are zoned General-Commercial.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations has been corrected therefore staff recommends approval of the Replat as corrected. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 16 Yeas.

Replat of Sublots 2-4 of Block "A" in the "Babcock & Motz Allotment" on Wall Street, Lot 9 S.D. in Ravenna Township, AMS Title on Behalf of David Kannal & Jeanne and Randall Tawney, applicant – Report presented by Todd Peetz

The applicant is requesting approval to split subplot 3 and be combined with sublots 2 and 4.

Central sewer is available to the site.

The replatted lots meet the zoning requirements with the exception of the minimum lot area, however the replat brings the lot more into compliance.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations has been corrected therefore staff recommends approval of the Replat as corrected. A motion was made

by A. Orashan to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 16 Yeas.

Preliminary Plan of "Germaine Reserve" on Newcomer Road, Lot 63 in Franklin Township

A motion was made by S. Christian-Bennett to accept the preliminary plan for review. Motion seconded by J. Paulus. Motion carried with 16 Yeas.

**ZONING**

Brimfield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1, 2, 3

Brimfield Township is proposing to limit the location of Medical Marijuana Distribution Centers to only their General-Commercial, Light and Heavy Industrial Zoning Districts.

Brimfield Township will need to make sure they follow the requirements of OR 3796 which regulates medical marijuana distribution.

Staff recommends approval of the amendment as proposed.

Amendment No. 4

Brimfield Township has been experiencing food vendors and food trucks that are just setting up shop with the store owner's permission. Brimfield Township is proposing to add regulations that would help regulate them.

Staff recommends approval of the amendment as proposed.

Amendment No. 5

There is no definition of "Temporary Vendor", just a definition for Temporary Place of Business. Temporary vendor needs to be added Temporary Place of Business needs to be modified.

Staff recommends approval of the amendment as proposed.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 23 Yeas.

**EXECUTIVE COMMITTEE**

**Work Program**

April 2019 Work Program Report

Todd presented the April 2019 Work Program Report.

- Update of Portage County Subdivision Regulations – Todd said he is looking at having a community meeting once the Portage County Health Department has completed their review of the proposed Subdivision Regulations. The Portage County Health Department has until May 24<sup>th</sup> to provide any comments.
- Brimfield Township – Staff updated their zoning map. Staff has been working with the Township to reduce the number of zoning districts. Todd attended a meeting with them on April 11, 2019 for further discussion.
- Mantua Township – Staff continues to help coordinate the Mantua Center School Development Plan and they are looking into developing a Historic Preservation District.
- Nelson Township – Working with the Township with event zoning issues, weddings and the Spartan Race.
- Palmyra Township – Staff assisted with a site plan review for a potential project.
- Ravenna City – Staff has finalized their Land Use Plan. The next meeting will be held with City Council to accept the plan. Staff is assisting the City with their JEDD.
- Ravenna Township – Staff is assisting the Township with their JEDD.
- City of Streetsboro – Staff attended the City Council meeting on April 8, 2019 and April 22, 2019 regarding the Master Plan. The Master Plan was approved on April 22, 2019.
- Windham Township – Todd has been working with the Township regarding event zoning issues i.e. wedding venues. Staff attended their Zoning Commission meeting on April 25, 2019.
- Quarterly Zoning Inspector Meeting – The next meeting is to be determined. The County Building Official and the Water Resources Director presented their suggestions which were on how to coordinate with their offices. Another good topic would be wedding venues.
- Parks and Recreations Collaboration and Coordination Plan – The grant has been extended until June 30, 2019.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Staff is continuing to work with homeowners and the Portage County Health Department to replace home septic systems.
- Celebrate Portage!/Visioning In Portage (VIP) – The next meeting will be held on April 22, 2019.

## **April 2019 CDBG Report**

### **2018 Community Development Allocation Grant**

#### **Water Facility Improvements – Ravenna Head Start Waterline**

Received two RFQs for engineering services on April 10, 2019 and are currently negotiating a price with Environmental Design Group.

#### **Demolition/Clearance – Windham Township Demolition**

The funds were released on April 11, 2019. Currently working on the bid specifications and anticipating the project going out to bid by the end of May.

#### **Neighborhood Facility/Community Center – Coleman Rehab**

One bid was received from one contractor on April 17, 2019. Because the bid received exceeded the cost estimate by more than 10% the bid is being rejected. It is anticipated the Resolution will be passed by the Commissioners on May 2, 2019 to reject the bid. The project will go back out to bid by mid-May.

#### **Neighborhood Facility/Community Center - F&CS Chiller System**

Two bids were received on April 17, 2019. The project has been awarded by the Commissioners and the contract is currently being circulated for signatures. A pre-construction meeting will be scheduled once the contract is in place.

#### **Street Improvements – Highland Avenue Concrete Replacement**

Seven bids were received on April 3, 2019. The project has been awarded by the Commissioners and the contract is currently being circulated for signatures. A pre-construction meeting will be scheduled once the contract is in in place.

### **2018 CDBG Critical Infrastructure Grant – Windham Village**

The plans and specifications have been completed by the engineer. It is anticipated that the project will go out to bid by mid-May.

### **2018 CDBG Critical Infrastructure Grant - Ravenna City**

It is anticipated the plans and specifications will be completed by the engineer by mid-May and the project will go out to bid by the end of May.

## **Finance**

## April 2019 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the April 2019 financial statements and recommends acceptance.

J. Paulus made a motion to approve the April 2019 financial statements as presented. Motion seconded by J.Cicozzi. Motion carried with 22 Yeas.

## 2019 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 19-06)

The Budget Commission has certified and made available for appropriations \$378,942. The Portage County Regional Planning Commission finds it necessary to increase 2019 appropriations from \$370,997 to \$374,247.

A motion was made by R. Patrick to increase and amend appropriations by an additional \$3,250 for the Portage County Regional Planning Commission operating expenses. Motion seconded by D. Blewitt. Motion carried with 23 Yeas.

## DIRECTOR'S REPORT

### 122, 124, 126 & 128 North Prospect Street

The Executive Committee met in a Special Meeting on April 24, 2019 and two options was discussed:

#### Plan A

- Contact USDA in writing to ask for loan forgiveness.
- Lower sale price of the building from \$299,999 to \$250,000 and re-bid.

It was discussed that in reality the principal owed has already been paid off and the only thing that is owed is interest. The Executive Committee recommended that Todd contact USDA and the Commissioners to negotiate acceptance of a percentage of the sale and to waive any remaining balance.

#### Plan B

- Refinance the building and rent all office spaces.
- Extend an invitation to Chris Meduri to attend the Executive Committee so he can affirm what we can cannot do to sell the building including whether or not we can advertise on govdeals.com
- Contact Legh & Hoff or Jim Antel to help with renting the building.

Todd met with Kiko Auction to view the building and talk about the auction process and whether or not there was a viable way to sell the building in a quick manner. Kiko estimate at auction was \$150,000 to \$200,000 plus if sold at auction Kiko would want 7%. If sold for that amount, it would not cover what owed to the remaining debt owed to USDA and the Commissioners.

### Vandalism

There has been some vandalism that has been going on since we vacated the building. The Ravenna Police Department has been notified about the vandalism.

### Maps Available to Communities

The Board of Elections will be taking the map file drawers therefore, we need all communities to take their maps and add them to their retention schedule.

### Geauga County

Geauga County has interviewed several applicants for the Director position. As a result, the contract will be ending soon.

### OTHER BUSINESS


#### Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on June 12, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library, Jenkins Room.

### ADJOURNMENT

A motion was made by A. Bey to adjourn the meeting at 4:53 p.m. Motion seconded by S. Christian-Bennett. Motion carried.

Minutes approved at the June 12, 2019 Meeting.

  
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Jim DiPaola, Chairman  
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Todd Peetz, Secretary