

**Minutes
Portage County Regional Planning Commission
July 10, 2019**

Portage County Regional Planning Commission dated July 10, 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., J. Cicozzi
Garrettsville Vill., Rick Patrick	Hiram Vill., Robert Dempsey	Mantua Twp., Vic Grimm
Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., D. Kemble	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal	Windham Vill., Deb Blewitt
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Portage Park District, Allan Orashan
P.C. Commissioner, Kathleen Clyde		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

Freedom, Jeffrey Derthick	Hiram Twp., Steve Pancost	Rootstown Twp., Joe Paulus
Windham Twp., Rich Gano	Randolph Twp., Victoria Walker	Shalersville Twp., Ronald Kotkowski
Soil & Water, James Bierlair	County Engineer, Mickey Marozzi	

Public Present

J. De Zort	P. Clena	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 JUNE 12, 2019 MEETING MINUTES

The June 12, 2019 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

PUBLIC HEARING – 2020 REGIONAL PLANNING COMMISSION BUDGET

T. Peetz presented the 2020 Regional Planning Commission Budget.

The proposed *revenue* is as follows:

• Subdivision Fees	\$18,000
• RPC Membership Dues	\$227,598
• IGR Fees	\$100
• Copies/Misc./Over Hours	\$2,000
• Critical Infrastructure Grant	\$20,000
• P.C. Septic System Program	\$10,000
• Countywide Master Plan	\$40,000
• CHIP Fair Housing	\$2,000
• BF-20 (Admin.)	\$10,000
• BF-20 (Fair Housing)	\$500
• Unencumbered Beginning Balance	<u>\$25,000</u>
Total	\$330,198

The proposed *expenditures* are as follows:

• Salaries	\$212,826
• Fringe Benefits	\$101,359
• Legal Counsel	\$10,000
• Travel/Training	\$3,000
• Dues	\$626
• Advertising	\$300
• Telephone	\$1,600
• Postage	\$1,600
• Repairs	\$1,600
• Equipment Rental (Copier, Postage Meter)	\$3,550
• ESRI License	\$1,700
• Periodicals/Publications	\$250
• Audit Services	\$3,400
• Supplies	\$3,500
• Photocopying/Printing	\$2,200
• Debt Service	<u>\$20,400</u>
Total	\$379,130

J. DiPaola said the Executive Committee went through the budget and are comfortable with it. One of the things the Executive Committee is going to work on is trying to fund the liability for vacation/sick time in case someone retires. Staff was told they could not create a line item in the budget to for it. J. DiPaola said they were going to continue to fight for this because it is something you have to fund. J. DiPaola said that when he worked for the City of Ravenna they had a line item in their budget for retirement.

A motion was made by J. Kovacich to close the public hearing. Motion seconded by R. Dempsey. Motion carried with 21 Yeas.

SUBDIVISIONS

Replat of Block A-R of "Sugar Maple Hills (Phase 2)" on Brower Tree Lane and Sugar Maple Drive, Lot 11 in Brimfield Township, S and B 22, LLC., applicant

The applicant has requested an additional extension of time until August 14, 2019. V. Kline made a motion to approve an extension of time until August 14, 2019. Motion seconded by D. Kemble. Motion carried with 21 Yeas.

Replat of Blocks N, P and Q in the "Brimfield Crossings Subdivision" on Brimfield Crossings and Kaufman Drive, Lot 32 in Brimfield Township, Speedway, LLC., applicant

The applicant is requesting approval to replat blocks N, P and Q to create Blocks N-R and S. The applicant previously replatted this, but as two separate lots because McDonalds had their sign easement/parcel between them. McDonalds has now agreed to wrap their parcel for the sign around the Speedway lot to allow for one cohesive lot.

The Brimfield Board of Zoning Appeals approved a change to the conditional use permit in June to reflect the change to the layout related to this replat.

Staff recommends approval of the proposed replat as presented. A motion was made by M. Hlad to follow staff recommendation. Motion seconded by J. Cicozzi.

Replat of Sublots 150 and 151 in the "Babcock and Motz Allotment" on Hill Street, Lot 8 S.D. in Ravenna Township, AMS Title on behalf of P.C. Land Reutilization Corporation, applicant

The applicant is requesting approval to combine sublots 150 and 151 into one lot in order to create a building site.

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 V. Kline to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Replat of Sublots 10 and 12-R of Block "H" in the "McElrath Park Allotment" on Winfield and Terrill Street, Lot 12 S.D. in Ravenna Township, AMS Title on behalf of P.C. Land Reutilization Corporation, applicant

The applicant is requesting approval to combine sublots 10 and 12-R into one lot in order to create a building site.

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. Bennett to follow staff recommendation. Motion seconded by K. Cihan. Motion carried with 21 Yeas.

Replat of Sublots 26-R, 28 and 29 of Block "O" in the "McElrath Park Allotment" on Richardson Avenue, Lot 11 S.D. in Ravenna Township, AMS Title on behalf of P.C. Land Reutilization Corporation, applicant

The applicant is requesting approval to combine Sublots 26-R, 28 and 29 into one lot in order to create a building site.

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 D. Blewitt to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

Replat of Sublots 9 – 12 of Block "W" in the "McElrath Park Allotment" on Richardson Avenue, Lot 11 S.D. in Ravenna Township, AMS Title on behalf of P.C. Land Reutilization Corporation, applicant

The applicant is requesting approval to combine sublots 9 – 12 into one lot in order to create a building site.

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 D. Kemble to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Replat of Sublots 14 – 16 in the "Ravenna Building Company Allotment #3" on Court Street, Lot 64 S.D. in Ravenna Township, AMS Title on behalf of P.C. Land Reutilization Corporation, applicant

The applicant is requesting approval to combine sublots 14 – 16 into one lot in order to create a building site.

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 K. Cihan to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

Replat of Sublots 31 – 34 in Block "E" in the "Ravenna Building Company Allotment, Section 1" on Broadway Avenue, Lot 20 in Rootstown Township, AMS Title on behalf of P.C. Land Reutilization Corporation, applicant

The applicant is requesting approval to combine sublots 31 – 34 into one lot in order to create a building site.

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 R. Dempsey to follow staff recommendation. Motion seconded by A. Orashan. Motion carried with 21 Yeas.

ZONING

Suffield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Suffield Township is proposing a new definition to describe a buffer between residential and commercial/industrial development.

Suffield Township is proposing the following definition for Residential/Commercial and Industrial Buffer:

“A buffer means a designated strip of land reserved for the purpose of blocking the view and sound from a residential use or the abutting commercial or industrial by landscaping material (tree shrubs, etc.) or a fence with the height of at least six (6) feet, See Section 304.0 for required standards.”

Staff recommends approval of the definition as proposed.

Amendment No. 2

Suffield Township is proposing to add an additional reference to an appendix in the definition of “Junk Motor Vehicles.”

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 3

Suffield Township is adding clarity and address the buffer requirements being proposed. Suffield Township is proposing the following changes to Section 301.2(S), Supplementary Regulations:

1. “The corral shall be located ~~a minimum of 15 feet from any front, side or rear lot line.~~ ON THE PROPERTY LINE IF THE LANDOWNER CAN PROVE THE EXISTENCE/LOCATION OF THE PROPERTY LINE, OTHER THAN THE ROADSIDE WHICH WILL REQUIRE A 15-FOOT SET-BACK FROM THE EDGE OF THE ROAD. ALSO SEE SECTION 301.2.J, VISIBILITY AT CORNER LOTS.”

The following changes are proposed under 2.b, Small Animals:

- b. “If a fenced area is provided for small animals such as, but not limited to poultry, goats, sheep and min breeds of horses, cattle and swine, but not including dogs, cats and other common household pets, the fenced area shall be located in a side or rear yard ~~a minimum of 25 feet from any side or rear lot line.~~ AND CAN BE LCOATED ON THE PROPERTY LINE IF THE LANDOWNER CAN PROVE THE EXISTENCE/LOCATION OF THE PROPERTY LINE; OTHER THAN THE ROADSIDE WHICH WILL REQUIRE A 15-FOOT SETBACK FROM THE EDGE OF THE ROAD. ALSO SEE SECTION 301.2.J, VISIBILITY AT CORNER LOTS.”

Staff recommends approval of the proposed amendment.

Amendment No. 4

Suffield Township is proposing to add a new section in order to provide more detail on how buffering and screening need to be provided between residential and commercial/industrial uses.

Staff recommended minor changes in the proposed language.

Amendment No. 5

Suffield Township is proposing to reduce the front and rear setback in the R-2 District from 60 feet to 50 feet for the front yard setback and from 60 feet to 40 feet for the rear yard setback.

Staff recommends approval of the proposed amendment as proposed.

A motion was made by J. Kovacich to follow staff recommendations as noted in the report for amendments 1 – 5. Motion seconded by F. Seman. Motion carried with 19 Yeas.

EXECUTIVE COMMITTEE

Work Program

June 2019 Work Program Report

Todd presented the June 2019 Work Program Report.

- Update of Portage County Subdivision Regulations – The Portage County Health Department has provided some comments and staff is incorporating their comments into the regulations.
- Brimfield Township – Staff updated their zoning map. Staff has been working with the Township to reduce the number of zoning districts.
- Franklin Township – Staff attended a Board of Zoning Appeals meeting on June 27, 2019 to discuss Planned Residential Developments.
- Mantua Township – Staff continues to help coordinate the Mantua Center School Development Plan. Staff is looking into developing a Historic Preservation District.
- Mantua Village – Staff is preparing a GIS scope of services to do mapping of their cemetery. Staff is also developing a scope of services for an LMI survey for the entire Village.
- Ravenna City – Staff is administering the grant for the Highland Avenue Concrete Replacement Project and the Critical Infrastructure Grant.
- Ravenna Township – Staff is assisting the Township with their JEDD.

- Windham Township – Todd has been working with the Township regarding special event guidelines for their zoning code. Staff attended a Zoning Commission meeting on June 20, 2019.
- Windham Village – Staff is administering the grant for the Critical Infrastructure Grant.
- Quarterly Zoning Inspections (QZI) Meeting – A QZI Meeting has not be held for quite some time. Todd said the next QZI meeting will be held on July 26, 2019 at 6:00 p.m. at the Ravenna Township Hall. Todd said he is hoping to have the new Prosecutor who is representing the Townships on zoning matters to attend however if he is unable to attend then a discussion will be held with everyone who attends as to what is going on in their community. Todd said he would be sending out an email to all of the Township's and would include the Villages.
- 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. Staff has received 17 applications from the Portage County Health Department. Todd also attended a meeting in Paris Township regarding an area where septic systems are failing and need assistance with replacement.
- Parks and Recreations and Collaboration and Coordination Plan – Todd is proposing to have a presentation on this plan at the August 14, 2019 RPC Meeting.
- Marketing and Branding (planning) Grant – The grant has been extended until December 31, 2019. A presentation has been scheduled at the next Township Trustee Meeting. Half of the funds were scheduled to be used to update the County's website, however the County never used the grant funds. The funds not used by the County were moved to help with the Parks Map we were working on. The Branding and Marketing part of the grant was all about how we could better brand and market our Villages, Cities or Township's within Portage County. The grant was also on how we can better market our schools and how we can just do things better to recognize ourselves here in Portage County.

This was not an implementation grant. It was about coming up with key concepts that we can use and that anyone could borrow and use themselves. The idea is how do we market ourselves better and how do we get the information out to people.

A Committee is being set up and will be scheduled for some time in August. Anyone wishing to be a part of the Committee is to contact RPC Staff.

- Celebrate Portage! – This will be the 6th year for Celebrate Portage! The dinner will be held on August 15, 2019 and tickets are now available for purchase. The Cruise-In in the City of Ravenna will be held

on August 28, 2019. The runway fest will be held on August 30th and 31st and then volunteer day will be held on September 12, 2019. The Executive Committee recommended having one of the volunteer projects at the old RPC office at 124 N. Prospect St. to help with the landscaping.

June 2019 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

Contract has been signed and a Notice to Proceed has been issued to complete the engineering/specifications and drawings. It is anticipated that it will take 3 months to complete the engineering.

Demolition/Clearance – Windham Township Demolition

The bid opening was held on June 19, 2019 and was awarded on July 2, 2019.

Neighborhood Facility/Community Center – Coleman Rehab

The Commissioners awarded the project on June 13, 2019. The contract was signed by the contractor and is now being circulated for signatures through the County.

Neighborhood Facility/Community Center - F&CS Chiller System

The contract is in place and the Notice to Proceed has been issued. The installation of the chiller system is nearing completion.

Street Improvements – Highland Avenue Concrete Replacement

Construction has been completed. Cleanup and landscaping will be completed by mid-July.

Fair Housing

The update of the Analysis of Impediments was submitted to OCD on June 27, 2019. There were four requests for assistance received in June. Two calls received were within Ravenna Township; one call was in Ravenna City and one call was within Brimfield Township. Posters and brochures were distributed to three agencies/organizations.

2018 CDBG Critical Infrastructure Grant – Windham Village

The bid opening was held on June 19, 2019 and four bids were received. The bids are being reviewed by the engineer and it is anticipated that it will be awarded by mid-July.

2018 CDBG Critical Infrastructure Grant - Ravenna City

The Advertisement for Bid was published on June 16, 2019. Bids were due by 2:00 p.m. on July 3, 2019.

Finance

June 2019 Financial Statement

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

V. Kline made a motion to approve the June 2019 financial statements as presented. Motion seconded by D. Blewitt. Motion carried with 19 Yeas.

2020 Budget for the Portage County Regional Planning Commission (Resolution #19-07) – J. DiPaola presented Resolution #19-07 which was the 2020 budget for the Portage County Regional Planning Commission. A motion was made by F. Seman to approve the 2020 budget for the Portage County Regional Planning Commission. Motion seconded by J. Kovacich. Motion carried with 19 Yeas.

Authorization to Enter into Contract with the City of Niles for Fair Housing Services (Resolution #19-09) -

Todd presented Resolution #19-09, which is authorization to enter into contract with the City of Niles for Fair Housing Services for the 2017 CHIP for an amount not to exceed \$2,500.

Neighborhood Development Services had a contract with Community Legal Aid Services for \$4,000 for Fair Housing Services through the 2017 CHIP. Community Legal Aid Services did not perform the duties required under the contract. Neighborhood Development Services has reached out to RPC staff to assist them in completing the work by the end of October.

A motion was made by F. Seman to authorize entering into a contract with the City of Niles for an amount not to exceed \$2,500. Motion seconded by R. Dempsey. Motion carried with 19 Yeas.

OTHER BUSINESS

Staff Salary Increases – J. DiPaola

The Executive Committee looked at staff salaries and there haven't been raises for the director and Gail. The Executive Committee looked at the budget and the money available and it was determined that a 3-1/2% raise could be given to Todd and Gail and a 2% raise could be given to Lisa and Evelyn.

No additional raises were put into the 2020 budget.

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on August 14, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library, Jenkins Room.

DIRECTORS REPORT

Parks and Receptions and Collaboration and Coordination Plan/Marketing and Branding Grant – A soft launch was provided at the Mantua Village Riverfest. Gail was able to show where all of the parks were at in Portage County. The information could be shown by Community or the County as a whole. There is another feature that can show where you can go for hiking, biking, golfing, gyms, etc. available in each community. A number of people have come to staff requesting their business to be included. Todd said he contacted the Streetsboro Chamber of Commerce and they were able to provide us with the information needed. Gail is working on two different versions: (1) Google version and (2) ESRI GIS version. Both versions will be very useful.

Mantua Village has approached staff in adding a feature where you can locate a relatives cemetery plot in a cemetery.

Mantua Township has asked staff to map all of the historic structures within the Township and staff may be doing the same thing for the City of Ravenna.

Someone out of state also came to Todd and asked if we could map art districts within a community.


Todd is proposing to have a presentation on this plan at the August 14, 2019 RPC Meeting.


Geauga County – Todd said he is done being their interim director. However, Todd said we are one of the finalists in doing a comprehensive plan for them. If we do get it we would be sharing the role with another planning firm in completing the comp plan.

ADJOURNMENT

The meeting adjourned at 5:15 p.m.

Minutes approved at the August 14, 2019 Meeting.


Jim DiPaola, Chairman


Vice Chairman,
Sabrina Christian-
Bennett


Todd Peetz, Secretary