

**Minutes
Portage County Regional Planning Commission
August 14, 2019**

Portage County Regional Planning Commission dated August 14, 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	Garrettsville Vill., Tom Collins
Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey	Nelson Twp., Kevin Cihan
Paris Twp., Dave Kemble	Ravenna City, Frank Seman	Rootstown Twp., Joe Paulus
Windham Twp., Rich Gano	Windham Vill., Deb Blewitt	Shalersville Twp., Ronald Kotkowski
PARTA, Clayton Popik	Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

Franklin Twp., Joe Cicozzi	Freedom, Jeffrey Derthick	Palmyra Twp., Sandy Nutter
Mantua Twp., Vic Grimm	Mantua Vill., Paula Tubalkain	Ravenna Twp., Jim DiPaola
Suffield Twp., Adam Bey	Randolph Twp., Victoria Walker	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi		
P.C. Commissioner, Kathleen Clyde		
P.C. Commissioner, Vicki Kline		

Public Present

M. Wohlwend

The Regional Planning Commission meeting was called to order by Vice Chairman, Sabrina Christian-Bennett at 4:30 p.m.

APPROVAL OF JULY 10, 2019 MEETING MINUTES

The July 10, 2019 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by R. Patrick. Motion carried with 15 Yeas.

SUBDIVISIONS

Replat and Variance in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant

J. Kovacich made a motion to approve an extension of time until September 11, 2019. Motion seconded by K. Cihan. Motion carried with 17 Yeas.

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 September 11, 2019. J. Kovacich made a motion to approve an extension of time until September 11, 2019. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

Variance to Section 420.1 (Maximum Cul-De-Sac Length); 610.1 (Curve Radius); 503.6.C. (Centerline Tangent Length) in the "Germaine Reserve", Lot 63 in Franklin Township, Bancroft Development Group, LLC., applicant – Report presented by Todd Peetz

S. CHRISTIAN-BENNETT: "Do you swear to tell the whole truth?" T. PEETZ: "I do swear to tell the whole truth."

In part of our conditional approval there were some things the engineer's office had noted . . . like with the current Subdivision Regulations or the proposed Subdivision Regulations. What was submitted to us was the variance to address both of the existing subdivisions as well as the proposed Subdivision Regulations and as soon as the thing warms up, I will show you what they were.

Three are four variances . . . one is the current Subdivision Regulations says you can't have a cul-de-sac longer than 900 feet. So, from here all the way back that's 968 feet (Street C). The proposed Subdivision Regulations we are recommending 1,500 feet. In the proposed regulations they would be find but the existing regulations it's a problem. There is also a radius issue here (Street C) 250 degrees (268 degrees) and it's just slightly over that radius. Here (Street D) we do not currently have a tangent requirement currently in the Subdivision Regulations but in the future Subdivision Regulations we have a tangent length that has to be . . . from here to here you can't basically have a road or curve from an intersection within a 100-feet. It's only 75.1 feet. They are doing this to avoid realigning this curve. The curve radius is 198 degrees (Street D). The radius is shorter than normal because again they are trying to avoid the wetlands that is just to the south of it. So, one is the length, one is the curve radius at the top, very short curve radius and there is a short curve radius here and then the tangent length. So, those are the four changes.

The Engineer's office has reviewed them, and they are perfectly fine with them.

The Township has reviewed them. The zoning inspector is fine with them. The fire department is fine with these changes however, the fire department did have an additional comment. Their additional comment was, the 2017 Ohio Fire Code Appendix "D" that if you have a subdivision of over 30 units you

now have to have a couple different things, either a second ingress or egress. A second way in and out. So, it could either be another entrance on the road or another road out or you could be exempted if you have a future stub out road. They said they approve this, but they said to let they would let the applicant know about that. I talked to the owner of the project and I have talked to Mike, the engineer who is here and I've talked with Mickey. Mickey, the County Engineer is adamantly opposed to this new fire code that over 30 units having to have a second ingress or egress. He said it was a ridiculous requirement and I am not really in favor of the 30 units. I think 30 units is too low from a personal standpoint. I think a subdivision should have a second ingress or egress but only if it was over 200 units or something like that. But under a 100-units is kind of strange. Where they got the 30 units from is from the International Building Code. So, that's where they got the 30 units from.

I talked with Randy Roberts at the County Building Department he said that if they adopted it then . . . they meaning Franklin Township who is also related to the City of Kent which I guess the City of Kent did adopt this Ohio Fire Code then they would have to comply. So, we are going to have to work with the applicant on this. There is no variance from our Subdivision Regulations because we do not have this requirement in our Subdivision Regulations, and we do not have it in the future Subdivision Regulations. Maybe we will talk about it in the future, but they will need to apply for a variance from the City of Kent Fire Department/Franklin Township Fire Department to allow this configuration.

At this point it shouldn't impact the variance we are talking about tonight. I am just explaining to you what the comments were from the Township."

MIKE WOHLWEND: "Mike Wohlwend, Wohlwend Engineering, project engineer. We were made aware of this comment the other day. We don't feel that it applies at all. We are in Franklin Township not the City of Kent. When you read the Ohio Fire Code Section 101.2.1 it's the section that talks about the provisions in the appendices of any International Fire Code are not adopted as part of this code. A political subdivision with the authority to enact a local fire code may adopt these appendices as part of such codes. Franklin Township does not have the authority to adopt the fire code. So, again it's not part of what we are talking about today at all. It was never brought up in the original site plan and it isn't in the current subdivision regulations or in Franklin Township's zoning resolution."

TODD PEETZ: "What we are recommending today is approval of the variance. What was mentioned earlier is just a heads up for further information as far as in the near future."

SABRINA CHRISTIAN-BENNETT: "Anyone have any questions? Is there a motion to approve the variance?"

DAVE KEMBLE: "Dave Kemble, I will move."

SABRINA CHRISTIAN-BENNETT: "Okay, do we have a second?"

RICH GANO: "Second."

SABRINA CHRISTIAN BENNETT: "All in Favor."

EVERYONE: "Aye."

SABRINA CHRISTIAN-BENNETT: "Opposed? Any abstentions? Motion carried."

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to limit the number of access drives on roads in commercial and industrial districts while allowing for an additional access drive under special circumstances. Rootstown is proposing to establish standards for driveway separation on the same piece of property.

Staff thought this was good to have however, what happens when a new parcel is developed and the existing drives on either side are within the minimum spacing distances? A small parcel on State Route 44 at 45 mph might not have enough space available to meet the 495 feet separation distance. In some cases, shared driveways should be encouraged and would help with the number of access points. The Township may want to research shared driveway access as another alternative to help limit the number of driveway access points.

There is a minor typo for the posted speeds of 40 mph and 45 mph, it probably is "mph" and not "feet".

Staff recommends approval with the minor typo correction and the Township may want to consider allowing joint access driveways as part of the zoning resolution in the future. A motion was made by D. Kemble. Motion seconded by R. Gano. Motion carried with 17 Yeas.

PRESENTATION – PARKS AND RECREATION AND COLLABORATION AND COORDINATION PLAN – T. Peetz

Todd and Gail provide a brief demonstration on the interactive website that was created as part of the grant.

The website is not open to the public yet. Todd said he will be at the next Township Association meeting and he would like to present it there if Wi-Fi is available.

Todd said he has been talking with the different Chambers of Commerce about being included in the interactive website and advertising on it to obtain additional members to join the chamber.

In order to add the driving direction's feature to the GIS the cost would be approximately \$500.

Mantua Township has come to staff about adding the 31 structures that are listed in the National Register of Historic Places to the interactive website. Todd said this is something that we could do for every community.

The Comp. Plan that staff is wanting to do talks about things that we want to do in the next 1 – 5 years, 5 – 10 years and 10 – 20 years. If this was mapped, then each person could follow the changes in each of their communities. We could then also map where CDBG Funds are being used and what projects were completed, what it cost, etc.

Mantua Village has requested we add cemeteries to the interactive website.

Todd said that a letter will be sent to each community asking if there should be any changes to any of the amenities showing on the interactive map or if there needs to be anything added to it. Todd said we are looking into getting an intern to help with updating and adding new information into the interactive website.

EXECUTIVE COMMITTEE

Work Program

July 2019 Work Program Report

Todd presented the July 2019 Work Program Report.

- **Update of Portage County Subdivision Regulations** – Todd met with Rootstown Township about some of the problems they have been having with subdivisions and staff will be working on incorporating some of their suggestions in the regulations. The Portage County Health Department has provided some comments and staff is also working on 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 is looking for information on parking requirements. Franklin Township has also requested staff to do an LMI survey of the former Brady Lake area in order to help obtain grant funds to fix the high-water level issue.
- **Freedom Township** – Staff is helping residents with a potential grant project for historic preservation.
- **Mantua Township** – Staff continues to help coordinate the Mantua Center School Development Plan. Staff is looking into developing a Historic Preservation District which is set to begin in October.
- **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.
- **Paris Township** – Met with residents who have failing septic systems and discussed the various options for the replacement of their septic system.
- **Ravenna City** – Staff is administering the grant for 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 August 22, 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. A QZI meeting was held on July 26, 2019 at 6:00 p.m. at the Ravenna Township Hall. Todd said the new Prosecutor was in attendance and discussed new 505.86, which is the section of the ORC that Township has to follow in order to demolish a structure. Another meeting will be scheduled for some time in September/October and the topic will be on special event guidelines.
- 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 – All work has been completed.
- Marketing and Branding (planning) Grant – The grant has been extended until December 31, 2019 and staff is working on the final stages of the grant.
- Celebrate Portage! – This will be the 6th year for Celebrate Portage! The dinner will be held on August 15, 2019 and will be held at NEOMED. 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.

July 2019 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

Field surveying and the base map have been completed. The engineer is working on the design for the waterline. It is anticipated the engineering will be completed by the end of September.

Demolition/Clearance – Windham Township Demolition

The contract has been awarded and is being circulated for signatures. A Notice to Proceed will be issued once the contract has been signed by everyone.

Neighborhood Facility/Community Center – Coleman Rehab

A Notice to Proceed has been issued to the contractor. A Pre-Construction meeting was held and construction will begin on August 5, 2019 and will be completed by October 2, 2019.

Neighborhood Facility/Community Center - F&CS Chiller System

All work has been completed.

Street Improvements – Highland Avenue Concrete Replacement

All work has been completed.

Fair Housing

There were seven requests for assistance received in July. Three calls received were within Ravenna City; one call was in Streetsboro City; one call was within Windham Village; one call was within Ravenna Township and one call was within Franklin Township.

2018 CDBG Critical Infrastructure Grant – Windham Village

The project was awarded by the Commissioners and the contract is being circulated for signatures. A Notice to Proceed will be issued once the contract has been signed by everyone.

2018 CDBG Critical Infrastructure Grant - Ravenna City

The project was awarded by the Commissioners and the contract is being circulated for signatures. A Notice to Proceed will be issued once the contract has been signed by everyone.

Finance

July 2019 Financial Statement

S. Christian-Bennett stated that the Executive Committee reviewed the July 2019 financial statements and recommends acceptance.

J. Paulus made a motion to approve the July 2019 financial statements as presented. Motion seconded by J. Kovacich. Motion carried with 17 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on September 11, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library, Jenkins Room.

DIRECTORS REPORT

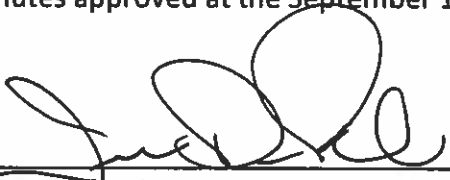
The Commissioners requested that NDS and Regional Planning staff work together to create a RLF project submission process to help local jurisdictions develop projects, identify funding sources and aid or give guidance in submitting the necessary applications for those funding opportunities. The purpose of this new process is to expand upon our current CDBG process (known as the CDIS) to help Portage County communities maximize all funding opportunities available for the benefit of the community.

The first outreach meeting will be held on September 19, 2019 at the Ravenna 7 Theater for community leaders. Another meeting will be scheduled in October for non-profit agencies/organizations.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Minutes approved at the September 11, 2019 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary