

**Minutes
Portage County Regional Planning Commission
November 13, 2019**

Portage County Regional Planning Commission dated November 13, 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., Robert Dempsey	Mantua Twp., Victor Grimm	Palmyra Twp., Sandy Nutter
Paris Twp., Dave Kemble	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Sugar Bush Knolls Vill., Jim Beal	Shalersville Twp., Ronald Kotkowski
Water Resources, Tia Rutledge	Portage Park District, Allan Orashan	
P.C. Commissioner, Kathleen Clyde		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford
S. Lebas			

Members Absent:

Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan	Randolph Twp., Victoria Walker
Suffield Twp., Adam Bey	Windham Twp., Rich Gano	Windham Vill., Deb Blewitt
Soil & Water, James Bierlair	County Engineer, Mickey Marozzi	PARTA, Clayton Popik
P.C. Commissioner, Vicki Kline		

Public Present

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

APPROVAL OF OCTOBER 9, 2019 MEETING MINUTES

The October 9, 2019 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by S. Christian-Bennett. Motion carried with 15 Yeas.

SUBDIVISIONS

Replat of Sublot 8 in the "Briarwood Village No. 1" on Martin Road, Lot 48 in Suffield Township, Gerald Altizer, applicant

J. Kovacich made a motion to approve an extension of time until December 11, 2019. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

Replat of Sublots 14 – 16 in the “Village Gate Subdivision” on Village Way Drive, Lot 33 in Hiram Township, AMS Title on behalf of Mike Mascheck and Nancy & Jeffrey Cline, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine three lots in order to create two lots. There is an existing house already on Sublot 16-R. Sublot 14-R is vacant.

Water and sanitary sewer are available to the subdivision through Hiram Village.

According to the National Wetlands Inventory, there does not appear to be any wetlands on the site. The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

The replatted lots are non-conforming however, the replat will bring the lots more into compliance.

Staff recommends approval of the Replat as presented. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 16 Yeas.

ZONING

Franklin Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Franklin Township is proposing to amend Section 405.06.A.8 and Section 405.06A.9 – Setbacks from rear lot lines and primary buildings on substandard lots.

Franklin Township is proposing to add five feet of additional setback to rear lot lines and from the primary building. In addition, the proposed amendment recognizes that lots that are a quarter acre or less can be closer to the rear lot line.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Franklin Township is proposing to amend Section 331.03 – 331.07 and Sections 332.06 – 332.08 and Section 800.09.I, Off-Site Parking and Loading Requirements.

The parking regulations in this section were inconsistent with Chapter 8 of the Zoning Resolution. The formatting of Sections 331 and 332 was also inconsistent with the rest of Chapter 3. These inconsistencies were eliminated. In addition, the parking regulations were updated to reflect the modern-day practice of each employee driving to work and providing enough parking spaces at industrial facilities.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to approve the amendment as presented. Motion seconded by J. Kovacich. Motion carried with 19 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to add the following to Section 310.09.J (Fences and Walls):

4. Fences on Property Line. Any fence placed on a property line shall have a written agreement between the owners of each adjoining property and follow all other requirements in Chapter 971 of the Ohio Revised Code.

Staff felt that by adding #4 was a good solution versus having the fence a foot or two off the property line. The only thing that may cause problems is if one or both original homeowners move and the new owners are not as amicable. Staff recommends approval of the proposed amendment.

Amendment No. 2

Rootstown Township is proposing to allow for land uses that already exist in the Lake District, on unleased property that is shared by the leaseholders. This proposed amendment is expected to bring existing structures into conforming status. The proposed maximum storage area of 600 square feet per unit is comparable to the size permitted on the average-sized leased lot line in the Lake District. This amendment will allow the communities to construct amenities as they determine are necessary without having to go through additional zoning reviews or variance applications.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Rootstown Township is proposing to amend Section 310.09.C and Section 340.09.C (Maximum Floor Area of Accessory Buildings and Structures). Rootstown Township is proposing the following:

	Existing Max. Foundation	Proposed Max. Foundation
0 to ½ acre	0 S.F. to 1,089 S.F.	0 S.F. to 2,178 S.F.
Over ½ to 1 Acre	925.65 S.F. to 1,851.3 S.F.	2,178.01 S.F. to 4,356 S.F.
Over 1 Acre to 2 Acres	1,524.6 S.F. to 3,049.2 S.F.	4,356.01 S.F. to 8,712 S.F.
Over 2 Acres to 5 Acres	2,395.8 S.F. to 7,623 S.F.	8,712.01 S.F. to 21,780 S.F.
Over 5 Acres	4,356 S.F. to N/A	21,780 S.F. to N/A

The proposed amendment is because of the necessity to process variances when the accessory structures exceed the current listed maximum foundation. This is probably more prevalent on lots ½ acre or less and as lots get even smaller like a ¼ acres then the lot is further restricted.

Staff felt there was a flaw in the math for consistency. For example, 4.99 acres can have an accessory structure of over 7,600 square feet however a 7-acre parcel can only have a 6,098 square foot accessory structure. Going to ten percent for all of them may make more sense from a consistency stand point. But from an agricultural use standpoint, structure sizes are exempt when its an agricultural use. If the intent is to limit the need for variance requests on parcels under ½ acre then maybe the following should be changed:

1. The combined total square footage of all detached residential accessory buildings and structures permitted to be constructed on a parcel shall not exceed ~~the following percentages~~ TEN (10) percent FOR PARCELS UNDER ½ OF AN ACRE AND FIVE (5) PERCENT ON PARCELS OVER ½ OF AN ACRE OF 2,178 SQUARE FEET WHICHEVER IS LARGER of the parcel's overall size.

Staff recommends approval with the suggested revision.

Amendment No. 4

Rootstown Township is proposing to amend Section 390.06.G so that the same percentage of lot size for agricultural animal shelters as will be permitted for residential accessory building.

Staff felt there should be similar language as in Amendment No. 3

Staff recommends approval of the revisions per Amendment No. 3 for consistency.

A motion was made by S. Christian-Bennett to follow staff recommendation for Amendment No. 1 - 4. Motion seconded by R. Kotkowski. Motion carried with 19 Yeas.

Suffield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Suffield Township is proposing to increase the height of an accessory structure from 20 feet to 25 feet and to amend Figure 301.2.K. to allow for more square footage of an accessory structure.

The Township is also proposing to add "Residential" to the title of the section. One question staff had was, what happens to Commercial and Industrial accessory buildings?

The height change is minimal and staff felt there was not a problem with adding an extra five feet to the height.

Suffield Township may want to consider something similar to what Rootstown Township is considering, to help address the differences in size and capacity of a lot.

Staff recommends approval of the proposed amendment. The Township may want to consider a sliding percentage scale in regard to the acres and the size of accessory buildings.

A motion was made by D. Kemble to follow staff recommendation on the proposed amendment. Motion seconded by R. Dempsey. Motion carried with 19 Yeas.

Brimfield Township Rezoning From R-O (Residential Office) to G-C (General Commercial) on Tallmadge Road, McKinley Development Group, Ltd., applicant

Brimfield Township is proposing to change the zoning map from R-O, Residential Office to G-C, General Commercial. The proposed amendment consists of 8.7 acres. The proposed rezoning will allow for a proposed development of commercial/office uses along Tallmadge Road. The proposed development will include a few more restaurants and potentially a couple of office buildings.

The surrounding area to the north is predominately vacant and residential. The area to the south has a mix of residential and commercial. To the west is a farm with a residential development being proposed. To the east is the Maplecrest Commercial Development that is currently under construction.

The proposed change is consistent with those proposed changes already being considered by the Brimfield Township Zoning Commission.

Staff recommends approval of the proposed amendment from R-O, Residential Office to G-C, General Commercial. In addition, staff would recommend at the time of the Site Plan the applicant consider the recommendations in the report prepared by staff.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 19 Yeas.

EXECUTIVE COMMITTEE

Work Program

October 2019 Work Program Report

Todd presented the October 2019 Work Program Report.

- **Portage County Subdivision Regulations** – The next meeting will be set up for some time in December.
- **Brimfield Township** – Staff is looking at the zoning districts to create an opportunity to reduce or re-align them so they do not have so many zoning districts.
- **Franklin Township** – Staff prepared an on-line LMI survey and letters were mailed out to the residents 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.

- Mantua Village – Staff is preparing a GIS scope of services to do mapping of their cemetery. Staff has prepared an on-line LMI survey for the entire Village.
- Paris Township – Staff is helping residents who have failing septic systems with replacement through the Storm Water Septic Tank Program.
- Randolph Township – Staff has been assisting the Township with a number of zoning questions.
- Ravenna City – Staff is administering the Critical Infrastructure Grant.
- Windham Township – Todd has been working with the Township regarding special event guidelines for their zoning code.
- Windham Village – Staff is administering the Critical Infrastructure Grant.
- Quarterly Zoning Inspections (QZI) Meeting – A meeting has been scheduled for October 24, 2019 at 6:00 p.m. at the Ravenna Township Hall. Topics will include commercial barn/event centers and there will be open discussion about what other zoning inspectors are dealing with currently as part of their responsibilities.
- 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. Staff is working with the residents in Paris Township regarding in an area where septic systems are failing and need assistance with replacement.
- 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. The official launch of the program has been changed to November 21, 2019 at NEOMED from 5:00 – 7:00 p.m.

October 2019 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

The bid opening was held on 23rd at 2:00 p.m. References are being checked on the apparent low bidder and it is anticipated the Commissioners will award by mid-November.

An amendment is in processing to move the remaining funds from the Windham Township Demolition Activity to help offset the cost of construction. A public hearing for the amendment has been scheduled for November 14, 2019 at 10:00 a.m.

Demolition/Clearance – Windham Township Demolition

The demolition has been completed.

Neighborhood Facility/Community Center – Coleman Rehab

All work has been completed.

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 two requests for assistance received in October. One call received was in Ravenna Township; one call was in the City of Streetsboro. Brochures were distributed to the Center of Hope and the County Senior Center. Presentations were also conducted at the Center of Hope and at the County Senior Center.

2018 CDBG Critical Infrastructure Grant – Windham Village

Sidewalk Improvements

The sidewalks have been removed and it is anticipated the sidewalks will be installed by mid-November.

Street Improvements

It is anticipated the paving, signage and striping will be completed by mid-November.

Water Facility Improvements

Installation of the waterline is nearing completion.

2018 CDBG Critical Infrastructure Grant - Ravenna City

Contract is in place and a Notice to Proceed has been issued. A pre-construction and a public meeting for the residents has been scheduled for November 14th and construction is anticipated to start on November 18, 2019 and be completed by May 17, 2020.

Finance

October 2019 Financial Statement

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

J. Paulus made a motion to approve the October 2019 financial statements as presented. Motion seconded by F. Seman. Motion carried with 19 Yeas.

Authorization to Enter into an Agreement with the Portage County Prosecutor's Office for Legal Services (Resolution No. 19-12)

Resolution No. 19-12 was presented which is authorization to enter into an agreement with the Portage County Prosecutor's Office for legal services for an amount not to exceed \$10,000.

A motion was made by S. Christian-Bennett to authorize entering into contract with the Portage County Prosecutor's Office. Motion seconded by J. Beal. Motion carried with 19 Yeas.

OTHER BUSINESS

Next Meeting

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

DIRECTORS REPORT

124 North Prospect Street

The Executive Committee held a special meeting on October 29, 2019 in order to discuss how we could sell the building quickly. Todd stated the Portage County Auditor has the building appraised for \$483,500. The Executive Committee authorized the building to be advertised at a minimum bid of \$125,000. An open house has been scheduled for December 2, 2019 to allow people interested to view the building. Bids are due by December 9, 2019.

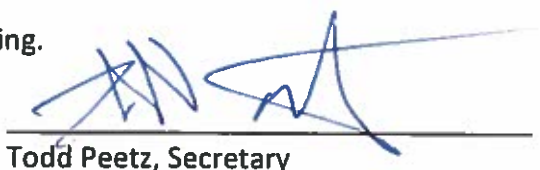
Grant Writer – The potential is there to have a grant writer. Job and Family Services, County Engineer and Water Resources said they would help support a grant writer. Todd and the department heads from Job and Family Services, County Engineer, Water Resources and the County Building Department will be meeting with the Commissioners next week to discuss further.

ADJOURNMENT

A motion was made by J. Kovacich to adjourn the meeting at 5:13 p.m. Motion seconded by S. Christian-Bennett. Motion carried.

Minutes approved at the December 11, 2019 Meeting.


Jim DiPaola, Chairman


Todd Peetz, Secretary