

**Minutes
Portage County Regional Planning Commission
December 11, 2019**

Portage County Regional Planning Commission dated December 11, 2019 at 4:30 p.m. The meeting was held at the University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Room 150, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Jendy Miller	Franklin Twp., Joe Cicozzi
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Twp., Victor Grimm	Mantua Vill., Paula Tubalkain
Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter	Paris Twp., Dave Kemble
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Sugar Bush Knolls Vill., Jim Beal
Rootstown Twp., Joe Paulus	Suffield Twp., Adam Bey	Windham Twp., Rich Gano
Windham Vill., Deb Blewitt	Water Resources, Tia Rutledge	PARTA, Clayton Popik
County Engineer, Larry Jenkins	P.C. Commissioner, Sabrina Christian-Bennett	

Staff Present:

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

Members Absent:

Randolph Twp., Victoria Walker	Shalersville Twp., Ronald Kotkowski	Soil & Water, James Bierlair
P.C. Commissioner, Vicki Kline	P.C. Commissioner, Kathleen Clyde	
Portage Park District, Allan Orashan		

Public Present

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

APPROVAL OF NOVEMBER 13, 2019 MEETING MINUTES

The November 13, 2019 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

SUBDIVISIONS

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

R. Patrick made a motion to approve an extension of time until January 8, 2020. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

Replat of Block A-R of "Sugar Maple Hills (Phase 2)" on Bower Tree Land & Sugar Maple Drive, Lot 11 in Brimfield Township, Patrick Long, Hickory Creek, LLC., applicant – Report presented by Todd Peetz

The applicant is requesting approval of a replat splitting Block AR into Block AR-1, AR-2 and AR-3 in the Sugar Maple Hills (Phase 2). The intent is to create AR-1 and AR-3 as part of the future plat known as High Point Hills that was conditionally approved as a preliminary plan.

This replat was originally presented at the September 11, 2019 RPC meeting however the applicant has changed and has changed surveyors/engineers.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations, therefore staff recommends approval of the replat. R. Dempsey made a motion to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

Plat of "Cranberry Creek Subdivision (Phase 3)" on Sandy Lake Road, Lots 11, 26 & 27 in Brimfield Township, Cranberry Farm, LLC., applicant

D. Kemble made a motion to approve an extension of time until January 8, 2020. Motion seconded by F. Seman. Motion carried with 23 Yeas.

Preliminary Plan of "High Point Hills" on Tallmadge Road, Lot 33 in Brimfield Township, GREAT Development, LLC., applicant

The Preliminary Plan of High Point Hills was conditionally approved at the March 13, 2019 RPC meeting. The Preliminary Plan has changed significantly and is requiring a re-review of the preliminary plan.

J. Paulus made a motion to accept the preliminary plan for review. Motion seconded by J. Kovacich. Motion carried with 23 Yeas.

Replat of Sublots 9 – 11 in the "Ranch Club Estates – Part 5" on Waterfall Trail, Lot 37 in Charlestown Township, Fallie & Donna Bennett, applicant

R. Patrick made a motion to approve an extension of time until January 8, 2020. Motion seconded by F. Seman. Motion carried with 23 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing the following under Section 420.06.A.7.d (Freestanding Identification Signs in Residential-Village, Commercial and Industrial Districts, Additional Area for Corner Lots):

- d. The two signs may be aggregated into a single sign at the corner ~~provided that the area of any freestanding sign face shall not exceed 75 square feet.~~

Under Section 420.06.A.8.c (Freestanding Identification Signs in Residential-Village, Commercial and Industrial Districts, Additional Area for Large Lots) the following is proposed:

- c. ~~Notwithstanding any provision of this section, the area of any freestanding sign shall not exceed 75 square feet.~~

Under Section 420.06.C (Freestanding Identification Signs in Residential-Village, Commercial and Industrial Districts, Freestanding Billboard) the following is proposed:

Section 420.06 C Proposed (shown in bold):

- C. Freestanding Billboard. Freestanding ~~billboard signs~~ **billboards** are regulated as a business use in Residential-Village (R-V), commercial, and industrial districts and on lands used for agricultural purposes and shall be permitted on land adjacent to state limited-access highways, not to exceed 500 feet from the limited-access fence, and only in compliance with the following requirements:
1. Not more than one billboard ~~sign~~ shall be erected on a lot. **A billboard shall not be located less than 500 feet from another billboard, unless it is on the opposite side of the highway.**
 2. ~~On a vacant lot in a nonresidential district or on land used for agricultural purposes a billboard sign~~ **A billboard shall not exceed 2800 square feet in area and 12 50 feet in height and shall be located a minimum of 20 feet from the street right-of-way and 25 50 feet from side and rear property lines. The area of two billboard faces, when attached at one end, shall not exceed 3000 square feet combined.**
 3. ~~When located on a lot in combination with another business use in a nonresidential district, a billboard sign shall comply with the area, height and setback regulations for accessory freestanding business identification signs set forth in Schedule 420.04D, Schedule 420.07 and Section 420.06. The billboard sign shall take the place of the freestanding identification sign permitted in Section 420.06A2.~~ **A billboard shall not be considered as a business identification sign when located on the same parcel as a commercial business.**
 4. **Billboards shall be single-faced and placed at a viewing angle for the direction of travel pertaining to the side of the highway in which the billboard is located. Two billboard faces may be attached at one end, with a separation at the rear of no more than 15 feet, to accommodate the vision from both directions of traffic.**
 5. **A billboard shall not be located less than 500 feet from an existing residential structure.**
 6. **Billboards may be digital and lit 24 hours a day in compliance with Chapter 440 of the Zoning Resolution. Digital billboards shall have a light sensor that detects ambient light. The brightness of the billboard shall not exceed 0.3 foot-candles above ambient light. Digital billboards shall change its text or screen no more than once every 10 seconds.**

7. The structure and billboard shall be maintained and in good repair at all times.

The existing regulations caused every billboard in the township to be non-conforming, so these proposed changes are intended to make some, if not all, conforming, while also putting updated restrictions in place for future billboards. Also, the proposed changes in Section A are intended to reduce the number of non-conforming signs in the township, as many are greater than 75 square feet.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Under Section 310.03.D, Rootstown Township is proposing to allow zoning certificates for solar energy systems without going through the Zoning Board of Appeals, who have not felt it necessary to set conditions on solar panel applications, as long as setback requirements are in place. In the proposed amendment Rootstown Township is proposing to separate wind and solar energy types and allowing solar to be permitted as long as it meets setback requirements while wind energy will still be considered a Conditionally Permitted Use.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Under Section 340.03 Rootstown Township is proposing to allow for storage buildings in the Lake District on unleased property that is shared by the leaseholders. This along with a previously proposed amendment to Section 340.06 is intended to bring existing structures into conforming status.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Rootstown Township is proposing to remove regulations on solar panels that are felt to be better handled by the County electrical permit. Section 480.18 (Liability) and Section 480.20 (Maintenance) were removed in their entirety and Section 480.19 (Location) was revised and moved to Section 480.18.

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.

Staff recommends approval of the proposed amendment.

Amendment No. 5

Rootstown Township is proposing to allow a house, if it is non-conforming due to not meeting the square footage requirements to be enlarged by more than 20 percent in order to meet the minimum square foot requirements and become conforming.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to follow staff recommendation on proposed Amendments No. 1 - 5. Motion seconded by R. Patrick. Motion carried with 23 Yeas.

Suffield Township Rezoning from Industrial to R-2 on State Route 43, Loren Harter, applicant – Report presented by Todd Peetz

The applicant is requesting that four parcels totaling 6.795 acres be changed from Industrial to R-2, Residential.

The existing property has a single-family residential home located on State Route 43 to the East of Wingfoot Lake and is approximately 500 feet north of Wingfoot Lake Road.

There are wetlands, floodplains and hydric soils on the northwest and western portion of the proposed zoning change. Hydric soils may impact foundation suitability of a structure. If any residential homes are constructed, any further impacts to the on-site wetlands should be avoided.

The proposed change would be in keeping with the existing development pattern as there are no industrial uses nearby.

A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 21 Yeas and 1 Abstention (A. Bey).

EXECUTIVE COMMITTEE

Work Program

November 2019 Work Program Report

Todd presented the November 2019 Work Program Report.

- Portage County Subdivision Regulations – The next meeting will be set up for some time in January 2020.
- Atwater Township – Staff assisted with a Fair Housing Violation at the Flamingo Motel located on Waterloo Road in Atwater Township. A resident filed a complaint with the Township and with Regional Planning and an inspection was completed by the County Building Department, the Township and the County Health Department and they have all deemed it unfit for habitation and have recommended that it be demolished.
- 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. Staff attended their November Zoning Commission meeting.

- 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. Staff has received thus far 50 of 128 surveys needed.
- 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 working with the Zoning Commission on developing a Historic Preservation District.
- Mantua Village – Staff has prepared an on-line LMI survey for the entire Village and have also gone door to door as part of the income survey.
- Paris Township – Staff is helping residents who have failing septic systems with replacement through the Storm Water Septic Tank Program.
- Ravenna City – Staff is administering the Critical Infrastructure Grant.
- Shalersville Township – Staff has been assisting with language for temporary trailers.
- 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 was held on October 24, 2019 and discussed special events and wedding venues and how others are working to address them. The next meeting is tentatively scheduled for January 23, 2020 at 6:00 p.m. at the Ravenna Township Hall. Topic is to be determined.
- 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 official launch of the program was held on November 21, 2019. The grant has been extended until December 31, 2019 and staff is working on the final stages of the grant.

November 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. and the project was awarded by the Commissioners on November 14, 2019. The bid received came in lower than anticipated therefore funds to be contributed by the City of Ravenna will be lower than estimated.

An amendment was processed to move the remaining funds from the Windham Township Demolition Activity to help offset the cost of construction. A public hearing for the amendment was also held on November 14, 2019 as required.

If the contracts can be signed by all required parties before the year-end shut down then construction will start in January 2020.

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 November. One call received was in Ravenna Township; one call was in Rootstown Township.

2018 CDBG Critical Infrastructure Grant – Windham Village

Sidewalk Improvements

All work has been completed.

Street Improvements

It is anticipated the paving, signage and striping will be completed by mid-December providing temperature can stay above 40 degrees.

Water Facility Improvements

All work has been completed.

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 was held on November 14, 2019. Mobilization and construction started on December 3, 2019 and construction is anticipated to start on November 18, 2019 and be completed by May 17, 2020.

2020 Community Development Allocation Grant

Information will be sent out some time in January/February 2020 on the next Round of grant funding.

Finance

November 2019 Financial Statement

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

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

Authorization to Enter into an Agreement with the City of Ravenna for Fair Housing in Conjunction with the 2019 Community Housing Improvement Program (CHIP) (Resolution No. 19-13)

Resolution No. 19-12 was presented which is authorization to enter into a contract with the City of Ravenna to provide Fair Housing services in conjunction with the Community Housing Improvement Program (CHIP) for an amount not to exceed \$5,000.

A motion was made by D. Kemble to authorize entering into contract with the City of Ravenna. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

2020 Budget for the Portage County Regional Planning Commission (Resolution No. 19-14)

Todd presented Resolution No. 19-14 which is the 2019 budget for the Portage County Regional Planning Commission. The Portage County Regional Planning Commission has reviewed the proposed 2019 appropriations for the operation of the Portage County Regional Planning Commission.

The certified revenue is \$355,198 for 2020 and the expenditures have been adjusted to \$355,198.

The Health Insurance is showing a decrease of \$3,532.00 decrease and the debt service payment in the amount of \$20,400 has been removed.

A motion was made by R. Patrick to approve Resolution No. 19-14 as presented. Motion seconded by D. Kemble. Motion carried with 22 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on January 8, 2020 at 4:30 p.m. and will be held at the UH Portage Medical Arts Building.

DIRECTORS REPORT

124 North Prospect Street

In 1998 the building was bought for \$129,000 and \$400,000 was put into the building rehabbing it. Todd said the building appraised at \$372,000 however the Portage County Auditor has the building appraised for \$435,000.

A minimum bid of \$125,000 was advertised and no bids were received on December 9, 2019.

The Executive Committee recommended that we look into whether or not a realtor could be used.

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 met with the Commissioners to discuss further.


A Memorandum of Understanding is being completed. Resumes for the grant writer position are due by December 16, 2019 and we have received 11 resumes.

RPC Orientation - Orientation for new RPC members will be held in February/March.


ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:10 p.m. Motion seconded by R. Patrick. Motion carried.

Minutes approved at the January 8, 2020 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary