

**Minutes
Portage County Regional Planning Commission
January 8, 2020**

Portage County Regional Planning Commission dated January 8, 2020 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., Mike Hlad	Franklin Twp., Joe Cicozzi
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Vill., Paula Tubalkain	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Paris Twp., Dave Kemble	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Shalersville Twp., Ronald Kotkowski
Suffield Twp., Adam Bey	Windham Twp., Rich Gano	Windham Vill., Deb Blewitt
PARTA, Clayton Popik	Water Resources, Tia Rutledge	County Engineer, Larry Jenkins
P.C. Commissioner, Vicki Kline	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:

Soil & Water, James Bierlair	Mantua Twp., Sandy Engelhart	Randolph Twp., Victoria Walker
Sugar Bush Knolls Vill., Jim Beal		

Public Present

John Walsh

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

APPOINTMENT OF NOMINATING COMMITTEE – Jim DiPaola

A motion was made by S. Christian-Bennett to appoint the following persons to the Nominating Committee:

- A. Orashan
- D. Blewitt
- S. Nutter

The Nominating Committee will meet after the Full Board Meeting in February.

Motion seconded by J. Paulus. Motion carried with 25 Yeas.

APPROVAL OF DECEMBER 11, 2019 MEETING MINUTES

The December 11, 2019 minutes were presented. L. Reeves noted one correction. C. Popik attended the December 11th meeting and the minutes should have reflected that he was present. J. Paulus made a motion to approve the minutes as corrected. Motion seconded by S. Christian-Bennett. Motion carried with one Abstention (A. Orashan) and 21 Yeas.

SUBDIVISIONS

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

The applicant needs a variance from Suffield Township and the Township Trustees do not meet until January 23, 2020.

J. Paulus made a motion to approve an extension of time until February 12, 2020. Motion seconded by J. Kovacich. Motion carried with 25 Yeas.

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

R. Kotkowski made a motion to approve an extension of time until January 8, 2020. Motion seconded by J. Paulus. Motion carried with 25 Yeas.

Preliminary Plan of "High Point Hills" on Tallmadge Road, Lot 33 in Brimfield Township, GREAT Development, LLC., applicant – Report presented by Todd Peetz

The applicant is requesting a re-review of a proposed subdivision consisting of 99 single-family homes which is seven more than the first preliminary plan reviewed. The plan also identifies 104 multi-family units in Block "A" and an assisted living place is proposed for Block "B".

The site fronts on Tallmadge Road and was formerly known as the Green Hills Golf Course.

The wetland buffers reserved for natural vegetation and the 40-foot building/pavement buffers from wetlands are shown on the preliminary plan. It does not appear that any wetland areas are being violated however, if there are any impacts to the wetlands will require a permit from the Army Corps of Engineers or from Ohio EPA.

A meeting was held with the applicant to go over the conditions and staff recommends *conditional approval* of the preliminary plan with the following conditions:

1. Sewer and water improvements meet the requirements of Water Resources.
2. Brimfield Township BZA approves the subdivision as a conditional use and approves any variances requested.

3. All lots meet minimum frontage requirements of 60 feet specified in the County Subdivision Regulations.
4. Wetland impacts are evaluated and a permit from the Army Corps of Engineers or the Ohio EPA is acquired prior to construction or filling activities on the site.
5. Address the County Engineer's comments.
6. A copy of the Homeowner's Association covenant and deed restriction is provided.
7. A variance to the P.C. Subdivision Regulations will be required for the length of Road "A" since there is no block break and is over 2,000 feet.

A motion was made by A. Orashan to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 24 Yeas and 1 Abstention (S. Christian-Bennett).

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

The applicant is requesting approval to combine three sublots into one lot. There is an existing structure on Sublot 9 and a storage building is located on Sublot 11.

There do not appear to be any wetlands or flood hazard areas on the site.

Staff recommends approval of the replat as presented. A motion was made by R. Gano to follow staff recommendation. Motion seconded by R. Dempsey. Motion carried with 25 Yeas.

Replat of Sublots 62 & 63 in the "Treasure Cove Allotment" on Treasure Blvd., Lot 35 in Deerfield Township, Clifford Shaffer, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine two sublots into one lot. There is an existing residential structure on Sublot 62.

There do not appear to be any wetlands or flood hazard areas on the site.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations have been corrected, therefore staff recommends approval the proposed replat.

A motion was made by D. Blewitt to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 25 Yeas.

ZONING

Shalersville Township Rezoning From A/R-R (Agricultural/Rural-Residential) to M-R-C (Mixed Residential-Commercial) on State Route 303, Marilyn Sessions, applicant – Report presented by Todd Peetz

The applicant is requesting a rezoning of approximately 2.069 acres to fronting on State Route 303 from A/R-R (Agricultural/Rural-Residential) to M-R-C (Mixed Residential Commercial). The proposed rezoning area is immediately east of Price Road but on north side of State Route 303.

The proposed amendment is to allow the property owners to provide additional property to the zoned Save 4 store located adjacent to the subject property. The commercial store was built in 1963. There is an existing house on the parcel which was built in 1955. There are existing homes adjacent to the commercial use and across the street.

Todd said there is a family connection to the Save 4 Store and this property. Ultimately the Township will need to determine if the zoning to M-R-C makes sense for the area.

There does not appear to be any environmental impacts to the site, no habitat loss or impacts from hydric soils, wetlands or floodplains.

Because the size and configuration of the parcel and is already adjacent to an area zoned for this purpose, staff would recommend approval of the rezoning from A/R-R to M-R-C.

A motion was made by D. Blewitt to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 25 Yeas.

EXECUTIVE COMMITTEE

Work Program

December 2019 Work Program Report

Todd presented the December 2019 Work Program Report.

- **Portage County Subdivision Regulations** - The next meeting will be held on January 30, 2020.
- **Atwater Township** – Staff assisted with a Fair Housing Violation at the Flamingo Motel located on Waterloo Road in Atwater Township. Staff has also been assisting the Township with zoning related questions and issues i.e. what you can do on agricultural property that is 5 acres or less.
- **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 also met with the Township about updating their Land Use Plan and will be meeting again with them on January 9, 2020.
- **Franklin Township** – Staff is continuing to go door-to-door to conduct an LMI survey in 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 working with the Zoning Commission on developing a Historic Preservation District.
- **Mantua Village** – Staff is continuing to go door to door to conduct an 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 zoning related questions.
- Ravenna City – Staff is administering the Critical Infrastructure Grant and staff will be assisting them with a proposed Neighborhood Revitalization 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 – All work has been completed.

December 2019 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

The contract will not be put through until 2020. The contractor has agreed to extend his bid for 60 days to allow sufficient time to get the contract executed by the County. Construction will start once the contract is in place and the Notice to Proceed has been issued.

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 was one request for assistance received in December. One call received was in the City of Streetsboro.

2018 CDBG Critical Infrastructure Grant – Windham Village

All work has been completed.

2018 CDBG Critical Infrastructure Grant - Ravenna City

Mobilization and construction started on December 3, 2019 and construction is anticipated to 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.

2020 Portage County Regional Planning Commission Work Program Report – Todd Peetz

Todd presented the 2020 Portage County Regional Planning Commission Work Program.

J. Paulus made a motion to accept the 2020 Regional Planning Commission Work Program as presented. Motion seconded by R. Patrick. Motion carried with 25 Yeas.

Finance

December 2019 Financial Statement

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

A. Orashan made a motion to approve the December 2019 financial statements as presented. Motion seconded by J. Paulus Motion carried with 25 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on February 12, 2020 at 4:30 p.m. and will be held at the UH Portage Medical Arts Building.

DIRECTORS REPORT

Grant Writer – Eleven resumes were received and interviews will be conducted next week.

Ohio Department of Natural Resources (ODNR) Grant – ODNR has grants available (up to ½ a million) that could help do mapping. Todd said it would be a good collaboration effort to be able to help the adjoining counties with mapping. This could help with putting together a regional park map.

Davey Tree – Todd said he has talked with them to see if they could assist with mapping (if needed) when Gail goes on maternity leave.

ADJOURNMENT

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

Minutes approved at the February 12, 2020 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary