

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

Portage County Regional Planning Commission dated July 8, 2020 at 4:40 p.m. The meeting was held through Zoom.

Members Present:

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| Brimfield Twp., Mike Hlad | Garrettsville Vill., Rick Patrick | Freedom, Jeffrey Derthick |
| Hiram Twp., Steve Pancost | Hiram Vill., Robert Dempsey | Palmyra Twp., Sandy Nutter |
| Ravenna City, Dennis West | Ravenna Twp., Jim DiPaola | Sugar Bush Knolls Vill., Jim Beal |
| Suffield Twp., Adam Bey | Windham Twp., Rich Gano | Shalersville Twp., Ronald Kotkowski |
| Windham Vill., Deb Blewitt | PARTA, Clayton Popik | Water Resources, Tia Rutledge |
| County Engineer, Larry Jenkins | P.C. Commissioner, S. Christian-Bennett | |

Staff Present:

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| T. Peetz | E. Beeman | L. Reeves | K. McMullen |
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Members Absent:

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| Atwater Twp., John Kovacich | Franklin Twp., Joe Cicozzi | Mantua Twp., Sandy Engelhart |
| Mantua Vill., Paula Tubalkain | Nelson Twp., Mike Kortan | Paris Twp., Dave Kemble |
| Rootstown Twp., Joe Paulus | Randolph Twp., Victoria Walker | |
| Soil & Water, James Bierlair | Portage Park District, Allan Orashan | |

J. DiPaola opened the public hearing at 4:40 p.m.

T. Peetz presented the 2021 Regional Planning Commission Budget. The budget is showing no increase in dues to the communities and is showing no increase in staff or any raises for staff. Todd noted that in the Executive Committee recommended freezing any increase in dues based on the CPI since communities are struggling as a result of the COVID-19.

There being no public comment J. DiPaola closed the public hearing at 4:52 p.m.

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

APPROVAL OF JUNE 10, 2020 MEETING MINUTES

The June 10, 2020 minutes were presented. T. Peetz noted a correction to the minutes. Todd noted that on the last page (Page 8) it shows the minutes for the June 10, 2020 meeting being approved at the July 13, 2020 meeting. It should have said July 8, 2020 rather than July 13, 2020. R. Patrick made a motion to approve the minutes as corrected. Motion seconded by R. Kotkowski. Motion carried with 17 Yeas.

SUBDIVISIONS

Replat of Sublot 43 and Part of Sublot 42 in the "Atwater Station" on Bank and Ash Street, Lot 97 in Atwater Township, P.C. Land Reutilization Corp., applicant – Report presented by Todd Peetz

The applicant is requesting approval to be combine Sublot 43 and part of Sublot 42 into one lot to create a building site.

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 P.C. Subdivision Regulations have been corrected therefore staff recommends approval of the Replat.

A motion was made by R. Gano to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 17 Yeas.

Replat of Sublots 5-R and 6-R in the "Pauline Scholl's Allotment" on Frost Road, Lot 20 in Mantua Township, Ralph Pratt, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublots 5-R and 6R into one lot.

There do not appear to be any wetlands or flood hazard areas on the site however there does appear to be some hydric soils located on the lot.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected therefore staff recommends approval of the Replat.

A motion was made by D. Blewitt to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

Replat of Sublots 33, 34, 35, Part of 36, 42, 43, 44 & 45 in the "H.L. Spelman" on Brady Lake Road, Lot 38 in Franklin Township, Matthew McMullen, applicant

A motion was made by R. Dempsey to approve an extension of time until August 12, 2020. Motion seconded by S. Christian-Bennett. Motion carried with 17 Yeas.

Replat of Sublots 78 and 79 in the "Ranch Club Estates Part 2" on Bronco Road, Lot 37 in Charlestown Township, William & Tina Kemble, applicant

A motion was made by R. Gano to approve an extension of time until August 12, 2020. Motion seconded by S. Christian Bennett. Motion carried with 17 Yeas.

ZONING

Ravenna Township Rezoning From R-M to R-C on East Lake Street and Route 5 – Report presented by Todd Peetz

Ravenna Township is proposing to change the zoning map from R-M, Medium Density Residential District to G-C, General Commercial. The amendment consists of 12 parcels total 15.16 acres.

The proposed amendment is to recognize the commercial activity that exists on the north side of Lake Street. The existing properties have been utilized as heavy commercial/light industrial being made up of scrap and/or junk yards. Of the 15.16 acres six of the parcels are being used as residential making up of 2.11 acres of the amendment area. The subject property is on the south side of the railroad tracks, just west of the City of Ravenna boarder on the west. On the east is State Route 5 to the south is residential.

The proposed zoning would address how the majority of the land is being utilized. However, the houses would all be grandfathered as non-conforming uses and lots. Only three of the 12 lots meet the minimum 1.5 acres in size. The remaining lots under 1.5 acres will require variances to lot size and maybe the “use” for the two vacant “residential” lots in the event that someone wants to build a house those two lots.

There appears to be some wetlands with hydric and/or floodplain issues on the north end of the subject parcel, most of which is on ODOT or railroad right-of-way.

Based on the existing uses in the subject area and the proximity to a major rail line, a change to non-residential would seem to be a more appropriate zoning district.

Staff recommends approval of the proposed map amendment from R-M, Medium Residential Density to G-C, General Commercial. A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 17 Yeas.

Brimfield Township Text Amendment – Report presented by Todd Peetz.

Brimfield Township is proposing to remove the following from Section 400.10(47)(Flag Lots):

“The fire chief shall provide a letter that states that fire apparatus and emergency vehicles can have safe access and that access can be reasonably constructed and maintained to the portion of the lot which is suitable for a residential dwelling.”

The Township fire chief has stated that this is private property and does not have the right to access property in order to write a letter to support the proposed flag lot.

Todd noted that several of the Townships have this requirement in their zoning resolution i.e. Ravenna Township. This language is in the zoning resolution to evaluate the safety or ability to provide emergency services to the proposed flag lot.

Staff would always side with safety however, if the Township Fire Department would rather not make these determinations or provide support letters than staff thinks that this is a Township determination. Staff recommends approval of the proposed text amendment as submitted.

A motion was made by R. Patrick to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 17 Yeas.

EXECUTIVE COMMITTEE

Work Program

June 2020 Work Program Report

Todd presented the June 2020 Work Program Report.

- **Portage County Subdivision Regulations** – The final draft and review has been completed and meetings were held on June 30, 2020 and on July 7, 2020. The next meeting has been scheduled for July 14, 2020.
- **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 is also working on the update to their Comprehensive Plan from 1988. A meeting was held via Zoom to discuss progress and upcoming meetings.
- **Freedom Township** – Staff helped with a CDBG Grant for their Township Hall and the Freedom Township Historical Society for a one-room schoolhouse related to handicap accessibility.
- **Hiram Township** – Staff is continuing to look into grant opportunities for Broadband.
- **Hiram Village** – Staff is looking into grants for their park.
- **Mantua Township** – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township.
- **Mantua Village** – Staff is looking into a variety of grants to help the Village out i.e. road improvements, water & sewer improvements and historic preservation.
- **Ravenna City** – Staff submitted a Neighborhood Revitalization Grant. Staff is also discussing the JEDD, Bike Plan, Landscape Plan, Wayfinding Plan and are scheduling a presentation on their Land Use Plan.
- **Ravenna Township** – Staff is discussing the JEDD as well as various zoning issues.
- **Rootstown Township** – Staff has been working with them on Subdivision Regulations changes.
- **Shalersville Township** – Staff is working with them to find grant funding for their community park.

- Windham Village – Staff finalized their Land Use Plan and a meeting is scheduled for July 14, 2020 however it may get changed.
- Quarterly Zoning Inspections (QZI) Meeting – The next meeting is to be determined. The topic will be about wedding barns and event center. Todd is considering setting one up through Zoom. Todd said he would send out an email to all of the zoning inspectors to see if they would prefer an in-person meeting or a Zoom meeting.
- Celebrate Portage! – Most of the events have been cancelled. The Ravenna Cruise-In decision has not been cancelled however a decision will be made on or before July 15, 2020.

Grant Report – Report presented by Kailey McMullen

- A grant was submitted for Job & Family Services through USDA for SNAP Improvements.
- Kailey is working on a grant for Adult Probation in response to the COVID-19.
- Kailey is working on a grant through the Healthy Tomorrows Partnership for Children Program for Job & Family Services
- Kailey is also working on an Ohio Humanities Grant

June 2020 CDBG Report

2018 Community Development Allocation Grant

All work has been completed under the grant except for the Fair Housing.

Fair Housing

There were three requests for assistance received in June. One call received was in the City of Ravenna and two calls were in the City of Streetsboro. Brochures were placed on the 1st floor of the Administration Building as well as to the Veteran's Office.

2018 CDBG Critical Infrastructure Grant – Windham Village

All work has been completed.

2018 CDBG Critical Infrastructure Grant - Ravenna City

All work has been completed.

2020 Community Development Allocation Grant

The Commissioners have recommended the following proposals for the Grant: (1) The Haven of Portage County; (2) Windham Village and (3) Freedom Township Historical Society/Freedom Township.

The Community Development Allocation Grant was submitted on June 17, 2020.

Finance

June 2020 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the June 2020 financial statements and recommends acceptance.

J. Derthick made a motion to approve the June 2020 financial statements as presented. Motion seconded by R. Kotkowski Motion carried with 17 Yeas.

2021 Budget for the Portage County Regional Planning Commission (Resolution No. 20-08) – T. Peetz

T. Peetz presented Resolution #20-08 which was the 2021 budget for the Portage County Regional Planning Commission.

Todd noted that at some point a Resolution will be put together and presented to be passed by the Board regarding freezing the increase in dues. This will be done sometime between now and the beginning of the year.

Todd also noted that no rental income was included in the 2021 Budget nor were there any expenses included even though we are spending about \$1,000/month on utilities.

A motion was made by J. Beal to approve the 2021 budget for the Portage County Regional Planning Commission. Motion seconded by D. Blewitt. Motion carried with 17 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on August 13, 2020 at 4:30 p.m. via Zoom.

DIRECTORS REPORT

Regional Planning Commission Old Office

Todd said he is working with Todd Bragg (Commissioners Fiscal Officer) and we are going to present to the Commissioners on July 22nd to sell the building for a lower amount (\$100,000) and then RPC would pay the difference owed on the building. Todd said he is hoping to work out some sort of payment plan with the Commissioners to repay them the money owed to them.

If the Commissioners agree then it will be presented to the Full Board at the August 12, 2020 meeting.


It was also discussed in the Executive Committee meeting about using in-kind services to help pay for the money owed to the Commissioners i.e. Comprehensive Plan.

RPC Intern – Abbey Hously who is working on a Communication's major at KSU will be working as an intern starting mid-July.

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 August 13, 2020 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary