

**Minutes
Portage County Regional Planning Commission
February 12, 2020**

Portage County Regional Planning Commission dated February 12, 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:

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| Atwater Twp., John Kovacich | Brimfield Twp., Mike Hlad | Franklin Twp., Joe Cicozzi |
| Garrettsville Vill., Rick Patrick | Hiram Twp., Steve Pancost | Hiram Vill., Robert Dempsey |
| Mantua Twp., Sandy Engelhart | Nelson Twp., Mike Kortan | Palmyra Twp., Sandy Nutter |
| Paris Twp., Dave Kemble | Ravenna City, Frank Seman | Ravenna Twp., Jim DiPaola |
| Rootstown Twp., Joe Paulus | Suffield Twp., David Vartenuk | Sugar Bush Knolls Vill., Jim Beal |
| Windham Twp., Rich Gano | PARTA, Clayton Popik | Water Resources, Tia Rutledge |
| County Engineer, Larry Jenkins | Portage Park District, Allan Orashan | |
| P.C. Commissioner, Kathleen Clyde | | |
| P.C. Commissioner, Sabrina Christian-Bennett | | |

Staff Present:

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| T. Peetz | E. Beeman | L. Reeves | S. Lebas |
| K. McMullen | | | |

Members Absent:

| | | |
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| Freedom, Jeffrey Derthick | Mantua Vill., Paula Tubalkain | Randolph Twp., Victoria Walker |
| Windham Vill., Deb Blewitt | P.C. Commissioner, Vicki Kline | Soil & Water, James Bierlair |
| Shalersville Twp., Ronald Kotkowski | | |

Public Present

Joe Gutoskay

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

APPROVAL OF JANUARY 13, 2020 MEETING MINUTES

The January 13, 2020 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by S. Christian-Bennett. Motion carried with one Abstention (J. Beal) and 19 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 is requesting approval to split part of Sublot 8 and combining it with Sublot 6. There are existing structures on Sublot 6 and 8.

As a result of this Replat, Sublot 8-R will be slightly larger, but non-conforming. A variance was approved by the Township on January 23, 2020.

Staff recommends approval of the Replat as presented. A motion was made by R. Dempsey to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 20 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 March 11, 2020. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 18 & 19 in the "Kirkbrides 2nd Addition" on Glendale Drive & Hartzell Road, Lot 3 in Deerfield Township, Rocco Pignatiello, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine Sublots 18 and 19 into one lot. Sublots 18 and 19 are vacant wooded lots. The lots surrounding the site are single-family residential.

According to the National Wetland Inventory, there does not appear to be wetlands on the site. The FEMA Flood Map does not show any 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 of the proposed Replat.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by K. Kemble. Motion carried with 20 Yeas.

Replat of Sublots 391 – 395 in the "Lake Brady Allotment, Leonard Subdivision" on Leonard Avenue & Washington Street, Lot 35 in Franklin Township, Harold & Mary Lynn Sartain, applicant

J. Kovacich made a motion to approve an extension of time until March 11, 2020. Motion seconded by R. Gano. Motion carried with 20 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to add a definition of "Public Park" and "Private Park". Adding these definitions would allow the Township to make distinctions between public parks and private parks elsewhere in the Zoning Resolution. Rootstown Township is also proposing to add a definition of "Recreational Facility/Use" By adding the definition of "Recreational Facility/Use" it would allow the Township to include a wide variety of recreational uses in the Schedule of Permitted Uses (Chapter 380) without listing each one individually in the schedule.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Rootstown Township is proposing to create a separate zoning district for designated park areas within the Township, where land uses pertaining to parks can be permitted by right rather than conditionally permitted. The existing parks in the Township are in residential districts, where parks are conditionally permitted. By creating separate zoning regulations for the Township parks in a zoning district that is specifically for parks, the Zoning Resolution can better accommodate the needs of the parks without adding permitted uses to the Residential Districts, where those uses may not be desirable.

Staff felt that some of the park activities could be really loud especially the field sports. To help with the loudness, staff suggested 50' setback for those facilities. With existing homes, where people bought their homes and there was no ballfields, courts or swimming facilities is where most complaints come from and the Township may want to consider even larger separations from pre-existing homes than the suggested 100'.

A motion was made by F. Seman to follow staff recommendation on Amendment No. 1 and 2. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Franklin Township Rezoning from C-1 and R-2 to R-3 on Burnett Road and State Route 261, Burnett Road Assoc., LLC., applicant – Report presented by Todd Peetz

The applicant is proposing to change the zoning map from R-1 Residential to C-1 Commercial to R-3 Residential. The amendment consists of 11.72 acres.

At the October 2019 Regional Planning Commission Board Meeting, we reviewed the very same property which at the time requested to be rezoned to R-4 Residential, which was determined based on the information provided to not be consistent with the area and also the lack of supporting information at the time.

The proposed amendment is to increase the density to the site to allow for multi-family development. The existing properties have single-family residential homes on them and to the north are duplexes to the south of State Route 261, to the northeast is the Kent Church of the Nazarene and the west is undeveloped KSU property.

Currently there are four units in the proposed zoning area. The proposed zoning would allow for three units plus one additional unit for every 2,000 square feet over 22,000 square feet. There are 11.72 acres in the proposed rezoning that would allow up to 248 dwelling units with a maximum height of 65 feet. There are no buildings over 2 stores in the immediate area. The applicant provided a sketch drawing of a proposed development, which includes a total of 120 dwelling units with 271 parking spaces. This is a significant increase to what is permitted currently. Heights greater than 35 feet would not be compatible with the existing duplexes of the development of the surrounding area. The proposal does indicate a height of 30 feet.

The applicant does mention that PARTA has multiple routes on Summit Road with a bus stop less than 300 feet away and may alleviate many of the potential trips. A traffic study was prepared that suggested that Summit Road can handle the additional trips being generated by the proposed development. C. Popik noted that they no longer have multiple routes on Summit Road and that there is now only one route.

Water and sewer should be adequate to service this facility and at the time of the site plan staff would encourage coordination between the applicant and the appropriate water and sewer provider.

The proposed zoning change could impact the surrounding character of the area. The permitted height is not consistent with the surrounding development. The density permitted is significantly higher than the existing zoning district.

If approved other issues at the time of site plan should be considered:

1. Explore connecting Burnett Road to State Route 261 with ODOT
2. Appropriate coordination with water and sewer providers
3. Hydric soils may impact foundation suitability of a multi-family structure
4. Work with the Township for emergency service provision

From a provision of services standpoint, staff is not aware of deficiencies that would prevent adequate service provision. Staff is concerned about traffic safety and compatibility with surrounding uses if this is a building(s) much greater than 35 feet.

If approved the Township may want to request a binding development of the proposed development, pending further review. If the property is rezoned without such an agreement as provided by the applicant and found acceptable by the Township, a new owner or they scrap the proposed project and request the greater height and or more residential units would leave the Township with limited option. Staff does recognize multi-family requires a conditional use permit, but if the applicant or future applicant can meet those conditions it may be problematic for the Township. Any such agreement needs to be coordinated with the Portage County Prosecutor's Office.

Staff recommends approval with a development agreement between the Township and the developer. Without such safeguards then staff would recommend denial because the maximum potential to develop the site would be inconsistent with the surrounding area. If it were approved, staff would recommend at the time of site planning the above considerations be part of the site plan review.

A motion was made by A. Orashan to follow staff recommendation. Motion seconded by F. Ciccozzi. Motion carried with 21 Yeas.

PRESENTATION: SUMMARY OF MARKETING AND BRANDING STUDY – Todd Peetz

Todd gave a brief summary of the marketing and branding study that was completed by staff. Todd said he was going to pass out the report at the March 11, 2020 RPC Meeting.

EXECUTIVE COMMITTEE

Work Program

January 2020 Work Program Report

Todd presented the January 2020 Work Program Report.

- **Portage County Subdivision Regulations** - The next meeting will be held on February 26, 2020.
- **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 attended the public hearing held on January 13, 2020 and also met with the Trustees at their January 29th meeting to discuss doing a land use plan for the Township.
- **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.
- **Hiram Township** – Staff has been assisting the Township with updating their zoning resolution.
- **Mantua Township** – Finalized the passing of the checks and the turning on of the elevator. Staff is working with the Zoning Commission on developing a Historic Preservation District.
- **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. Staff will be finalizing their Land Use Plan in March.

- Ravenna Township – Staff has completed a water/sewer line map.
- Rootstown Township – Staff has been working with them on Subdivision Regulations changes.
- Shalersville Township – Staff has been assisting with language for temporary trailers. Staff is also working with them to find grant funding for their community park. Staff met with the Township Trustees on January 21, 2020.
- Windham Township – Todd has been working with the Township regarding special event guidelines for their zoning code.
- Windham Village – Staff will be finalizing their Land Use Plan in March.
- 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. A meeting was held on January 23, 2020 and discussed agricultural lot requirements. The next meeting has been scheduled for April 23, 2020 at 6:00 p.m. at the Ravenna Township Hall. The topic will be about wedding barns and event center.
- Celebrate Portage! – A kick off meeting was held on January 31, 2020 and the next meeting has been scheduled for February 24, 2020.

December 2019 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

Contract is being circulated for signatures. A Notice to Proceed will be issued once the contract is in place. Construction will start once contract is in place and 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 January. One call received was in Ravenna Township and one call 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 February 2020 on the next Round of grant funding.

Finance

January 2020 Financial Statement

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

J. Paulus made a motion to approve the January 2020 financial statements as presented. Motion seconded by J. Kovacich Motion carried with 21 Yeas.

Authorization to Enter into Contract with the P.C. Board of Commissioners to Execute Responsibilities of the P.C. Storm Water District Septic Assistance Program (Resolution No. 20-01)

Resolution No. 20-01 was presented, which is authorization to enter into contract with the Portage County Board of Commissioners to execute responsibilities of the Portage County Storm Water District Septic Assistance Program for an amount not to exceed \$13,983.03 for the period of January 1, 2020 through December 31, 2020.

A motion was made by R. Patrick to authorize entering into contract with the Portage County Board of Commissioners to execute responsibilities of the Portage County Storm Water District Septic Assistance Program. Motion seconded by A. Orshan. Motion carried with 21 Yeas.

Enter into a Memorandum of Understanding with Job and Family Services, P.C. Water Resources and P.C. Engineer's Office for the Purpose of Hiring and Sharing a Full Time Grant Writer Position (Resolution No. 20-02)

Todd presented Resolution No. 20-02 which is authorization to enter into a Memorandum of Understanding (MOU) with Job and Family Services, Portage County Water Resources, Portage County Engineer's Office for the purposes of hiring and sharing full time grant writer position.

Todd stated that four agencies will be splitting the cost based on their funding input. Todd said that discussion has been held in the Executive Committee as to whether or not the communities can use the grant writer out right or whether it should go against their TA hours. It was thought that maybe for the first year that priority be given to the departments that are contributing to the program.

Kailey our new grant writer will be giving a report to the board each month on what she is working on and what if any grants is up and coming.

A motion was made by F. Seman to authorize entering into a MOU Job and Family Services, Portage County Water Resources, Portage County Engineer's Office for the purposes of hiring and sharing full time grant writer position. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on March 11, 2020 at 4:30 p.m. and will be held at the UH Portage Medical Arts Building.

DIRECTORS REPORT

Nominating Committee – The Nominating Committee was reminded to stay after the full Commission meeting today to prepare a slate of officers for Chairman and Vice Chairman to be presented at the March 11, 2020 meeting.

Gail Gifford – Todd reported that Gail had her baby and plans to be out until May 2020.

Proposed By-Laws Amendment – The Commissioners have requested a By-Laws to reduce the number of Commissioners currently serving on the Regional Planning Commission from three to one with one alternate. The proposed By-Laws amendment will be presented at the March 11, 2020 meeting.

Wayne County – Todd said he will be meeting with Wayne County tomorrow regarding doing some interactive mapping.

ADJOURNMENT

The meeting adjourned 5:19 p.m.

Minutes approved at the March 11, 2020 Meeting.


Jim DiPaola, Chairman


Todd Peetz, Secretary