

**Minutes
Portage County Regional Planning Commission
March 11, 2020**

Portage County Regional Planning Commission dated March 11, 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 Vill., Robert Dempsey
Mantua Twp., Sandy Engelhart	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	Suffield Twp., Adam Bey
Windham Twp., Rich Gano	Windham Vill., Deb Blewitt	PARTA, Clayton Popik
Water Resources, Tia Rutledge	County Engineer, Larry Jenkins	Portage Park District, Allan Orashan
Shalersville Twp., Ronald Kotkowski		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Kathleen Clyde		
P.C. Commissioner Alternate, Matt Adelman		

Staff Present:

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

Members Absent:

Hiram Twp., Steve Pancost	Sugar Bush Knolls Vill., Jim Beal	Randolph Twp., Victoria Walker
Soil & Water, James Bierlair		

Public Present

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

APPROVAL OF FEBRUARY 12, 2020 MEETING MINUTES

The February 12, 2020 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 25 Yeas.

NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Allan Orashan

Allan Orashan announced that the Committee (Allan Orashan, Jim Beal and Sandy Nutter) met on February 12, 2020. It was their recommendation to re-nominate Jim DiPaola for Chairman and Sabrina Christian-

Bennett as Vice-Chairman. Allan asked if there were any other nominations from the floor and none were given.

R. Dempsey made a motion to accept the nominating committee's recommendation of Jim DiPaola, Chairman and Sabrina Christian-Bennett, Vice-Chairman. Motion seconded by R. Patrick. Motion carried with 25 Yeas.

SUBDIVISIONS

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

The applicant is requesting approval of Phase III consisting of 47 single-family homes. The Preliminary Plan was approved in March 2019

The subdivision is located on the northwest corner of Sandy Lake and Lynn Roads.

The Planned Residential Development is a conditionally permitted use and was reviewed by the Brimfield Township Board of Zoning Appeals.

Central sewer and water are available from Portage County.

A significant portion of the site surrounding Brimfield Ditch has hydric soils.

According to the Portage County Wetlands Inventory Map there appear to be wetlands along Brimfield Ditch as well as a small wetland in the northern portion of the site.

According to the FEMA Flood Map there is a flood hazard area along Brimfield Ditch that largely corresponds to the hydric soils in that area.

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 Plat. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 25 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

M. Kortan made a motion to approve an extension of time until April 8, 2020. Motion seconded by R. Kotkowski. Motion carried with 25 Yeas.

ZONING

Randolph Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Randolph Township is proposing to amend Sections 550.05, 553.05, 555.08, 560.85, 565.06 and 570.05 relating to accessory building and structures in that they cannot be located no closer to the road right-of-way than the principal building.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Randolph Township is proposing to add the following in the notes under Schedule 705.01:

4. Accessory buildings and structures shall be located no closer to the road right-of-way than the principal building.

For consistency Randolph Township added #4 about accessory structure. The table is inconsistent with the numbers below the table. Staff recommends that Randolph Township change the letters to numbers that are already shown in Schedule 705.01.

J. Derthick noted that there was a typo in Section 550.05 (Buildings and Structures) where it says . . . "Accessory buildings and structures shall be located no close . . ." it should say "closer" rather than close. Also, on page 2, under #4 in Amendment No. 2 it has the same typo as stated previously.

A motion was made by J. Kovacich to follow staff recommendation for Amendment No. 1 and 2 along with the noted typos being corrected. Motion seconded by J. Derthick. Motion carried with 25 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

The nuisances listed in Section A under in Section 230.02 are not believed by Rootstown Township are not believed to be enforceable from a zoning standpoint because there is no quantitative value for any of them to be designated as a nuisance (such as decibel level for noise). Hazardous, noxious and offensive are vague terms and option to interpretation as with the interference with enjoyment of the use of one's land. This section has been more often used by residents to make frivolous complaints, so the Zoning Department is proposing it to be amended.

Rootstown Township is proposing to remove the language in Section 230.02.A and add the following: "ANY STRUCTURE NOT MAINTAINED SHALL BE REMOVED CONSISTENT WITH ORC 505.86, AS AMENDED"

Under Section 230.02.B and C Rootstown Township is proposing to remove the language and the following under Section 230.02.B: "ANY STRUCTURES DESTROYED BY FIRE, FLOOD OR OTHER DISASTER IN DISREPAIR, SHALL BE REMOVED WITHIN ONE (1) YEAR AFTER THE EVENT OCCURRED. IF NOT, THE TRUSTEES WILL PROCEED PER OHIO REVISED CODE 505.86".

This is a common complaint or concern. To acquire equipment to provide the necessary data can be expensive for a limited amount of use.

Staff felt that the change was necessary until better alternatives that are move affordable or cost-effective to the Township. Staff believes it is important for the Townships to have ability to protect their community's

quality of life. This will require future conversations on how to best move forward to achieve a Townships goals.

Staff recommends approval as submitted.

A motion was made by J. Paulus to follow staff recommendations in the proposed amendment. Motion seconded by J. Kovacich. Motion carried with 25 Yeas.

Franklin Township Text Amendment – Report presented by Todd Peetz

Franklin Township is proposing to change the maximum building height in Section 315.03.D.8 from 65 feet to 35 feet.

In the R-3 Zoning District there is confusion with building height. In a couple sections it refers to 65 feet of height and in other portions of the same zoning district it says 35 feet of building height. The 65 feet is meant for multi-family developments. The R-4 Zoning District has the same height restriction. Staff felt that it would make sense to limit height requirements in the R-3 Zoning District and allow for greater height in the most intense/dense zoning district of R-4.

Staff would recommend approval of the proposed amendment. A motion was made by V. Kline to follow staff recommendation. Motion seconded by F. Cicozzi. Motion carried with 25 Yeas.

SET DATES FOR THE REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION (RESOLUTION NO. 20-03)

A motion was made by J. Kovacich to set the 2nd Wednesday of each month at 4:30 p.m. for the Regional Planning Commission Meetings. Motion seconded by F. Cicozzi. Motion carried with 25 Yeas.

EXECUTIVE COMMITTEE

Work Program

February 2020 Work Program Report

Todd presented the February 2020 Work Program Report.

- **Portage County Subdivision Regulations** – The final draft and review has been completed and a meeting was held on February 6, 2020. The next meeting will be held on March 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 met with the Trustees at their February 12 and February 26th 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 – Staff is working with the Zoning Commission on developing a Historic Preservation District and an interactive structures map for the Township.
- Mantua Village – Staff is continuing to go door-to-door to conduct an LMI survey in of the entire Village in order to help obtain grant funds for the 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 continuing to administer the Critical Infrastructure Grant and staff will be assisting them with a proposed Neighborhood Revitalization Grant. Staff is working on finalizing their Land Use Plan.
- 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.
- Suffield Township – Staff has been assisting the township with zoning related questions and have provided them with a new zoning map.
- Windham Township – Todd has been working with the Township regarding special event guidelines for their zoning resolution.
- Windham Village – Staff is working with the Village on finalizing their Land Use Plan.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – The contract is being circulated for signature for administration of the program.
- Quarterly Zoning Inspections (QZI) Meeting – 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 February 24, 2020 and the next meeting has been scheduled for April 30, 2020. Nominations for each category for the awards dinner are due by April 30, 2020.
 - Awards Dinner – September 16th
 - Ravenna Car Show – September 2nd
 - Runway Fest – September 4th – 5th
 - Volunteer Day – Not been established yet

Grant Report – Report presented by Kailey McMullen

- Atwater Township was awarded an ODNR Recreational Trails Grant for an old school park project.
- A grant was submitted for the Portage County Water Resources Department through The Water Supply Revolving Loan Account (WRS�A) in the amount of \$7,300,466.
- Working on two grants for Job & Family Services. The Industry Sector Partnership Grant (\$50,000 - \$250,000) is due March 31, 2020 and The Paradox Prize (\$20,000 - \$100,000) is due April 15, 2020.
- The next round of ODNR Grants are due in June if any community is interested in applying for the grant.

February 2020 CDBG Report

2018 Community Development Allocation Grant

Water Facility Improvements – Ravenna Head Start Waterline

Contract is in place and a Notice to Proceed has been issued to the contractor. A Pre-Construction meeting was held on February 20, 2020. Construction is scheduled to begin on March 5, 2020 and is anticipated to be completed by the end of March.

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

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 by March 6, 2020 to all communities and to various agencies/organizations on the next Round of grant funding. The CDBG Allocation Grant is due by June 17, 2020.

Anyone interested in learning about other CDBG grant opportunities which may be available throughout the year, the General CDBG Public Hearing will be held at 10:00 a.m. on April 9, 2020

Finance

February 2020 Financial Statement

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

F. Seman made a motion to approve the February 2020 financial statements as presented. Motion seconded by V. Kline Motion carried with 25 Yeas.

By-Laws Amendment – Section III (Membership) – Todd Peetz

The following amendment is being proposed under Section III (Membership) by the Portage County Board of Commissioners:

Section III, Membership

B. Representation

1. One representative for each political subdivision (Township, City, Village) participating in the maintenance and operation of the Regional Planning Commission except for the Board of Portage County Commissioners, who shall have ~~three~~ **ONE** ~~representatives~~ **REPRESENTATIVE WITH ONE ALTERNATE**. Additionally, the Portage County Board of Commissioners shall appoint one representative from each of the following departments or agencies:
 - a. Portage County Water Resources Department
 - b. Portage County Engineer

c. Portage County Soil and Water Conservation District

Each representative shall be appointed by the legislative authority of said political subdivision.

Todd mentioned that he may want to meet with the Commissioners on a quarterly basis in order to keep the Commissioners up to speed as to what Regional Planning is doing.

It was recommended by J. Paulus the word "except" to be removed from the language also. A motion was made by J. Paulus to approve the amendment as corrected. Motion seconded by J. Kovacich. Motion carried with 25 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on April 8, 2020 at 4:30 p.m. J. DiPaola asked the committee due to the Governor mandates of absolutely no face-to-face meetings how should we proceed for the April 8, 2020 meeting. Discussion held. J. DiPaola recommended consulting with legal counsel regarding conference call meetings. The meeting will still be held as long as the hospital does not close to the public. The Executive Committee could meet via conference call if permitted to take any necessary action that would be required.

DIRECTORS REPORT

2019 Annual Report

Todd presented the 2019 Regional Planning Commission Annual Report.

Regional Planning Commission Orientation Meeting

The Regional Planning Commission Orientation Meeting is scheduled for March 31, 2020 at 6:00 p.m. at Reed Memorial Library. This may need to be re-scheduled as a result of the COVID-19 and if Reed Memorial Library closes their facility to the public.

Regional Planning Commission Old Office

Staff has been trying to come up with ways to utilize the Regional Planning Commission old office. We were approached by University Hospital and he said he was told that as a result of the COVID-19 they have put it on hold.

Todd said he has talked with NEOUCOM and Portage Development Board about doing a business incubator however he was told he would need a business plan.

Wayne County

Todd said he met with Wayne County and reviewed eight different map styles. Wayne County liked the program and wants to start with the Parks and Recreation map. They would like to see our Parks and

Recreation map incorporate their county information. Wayne County said they would like to see all their Chamber of Commerce interactive as well and they indicated that they would be willing to pay up to \$20,000 for a finished product.

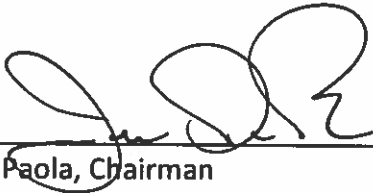
Gail Gifford

Todd reported that Gail's benefits run out on April 15, 2020. Gail has indicated to Todd that she will probably be back before it happens.


ADJOURNMENT

The meeting adjourned 5:28 p.m.

Minutes approved at the May 13, 2020 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary