

**Minutes
Portage County Regional Planning Commission
January 12, 2022**

Portage County Regional Planning Commission dated January 12, 2022 at 4:35 p.m. The meeting was held at the Reed Memorial Library, Haymaker Room, 167 East Main Street, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Freedom, Charlene Walker	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Mantua Twp., Susan Lilley	Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Suffield Twp., Adam Bey
Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano	Windham Vill., Tom Brett
PARTA, Denise Baba	Water Resources, Tia Rutledge	County Engineer, Larry Jenkins
Portage Park District, Allan Orashan		

Alternates Present:

PARTA, Amy Proseus	Brimfield Twp., Lauren Coffman
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Staff Present:

T. Peetz	E. Beeman	L. Reeves	M. Palmisano
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Public Present:

J. Gadd	D. Morganti
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Members Absent:

Hiram Vill., Robert Dempsey	Randolph Twp., Victoria Walker	Shalersville Twp., Ron Kotkowski
Soil & Water, James Bierlair	P.C. Commissioner, Vicki Kline	
P.C. Commissioner, Anthony Badalamenti		
P.C. Commissioner, Sabrina Christian-Bennett		

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

BUILDING DEMOLITION AND SITE REVITALIZATION PROGRAM AND BROWNFIELD REMEDIATION PROGRAM – Presentation by Dan Morganti, P.C. Land Bank

Building Demolition and Site Revitalization Program

The purpose of the Building Demolition and Site Revitalization Program is for demolition of commercial and residential buildings and revitalization of surrounding properties on sites that are not brownfields. The properties must be vacant and blighted. Must have site control prior to submission of the application.

This program will provide \$150 million with \$500,000 set aside per County. The Portage County Land Bank will be the lead entity.

Manufactured homes are eligible as long as the wheels and axil are removed.

All work must be completed by May 2023.

Brownfield Remediation Program

The purpose of the Brownfield Remediation Program is for the remediation of brownfield sites. Properties are only eligible if they meet the definition of a brownfield. A “brownfield” is defined as an abandoned, idled, or under-used industrial, commercial, or institutional property where expansion or redevelopment is complicated by known or potential releases of hazardous substances or petroleum.

This program will provide \$350 million with 1 million set aside per County. Round two will open on March 1, 2022 for those county set-asides that were not expended in Round 1. Round three will open on July 1, 2022 to utilize the remaining portion of the state funding if available and will include portions of the county set-asides that were not expended in rounds one and two. Round three will remain open until September 30, 2022 or until funds have been depleted.

Funds can be used for remediation or assessment.

Any county, township, municipal corporation, port authority or conservancy district or park district can apply.

Anyone needing additional information can contact Dan Morganti, Portage County Land Bank at (330) 839-7199.

APPROVAL OF DECEMBER 8, 2021 MEETING MINUTES

The December 8, 2021 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 23 Yeas and 1 Abstention (A. Orashan).

APPOINTMENT OF NOMINATING COMMITTEE

A motion was made by D. Kemble to appoint the following persons to the Nominating Committee:

- A. Orashan
- J. Beal
- S. Nutter

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

Motion seconded by S. Christian-Bennett. Motion carried with 24 Yeas.

SUBDIVISIONS

Pr. Plan of "Walden Pointe Allotment (Phase 2)" on Meloy Road, Lot 8 in Brimfield Township, Palmieri Enterprise, applicant – Report presented by Todd Peetz

D. Kemble made a motion to approve an extension of time until March 9, 2022. Motion was seconded by R. Patrick. Motion carried with 24 Yeas.

Replat of Lot 17-R in the "Lakeview Gardens No. 1" on Summit Road and Hodgson Drive, Lot 41 S.D. in Ravenna Township, Hasna Nouri, applicant – Report presented by M. Palmisano

The applicant is requesting approval to creating four sublots with the intent that three of which will be buildable out of Sublot 17-R.

Water Resources noted that there was a private lateral from proposed Sublot 17-1 that goes through the middle of proposed Sublot 17-3. This lateral may prevent Sublot 17-3 from being buildable and/or the lateral needs to be moved and an easement needs to be granted to Sublot 17-1 by Sublot 17-3.

Staff recommends an extension of time to allow the applicant sufficient time to address the comments from Water Resources. The applicant has requested an extension of time until February 9, 2022. A motion was made by D. Kemble to approve an extension of time until February 9, 2022.

Replat of Sublots C-2 and CR-1 in the "Highlands of Edinburg" on St. Andrews Way, Lot 17 N.W. in Edinburg Township, Schumaker Homes of Ravenna, applicant – Report presented by M. Palmisano

The applicant is requesting approval to combining Sublot C-2 and Sublot CR-1 and splitting six sublots to create five vacant sites and one occupied site.

The site has an existing commercial showroom on the southeast corner and the rest of the site is vacant.

The site is in the Highway/Office/Business Park District. Residential is permitted in this zoning district. The minimum lot size requirement is ten acres/development. The minimum frontage and lot width are to be established at time of project submittal. As proposed the minimum lot size ranges from 1.5 acres to 4.026 acres.

Staff has not received any comments from the Township as of yet and are requesting their approval before recommending approval of the Replat. The applicant has requested an extension of time until March 9, 2022. A motion was made by J. Kovacich to approve an extension of time until March 9, 2022. Motion seconded by V. Kline. Motion carried with 24 Yeas.

ZONING

Franklin Township Text Amendment – Report presented by Todd Peetz

The Zoning Commission has had several requests for zoning certificates for Medical Marijuana Dispensaries and is the reason behind the proposed text amendments.

Amendment No. 1

Franklin Township is proposing to add the following to Section 403, Prohibited Uses:

- K. Medical Marijuana Cultivator Facilities as defined in ORC 3796
- L. Medical Marijuana Processor Facilities as defined in ORC 3796
- M. Medical Marijuana Testing Laboratory Facilities as defined in ORC 3796

The proposed change is to prohibit growing, processing and laboratory testing. Franklin Township is wanting to treat medical marijuana like a pharmacy and the above activities are not typical of a pharmacy.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Franklin Township is proposing to allow medical marijuana cultivator facilities, processor facilities and testing laboratory facilities as a conditionally permitted in the R-1/C-2, C-1, C-1/R-3, C-2 and I-2/C-2.

The R-1/C-1 and C-1/R-3 allow for residential and would not be allowed to be located within per the proposed Section 601.01.B.61.B. Since these zoning districts allow for residential it should not be included as a district to allow for conditional approval.

Staff would recommend removing R-1/C-1 and C-1/R-3 zoning districts, otherwise recommend approval of the proposed Section changes as presented.

Amendment No. 3

Franklin Township is proposing to add distance separations from schools, churches, parks, opioid facilities, residential districts, and existing non-conforming residential homes. Providing separations from potential harmful uses is appropriate way to provide protections and limit exposure of noxious uses. Staff presented a map showing where these uses could be located and there were no viable areas remaining in the Township. The Township may want to reconsider some of their distance requirements.

The Township is proposing dispensaries to be located at least 500 feet from any school, church, public library, public playground, public park, or opioid treatment facility. The Township is proposing that such facilities be 1,000 feet from any property line of a parcel in any district in which residential use of any density is a permitted use and/or even if that use is a non-conforming use. Staff recommends

The rationale states they want to treat dispensaries to a drug store; however, the conditions are impossible to comply with as proposed. Staff recommended a distance of 500 feet rather than 1,000 feet.

The Township is proposing to only allow one dispensary in the Township. Staff consulted with the County Prosecutor's Office for additional feedback and input and they recommended this be removed as it would be highly challenged.

Amendment No. 4

Franklin Township is proposing to add a number of definitions pertaining to medical marijuana to Chapter 13 (Definitions). The definitions proposed are supported and/or reference the Ohio Revised Code.

Staff recommends approval of the proposed definitions as presented.

A motion was made by J. Cicozzi to follow staff recommendations. Motion seconded by V. Kline. Motion carried with 24 Yeas.

EXECUTIVE COMMITTEE

Work Program

December 2021 Work Program Report

Todd presented the December 2021 Work Program Report.

- Update of Portage County Subdivision Regulations – Staff is looking at some minor additions that will be brought to the board in March.
- Atwater Township – Staff has also been working with their zoning inspector on a variety of zoning issues.
- Brimfield Township – Staff did some mapping of the northern State Route 43 corridor. Todd will be attending their meeting tomorrow night.
- Freedom Township – Staff is working with the Township and the Historical Society on a CDBG project.
- Hiram Township – Staff is still continuing to look into grant opportunities for Broadband grants. Need to coordinate with a broadband provider.
- Mantua Township – Staff is reviewing a historic preservation district and developing an interactive structures map for the Township. Staff also helped with updating their zoning resolution.
- Mantua Village – Staff are looking into a variety of grants to help the Village. A pre-application for a Targets of Opportunity Grant was submitted to the State.
- Paris Township – Staff prepared a map for the fire department.

- Ravenna City – Staff obtained a Critical Infrastructure Grant.
- Windham Township – Created an address map for their Fire District.
- Windham Village – Staff obtained a Critical Infrastructure Grant.
- Quarterly Zoning Inspector Meeting – The next meeting will be held on January 20, 2022. The location and topic are to be determined.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program –Currently there are two septic systems in process.
- Portage County Vision and Comprehensive Plan – A meeting for the Comprehensive Plan was held on January 10, 2022 and the next meeting will be held in March. A meeting for the Vision Plan was held on January 18, 2022.
- Historic Properties Survey/Interactive Map – Staff is working on recording the known historic structures for the City of Ravenna and Ravenna Township.

December 2021 CDBG Report – Report presented by L. Reeves

2020 Community Development Allocation Grant

Haven of Portage County Water & Sewer Improvements Project – Construction has been completed. Sewer has been tied in and the water was scheduled to be tied in the first week in January. The ribbon cutting has been scheduled for January 31, 2022 at 3:00 p.m.

Windham Community Center Project – The contracts have been signed by the contractor and by Windham Village. Contracts will be circulated for signing by the Prosecutor's Office, Auditor's Office, and the Commissioners in 2022. Construction will begin in the spring 2022.

Freedom Township ADA Project – The scope of work as well as the estimated cost for the former schoolhouse as well as the Township Hall will be re-evaluated and sent back out to bid in 2022.

Fair Housing – There were four requests for assistance received in December. Two (2) calls were located in Randolph Township; One (1) call was in Rootstown Township and one (1) call was in the City of Ravenna.

Streetsboro Senior Assistance Program – To date we have received 77 applications for the Senior Assistance Program. The lawn mowing season has ended and leaf clean up and snow removal season has started. An addendum is being prepared for the snow removal.

Streetsboro Home Repair Program – We are currently taking applications for the Home Repair Program. Information has been posted on the City of Streetsboro's website. To date we have mailed out 12

applications and received two completed applications. One Home Repair is ready for contract signing once the County re-opens in 2022.

2021 Critical Infrastructure Grant – Ravenna City

The environmental review is underway and once it is completed the release of funds will be prepared and submitted to the Commissioners for signing. In the meantime, the engineer is preparing the specifications and the drawings.

2021 Critical Infrastructure Grant – Windham Village

The environmental review is underway and once it is completed the release of funds will be prepared and submitted to the Commissioners for signing.

2021 Residential Public Infrastructure Grant

A Permit-to-Install has not been secured yet, therefore a full application cannot be submitted until it's received. The drawings were revised and resubmitted to EPA for their last review. However, according to the State no more funding is currently available and will not accept any more applications until July 2022.

CDBG Target of Opportunity COVID-19 Response (CDBG-CV)

OCD is currently reviewing the application.

2021 Downtown Revitalization Target of Opportunity Program

OCD determined that Phase 1 of the project was not eligible for funding. A meeting has been scheduled with the Downtown Mantua Revitalizations Grants Group to discuss funding options for the project.

2022 P.C. REGIONAL PLANNING COMMISSION WORK PROGRAM REPORT – Todd Peetz

Todd presented the 2022 Portage County Regional Planning Commission Work Program.

A motion was made by R. Gano to accept the 2022 Regional Planning Commission Work Program as presented. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

Finance

December 2021 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the December 2021 financial statements and recommends acceptance.

D. Kemble made a motion to approve the December 2021 financial statements as presented. Motion seconded by V. Kline. Motion carried with 24 Yeas.

Authorization to Enter into a Contract with the Portage County Board of Commissioners for Administration of the 2021 Critical Infrastructure Grant for the Village of Windham (BX-21-1CJ-1) (Resolution No. 22-01) – Todd Peetz

Todd presented Resolution No. 22-01 which is a contract with the Portage County Board of Commissioners for administration of the 2021 Critical Infrastructure Grant for the Village of Windham.

A motion was made by J. Kovacich to approve entering into a contract with the Portage County Board of Commissioners to provide administration services for an minimum of \$25,000. Motion seconded by R. Patrick. Motion carried with 24 Yeas.

Authorization to Enter into a Contract with the Portage County Board of Commissioners for Administration of the 2021 Critical Infrastructure Grant for the City of Ravenna (BX-21-1CJ-2) (Resolution No. 22-02) – Todd Peetz

Todd presented Resolution No. 22-02 which is a contract with the Portage County Board of Commissioners for administration of the 2021 Critical Infrastructure Grant for the City of Ravenna.

A motion was made by R. Patrick to approve entering into a contract with the Portage County Board of Commissioners to provide administration services for an minimum of \$20,000. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

OTHER BUSINESS


Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on February 9, 2022, at 4:30 p.m. Todd said the meeting will held here at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

ADJOURNMENT

A motion was made by D. Kemble to adjourn the meeting at 5:10 p.m. Motion seconded by J. Kovacich.

Minutes approved at the February 9, 2022 Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary