

**Minutes  
Portage County Regional Planning Commission  
February 9, 2022**

Portage County Regional Planning Commission dated February 9, 2022 at 4:30 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

**Members Present:**

Atwater Twp., Charlie Harris	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	Shalersville Twp., Ron Kotkowski
Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano
Windham Vill., Tom Brett	PARTA, Amy Proseus	Water Resources, Tia Rutledge
County Engineer, Larry Jenkins	Soil & Water, Anthony Lerch	Portage Park District, Allan Orashan
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Vicki Kline		

**Alternates Present:**

Brimfield Twp., Lauren Coffman

**Staff Present:**

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

J. Gadd	C. Nouri	P. Nouri	T. Nouri	K. Lancianese
M. Kendall				

**Members Absent:**

Hiram Vill., Robert Dempsey	Randolph Twp., Victoria Walker
P.C. Commissioner, Anthony Badalamenti	

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

**APPROVAL OF JANUARY 12, 2022, MEETING MINUTES**

The January 12, 2022 minutes were presented.

S. Christian Bennett and V. Kline noted that they are showing as being absent and should be showing present. L. Reeves noted that on Page 2, under the Brownfield Remediation Program a statement was made that the P.C. Land Bank would be the lead entity. The P.C. Land Bank will not be the lead entity and therefore, this statement should be removed.

S. Christian-Bennett made a motion to approve the minutes as corrected. Motion seconded by V. Kline. Motion carried with 23 Yeas.

## **SUBDIVISIONS**

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 create four sublots with the intent that three of which will be buildable out of Sublot 17-R. Proposed Lot 17-R has an existing home on the site.

At the January 2022 meeting, the applicant requested an extension of time until February 9, 2022, to allow sufficient time to address the comments from Water Resources. Water Resources noted that there was a private lateral from proposed Lot 17-1 that goes through the middle of proposed Lot 17-3. The lateral could prevent Lot 17-3 from being buildable and/or the lateral needs to be moved and an easement needs to be granted to Lot 17-1 by Lot 17-3.

There are no floodplain and/or wetland restrictions on the site.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected except the owner was not able to obtain the zoning inspector as well as their notarized signatures prior to the meeting. Staff recommends *conditional approval* of the Replat until March 3, 2022.

A motion was made by S. Pancost to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 26 Yeas.

Replat of Sublots 11 – 18 of Block "B" in the "Ravenna Building Company Allotment" on Broadway Avenue, Lot 20 in Rootstown Township, P.C. Land Reutilization Corporation, applicant –

The applicant is requesting approval to combine Sublots 11-18 to create Sublot 11-R. The site is currently vacant.

The site has no access to sanitary sewer or water through Portage County Water Resources. Public Water is located at Wilson Avenue, 180 feet from the proposed parcel. Sewer is available near the intersection of Prospect and Wilson Avenue, 450 feet from the proposed parcel.

There do not appear to be any wetlands nor any flood hazard areas on the site.

The Replat complies with the Portage County Subdivision Regulations as well as the Rootstown Township Zoning Resolution.

Staff recommends approval of the Replat as presented. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by D. Kemble. Motion carried with 26 Yeas.

Replat of Block "G" of "Cranberry Creek (Phase 2)" on Raspberry Circle, Lot 10 in Brimfield Township, Cranberry Farm, LLC., applicant

The applicant is requesting approval to create Sublots 168 and 169. The sites are currently vacant.

There are no floodplain or wetland restrictions on site. On the original Plat of Cranberry Creek (Phase 2) approved in 2017, a jurisdictional wetland as determined by the Army Corps of Engineers, is delineated in Block "G". The Army Corps of Engineers has since reviewed the wetland and per the correspondence dated May 26, 2021, determined that the wetland originally delineated on Block "G" is no longer considered a water of the U.S. and is not regulated under Section 404 of the Clean Water Act or Section 10 of the Rivers and Harbors Act of 1899. The Department of the Army authorization is not required for discharge of dredged or fill material in this wetland.

Per the correspondence with the Ohio EPA dated August 24, 2021, the applicant requested a pre-activity notice for coverage under the Ohio General Permit for filling in Category 1 and Category 2 isolated wetlands and ephemeral streams. The applicant has reserved 0.1 acres of wetland mitigation credits from Cherry Valley Mitigation Bank and 0.1 acres of wetland enhancement credits at Stream + Wetland Foundation's Pine Brook Mitigation Bank. The wetland mitigation permit has been issued by Ohio EPA.

All items 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 M. Hlad to follow staff recommendation. Motion seconded by D. Kemble. Motion carried with 26 Yeas.

Replat of Lots 6, 7, 8, 9, 11, 12, 19, 20, 21 and 22 of Block "A" of the "McElrath Park Allotment" on Cleveland and Garfield Road, Johnathon Strickland, applicant

D. Kemble made a motion to approve an extension of time until March 9, 2022. Motion seconded by S. Christian-Bennett. Motion carried with 26 Yeas.

## **ZONING**

Brimfield Township Rezoning From G-C to R-2, R-3 & H-C and from H-C to R-4 – Report presented by Gail Gifford and Todd Peetz

Amendment No. 1 – Report Presented by Todd Peetz

The proposed amendment is to change the zoning map from General Commercial to R-2, Residential Medium Density. The proposed amendment consists of 5.99 acres and consists of 5 parcels.

The proposed amendment is to reflect the current use of the site. The property has four residential dwellings. To the North is a large open and undeveloped area and to the South is mostly undeveloped and to the West of the area is agriculture and to the East is a commercial use and State Route 43.

The proposed zoning area consists of four existing homes, which is a non-conforming use under the current General Commercial zoning district. The proposed zoning is consistent with the current character of the property.

The Brimfield 2050 Land Use Plan shows these parcels as commercial on the Future Land Use map.

The rezoning will bring the existing use of the property into conformance with the Zoning Resolution. The proposed rezoning will not impact the surrounding character of the area.

Staff recommends approval of the rezoning from General Commercial to R-2, Residential Medium Density.

#### Amendment No. 2 – Report presented by Todd Peetz

The proposed amendment is to change the zoning map from General Commercial to R-3, Residential Medium High Density. The proposed amendment consists of 106.95 acres and consists of 38 parcels.

The proposed amendment is to reflect the current use of the site. The property has numerous residential dwellings and recognize the physical separation from State Route 43. To the North is a large open and undeveloped area and to the South is higher density residential. To the West of the area is scattered commercial use along State Route 43 and to the East is a combination of R-1, R-3 and R-4 residential zoning. Mostly R-1, however much of the proposed area is developed as residential and would act as a buffer between the General Commercial and R1 Zoning Districts.

The proposed zoning area consists of 38 parcels with many existing homes, which is a non-conforming use under the current General Commercial zoning district. The proposed zoning is consistent with the character of the property.

There is a wetland associated with the amendment and hydric soils as well. As noted earlier, there are existing structures on the identified parcels and no further impacts are anticipated.

The Brimfield Township 2050 Land Use Plan shows these parcels as residential on the Future Land Use map.

The rezoning will bring the existing use of the property into conformance with the Zoning Resolution. The proposed rezoning will not impact the surrounding character of the area.

Staff recommends approval of the proposed rezoning from General Commercial to R-3, Residential Medium High Density.

#### Amendment No. 3 – Report presented by Gail Gifford

The proposed amendment is to change the zoning map from H-C, Highway Commercial to R-4, Residential High Density. The amendment consists of 11.8 acres and includes six parcels.

The proposed amendment is to reflect the current use of the site. The property has 40 condominiums consisting of 2 dwelling units each. To the North is a large open area and a hotel and to the South is an Industrial Park and to the West of the area are more condominiums and apartments while to the East there is a hotel, restaurant and a gas station. State Route 43 is less than a tenth of a mile due east of the proposed amendment area.

The proposed zoning area consists of condominiums at a density of approximately 6.7 dwelling units per acre, which is a non-conforming use under the current Highway Commercial zoning district. The proposed zoning is consistent with the character of the property and the surrounding areas along Sanctuary View Drive.

There are no environmental sensitive features on the site or in the immediate vicinity.

The Brimfield Township 2050 Land Use Plan shows these parcels as Residential on the Future Land Use map. The proposed rezoning will bring the existing use of the property into conformance with the Zoning Resolution and will not impact the surrounding character of the area. Although there are industrial uses to the South of the property, these are buffered from the condominiums by trees and hills.

Staff recommends approval of the proposed rezoning from H-C, Highway Commercial to R-4, Residential High Density.

#### Amendment No. 4 – Report presented by Gail Gifford

The proposed amendment is to change the zoning map from G-C, General Commercial to H-C, Highway Commercial. The proposed amendment consists of 35.78 acres and includes 30 parcels.

The proposed amendment will expand the Highway Commercial northeast of the ramps at State Route 43 and I-76. The proposed area has several apartment buildings, single family homes and a hotel. To the North and to the East of the area are a mix of single-family homes, vacant land and Edson Park. To the West is a mix of hotels, gas stations, vacant land, apartments and small shops while to the South is I-76 and the interchange with State Route 43.

The proposed rezoning has approximately 9 single-family homes, 16 apartment buildings and one commercial building with several shops and offices. The proposed zoning would allow for a conditional use permit to be obtained for hotels, gas stations, vehicle sales, leasing and repair shops. Under Highway Commercial, the current residential uses will continue to be non-conforming.

Water and sewer are available to the proposed area.

There are no environmentally sensitive features in this area; however, the northern portion of this area has steep slopes.

The Brimfield Township 2050 Land Use Plan shows this area as commercial and residential on the Future Land Use Map. The commercial is from Beal Drive north and west of the site along I-76 and State Route 43 with residential to the East.

The proposed rezoning will allow the property owners near State Route 43 and I-76 additional opportunities to develop businesses that capture customers from I-76. The portion of the rezoning from the apartments west and south including properties on Beal Drive will match the character of the surrounding area. Along Edson Road and east of Beal Drive, the use is mostly residential and allowing Highway Commercial will greatly alter the character of the area; however, the existing zoning is General Commercial which would also alter the character of the area.

Staff recommends splitting the propped rezoning area between H-C, Highway Commercial and Residential R-4 zoning district in keeping with the character of the area and the Land Use Plan.

A motion was made by M. Hlad to follow staff recommendations. Motion seconded by R. Gano. Motion carried with 26 Yeas.

#### Rootstown Township Text Amendment – Report presented by Todd Peetz

##### Amendment No. 1

Rootstown Township intends to regulate any proposed medical marijuana dispensaries within the Township. The proposed definition is intended to distinguish these dispensaries from other retail establishments in the Zoning Resolution.

The definition proposed follows the Ohio Revised Code. Staff recommends approval of the proposed definition of Medical Marijuana Dispensary.

##### Amendment No. 2

The C-2 and C-3 zoning districts were considered by the Zoning Commission to be the most appropriate for a medical marijuana dispensary. A Conditional Use would allow for further review by the Board of Zoning Appeals.

Staff recommends approval of adding medical marijuana dispensary to Section 350.03.C (Schedule of Permitted Uses).

##### Amendment No. 3

Rootstown Township is proposing the following under Section 390.06.BB:

Medical marijuana dispensaries shall comply with the following:

1. Only one dispensary shall be permitted in the Township
2. The dispensary shall not be located within 1,000 feet of any school, park/playground or church
3. The operation of the dispensary shall comply with all provisions of ORC 3796

Staff prepared a map to show where these uses could be located and there are a few viable locations.

Following the recommendation from the P.C. Prosecutor's Office staff suggest striking out the limitation of one dispensary in the Township. The Prosecutor's Office guidance was that this form of limitation was "not a valid zoning use".

Staff recommends approval of the language as proposed minus the limitation of having only one location within the Township for a dispensary. A motion was made by J. Paulus. Motion seconded by A. Orashan. Motion carried with 26 Yeas.

## **EXECUTIVE COMMITTEE**

### **Work Program**

#### **January 2022 Work Program Report**

Todd presented the January 2022 Work Program Report.

- Update of Portage County Subdivision Regulations – Staff is looking at some minor additions that will be brought to the board. A date for a meeting has not been scheduled yet.
- 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 on February 10, 2022.
- 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. We are looking into doing a pre-application for a Targets of Opportunity Grant as well as a CDBG Allocation Grant.
- Nelson Township – Staff is assisting the Township with getting their zoning resolution updated.
- Paris Township – Staff prepared a map for the fire department.
- Ravenna City – Staff obtained a Critical Infrastructure Grant. Staff attended a JEDD pre-meeting.
- Ravenna Township – Staff attended a JEDD pre-meeting.
- Shalersville Township – Staff helped update their zoning resolution and created a map of the new project area at State Route 44 and the Turnpike.

- Windham Village – Staff obtained a Critical Infrastructure Grant.
- 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 the week of March 15<sup>th</sup>. A meeting for the Vision Plan was held on January 18, 2022 and the next meeting will be held on February 22, 2022.

Currently there are only 13 members on the Vision Plan Steering Committee and the Comprehensive Plan Steering Committee. Originally staff wanted 20 members on the committee. More people are needed on the committee. Anyone interested in being on the committee should contact Todd Peetz or Gail Gifford. Susan Lilley said she would like more information.

- Historic Properties Survey/Interactive Map – Staff is working on recording the known historic structures for the City of Ravenna and Ravenna Township.

January 2022 CDBG Report – Report presented by L. Reeves

### **2020 Community Development Allocation Grant**

Haven of Portage County Water & Sewer Improvements Project – Construction has been completed. Inspections with the County Building Department and the Ravenna Fire Department will be scheduled once the interior is completed.

The ribbon cutting was held on January 31, 2022 and was well attended.

Windham Community Center Project – Contracts will be circulated for signing by the Prosecutor's Office, Auditor's Office, and the Commissioners once funds are certified and appropriated. 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 by the end of February.

Fair Housing – There were four requests for assistance received in January. One (1) call was located in Brimfield Township; One (1) call was in Ravenna Township; one (1) call was in the City of Ravenna and one (1) call was in the City of Streetsboro.

Streetsboro Senior Assistance Program – To date we have received 78 applications for the Senior Assistance Program. To date we have done 115 lawn mows; 72 leaf cleanups and 58 snowplows have been completed.

Streetsboro Home Repair Program – We still are 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 a purchase order is in place.

#### **2021 Critical Infrastructure Grant – Ravenna City**

The environmental review has been completed and have obtained the release of funds. The engineer is currently working on 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. Funding is currently not available and will not be available until mid-June/July.

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

OCD is currently reviewing the application and anticipate announcements being made in the next couple of weeks.

#### **2021 Downtown Revitalization Target of Opportunity Program**

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

### **Finance**

#### **January 2021 Financial Statement**

J. DiPaola stated that the Executive Committee reviewed the January 2022 financial statements and recommends acceptance.

R. Patrick made a motion to approve the January 2022 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 25 Yeas.

#### **Authorization to Enter into Contract with the Portage County Board of Commissioners to Provide GIS Services Necessary for the P.C. Water Resources Department (Resolution No. 22-03) – Todd Peetz**

Resolution No. 22-03 was presented which is authorization to enter into contract with the Portage County Board of Commissioners to provide GIS Services necessary for the Portage County Water Resources Department.

Staff plans to provide GIS services required by the Portage County Water Resources Department an average of 20 hours per week.

A motion was made by D. Kemble to authorizing entering into contract with the Portage County Board of Commissioners to provide GIS Services necessary for the Portage County Water Resources Department for an amount not to exceed \$35,000. Motion seconded by R. Kotkowski. Motion carried with 25 Yeas.

2022 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 22-04) – Todd Peetz

The Portage County Regional Planning Commission finds it necessary to transfer an amount of \$2,500 in appropriations.

A motion was made by A. Orashan to approve transferring \$2,500 in appropriations. Motion seconded by J. Beal. Motion carried with 25 Yeas.

**DIRECTOR'S REPORT**

Plotter – Todd noted that we will have a new plotter and will be sharing with the IT Department.

Regional Planning Commission Workshop – A workshop/orientation as to what the Regional Planning does will be held in May. Anyone interested in attending is welcome to attend.

Quarterly Zoning Inspector Meeting – The last meeting was held on January 20, 2022. The next meeting will be held in April. The topic will be about PRD/RR Neighborhood Open Space Overlay/PUD.

R. Gano recommended that staff come up with universal language about PRD's that could be used for all Townships.

**OTHER BUSINESS**

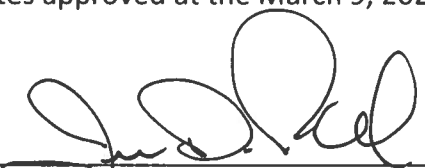
Next Meeting

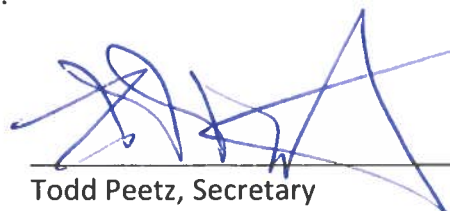
J. DiPaola announced the next Regional Planning Commission meeting will be held on March 9, 2022 at 4:30 p.m. Todd said the meeting will held here at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

**ADJOURNMENT**

A motion was made by D. Kemble to adjourn the meeting at 5:25 p.m. Motion seconded by J. Beal.

Minutes approved at the March 9, 2022, Meeting.

  
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Jim DiPaola, Chairman

  
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Todd Peetz, Secretary  
10