

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

Portage County Regional Planning Commission dated March 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., Thora Green	Brimfield Twp., Mike Hlad	Freedom, Charlene Walker
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Twp., Susan Lilley
Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano	Windham Vill., Tom Brett
PARTA, Amy Proseus	Water Resources, Tia Rutledge	Soil & Water, Anthony Lerch
County Engineer, Larry Jenkins	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	G. Gifford
----------	-----------	-----------	------------

Public Present:

J. Gadd

Members Absent:

Franklin Twp., Joe Cicozzi	Hiram Vill., Robert Dempsey	Mantua Vill., Tammy Meyer
Suffield Twp., Adam Bey	Randolph Twp., Victoria Walker	Shalersville Twp., Ron Kotkowski
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 FEBRUARY 9, 2022, MEETING MINUTES

The February 9, 2022 minutes were presented. S. Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by L. Jenkins. Motion carried with 19 Yeas.

NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Jim Beal

J. Beal announced that the Committee (Allan Orashan, Sandy Nutter and Jim Beal) met on February 9, 2021 and it was their recommendation to re-nominate Jim DiPaola for Chairman and Sabrina Christian-Bennett as Vice-Chairman. J. Beal asked if there were any other nominations from the floor and none were given.

R. Patrick made a motion to accept the Nominating Committee's recommendation of Jim DiPaola for Chairman and Sabrina Christian-Bennett for Vice-Chairman. Motion seconded by D. Kemble. Motion carried with 19 Yeas.

SUBDIVISIONS

Plat of "Oakwood Estates" on Ranfield Road, Lot 42 in Brimfield Township, Blonder Development Co., applicant

D. Kemble made a motion to approve an extension of time until April 13, 2022. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

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

V. Kline made a motion to approve an extension of time until May 11, 2022. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

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

S. Christian-Bennett made a motion to approve an extension of time until June 8, 2022. Motion seconded by J. Paulus. Motion carried with 22 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 – Report presented by Gail Gifford

The applicant is requesting approval to combining sublots 6-9, 11-12 and 19-22 to create subplot 6-R.

There are no floodplain or wetland restrictions on the site. The site narrows to 30 feet wide in the interior; however, it meets the required width at the building setback line as required by zoning.

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 S. Christian-Bennett to follow staff recommendations. Motion seconded by A. Orashan. Motion carried with 22 Yeas.

Variance to Section 318 (Approval of Plat) of the P.C. Subdivision Regulations for Plat of "Hickory Creek Subdivision (Phase 1)" on Meloy Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant

V. Kline made a motion to table the variance until April 13, 2022. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Plat of "Hickory Creek Subdivision (Phase 1)" on Meloy Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant

S. Christian-Bennett made a motion to approve an extension of time until April 13, 2022. Motion seconded by D. Kemble. Motion carried with 22 Yeas.

ZONING

Mantua Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Mantua Township is proposing to add the following to Section 620.04 (Non-Conforming Buildings or Structures):

"D. Non-Conforming Structures Destroyed by Natural Disasters – Non-conforming residential or commercial structures destroyed beyond the control the owner (i.e., flood, windstorm, fire, snow, ice, rain, earthquake, or other such disaster) may be repaired or replaced. If replaced, it shall be replaced by a structure or comply with the current zoning resolution. Such structure shall be completed within a period of one year from the date of the damage/destruction and/or the release of insurance money, barring unforeseen circumstances that are beyond the owner's control."

Staff recommended deleting "residential and commercial uses" because the sentence reads, as any non-conforming structure would be eligible to rebuild. Also, if the Township had any active industrial businesses, it would be equitable to also let them rebuild.

Staff recommends approval as amended.

Amendment No. 2

Mantua Township is proposing to add Section 607, Historic Structures Overlay as part of the "All Districts" Section of the Zoning Resolution. The primary intent to help property owners secure grants for renovation, preservation, or restoration.

In proposed Section 607.00(2)(c), there is mention of additional uses for historical properties. Staff assumes this means tours, weddings and/or events. There are several historic structures in the Township like the Community Center, Townhall and the Mantua Center School that could accommodate these types of events. There may be a desire by a private property owner to use their property to support the historical designation, the Township may want to develop conditional use standards to ensure against not having "adverse impacts on surrounding properties"

Staff recommends approval as amended.

A motion was made by J. Paulus to follow staff recommendations. Motion seconded by D. Kemble. Motion carried with 22 Yeas.

**SET DATES FOR THE REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION
(RESOLUTION NO. 22-05)**

A motion was made by V. Kline to set the 2nd Wednesday of each month at 4:30 p.m. for the Regional Planning Commission Meetings. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

Work Program

February 2022 Work Program Report

Todd presented the February 2022 Work Program Report.

- Brimfield Township – Staff did some mapping of the northern State Route 43 corridor. Todd attended a Zoning Commission meeting on February 10, 2022.
- Freedom Township – Working on a CDBG project with the Township and the Historical Society.
- Mantua Township – Staff is reviewing a historic preservation district and developing an interactive structures map for the Township.
- Mantua Village – Staff are looking into a variety of grants to help the Village. Staff is 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 Fire District map for the fire department.
- Ravenna City – Staff is assisting the working with the city on 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 is working with the Village on a Critical Infrastructure Grant.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program –Currently there are two septic systems in process.

- Quarterly Zoning Inspectors (QZI) Meeting – The next meeting will be held in April. The location and the subject are yet to be determined.
- 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 15th. A meeting for the Vision Plan was held on February 22, 2022 and the next meeting will be held on April 5, 2022.
- 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. The plumbing has passed inspection however, the electrical did not pass inspection.

Windham Community Center Project – An alternative method is being discussed for repairing the block wall. Contracts are being circulated for signature.

Freedom Township ADA Project – Working on revising the bid specifications and project will go back out to bid in early March.

Fair Housing – There were 10 requests for assistance received in February. Four (4) calls were in Ravenna City; Three (3) calls were in Ravenna Township; one (1) call was in the City of Aurora; One (1) call was in Paris Township 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 76 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. One contract has been signed for one home repair. Work is anticipated to be completed by May 1, 2022.

2021 Critical Infrastructure Grant – Windham Village

The environmental review has been completed and have obtained the release of funds.

2021 Critical Infrastructure Grant – Ravenna City

The environmental review has been completed and have obtained the release of funds. The bid specifications are being prepared. The project will go out to bid on March 20, 2022 and the bid opening will be held on April 6, 2022.

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 in 2021.

Applications will be accepted on an open-cycle basis starting July 1, 2022.

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. Staff is anticipating on submitting a pre-application for Phase 2 and have requested the owner submit a proposal for 2022 CDBG Allocation funds for Phase 1.

2022 CDBG Community Development Allocation Grant

Information has been sent out to agencies/organizations today and information will be sent to the communities tomorrow. Proposal forms will be due to Regional Planning by April 15, 2022. The application will be due to OCD by June 15, 2022.

Finance

February 2021 Financial Statement

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

V. Kline made a motion to approve the February 2022 financial statements as presented. Motion seconded by D. Kemble. Motion carried with 22 Yeas.

2022 Appropriation Increase for the operation of the Portage County Regional Planning Commission (Resolution No. 22-06)

The Portage County Budget Commission has certified and made available for appropriations \$563,950 and the Portage County Regional Planning Commission finds it necessary to increase the 2022 appropriations from \$501,729 to \$509,275.

A motion was made by J. Paulus to increase appropriations by an additional \$7,546 for the Portage County Regional Planning Commission operating expenses for 2022. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

2021 Annual Report – Todd presented the 2021 Annual Report. The annual report will also be posted on the Regional Planning Commission's website.

Recreational Trails Grant – The next round of Recreational Trails Grant will be due on April 15, 2022. Any communities interested in applying should get in contact with Todd.

Storybook Trails Grant – The Storybook Trails Grant will be due on June 15, 2022.

Nature Works Grant – The next round of Nature Works Grant will be due on June 1, 2022. Any communities interested in applying should get in contact with Todd.

Job Posting – The position has been posted for the replacement of Maria.

OTHER BUSINESS

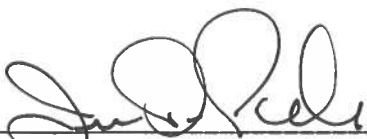
Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on April 13, 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 A. Orashan adjourn the meeting at 5:05 p.m. Motion seconded by D. Kemble.

Minutes approved at the April 13, 2022, Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary