

**Minutes  
Portage County Regional Planning Commission  
May 11, 2022**

Portage County Regional Planning Commission dated May 11, 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 Vill., Tammy Meyer
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Suffield Twp., Adam Bey	Shalersville Twp., Ron Kotkowski
Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano	Water Resources, Tia Rutledge
County Engineer, Larry Jenkins	Soil & Water, Anthony Lerch	Portage Park District, Allan Orashan
P.C. Commissioner Alternate, Matt Adelman		

**Alternates Present:**

Brimfield Twp., Lauren Coffman

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	G. Gifford
----------	-----------	-----------	------------

**Public Present:**

J. Gadd	J. Walsh	P. Long	E. Dean
---------	----------	---------	---------

**Members Absent:**

Franklin Twp., Joe Cicozzi	Hiram Vill., Robert Dempsey	Mantua Twp., Susan Lilley
Nelson Twp., Mike Kortan	Randolph Twp., Victoria Walker	Rootstown Twp., Joe Paulus
Windham Vill., Tom Brett	PARTA, Amy Proseus	P.C. Commissioner, Vicki Kline
P.C. Commissioner, Anthony Badalamenti		

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

**APPROVAL OF APRIL 13, 2022, MEETING MINUTES**

The April 13, 2022 minutes were presented. R. Gano made a motion to approve the minutes as presented. Motion seconded by D. Kemble. Motion carried with 16 Yeas.

## **CONFIRMATION OF THE EXECUTIVE COMMITTEE MEMBERS**

R. Patrick made a motion to confirm Executive Committee Members; Jim DiPaola, Chairman; Sabrina Christian-Bennett, Vice Chairman, Jim Beal, Sandy Nutter; Allan Orashan and Frank Seman. L. Jenkins seconded the motion. Motion carried with 16 Yeas.

## **SUBDIVISIONS**

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

A motion was made by D. Kemble to approve an extension of time until June 8, 2022. Motion seconded by R. Kotkowski. Motion carried with 16 Yeas.

Replat of Sublots 27 – 34 in the "Ravenna Building Company Allotment No. 2" on Smith Avenue, Lot 20 in Rootstown Township, Floyd E. Wilson, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine sublots 27 – 34 to create subplot 28-R and 33-R.

There are no floodplain or wetland restrictions on the site.

The site has an existing single-family home on the proposed subplot 28-R and combining the lots will allow the owner to construct a residential structure on proposed subplot 33-R.

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 Replat. A motion was made by D. Kemble to follow staff recommendations. Motion seconded by R. Kotkowski. Motion carried with 16 Yeas.

Replat of Sublots 199 – 201 and Part of Sublot 198 in the "Twin Lakes Park No. 1" on Birkner Drive, Lots 77 and 78 in Franklin Township, Lawrence Cole, applicant

A motion was made by D. Kemble to approve an extension of time until June 8, 2022. Motion seconded by A. Orashan. Motion carried with 17 Yeas.

Replat of Sublots 9, 10 and 12-R of the "McElrath Park Allotment, Block M" and a Portion of the Vacated Road on Hopkinson Avenue, Lot 11 in Ravenna Township, Jeanine Johnson, applicant

A motion was made by R. Gano to approve an extension of time until June 8, 2022. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

Replat of Sublot 1 in the "Brimfield Square Allotment" on State Route 43 in Brimfield Township, Diamond Title on Behalf of Joseph Scaccio, applicant

A motion was made by D. Kemble to approve an extension of time until June 8, 2022. Motion seconded by J. Beal. Motion carried with 17 Yeas.

Replat of Sublots 34, 35 and 36 in the “McElrath Park Allotment, Block 1” on Lovers Lane, Lot 11 in Ravenna Township, P.C. Land Reutilization Corporation, applicant

A motion was made by D. Kemble to approve an extension of time until June 8, 2022. Motion seconded by R. Kotkowski. Motion carried with 17 Yeas.

Plat of “Hickory Creek Subdivision (Phase 1)” on Meloy Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant – Report presented by Todd Peetz

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 D. Kemble to follow staff recommendations, seconded by M. Hlad. Motion carried with 17 Yeas.

## **ZONING**

Rootstown Township Text Amendment – Report presented by Todd Peetz

Rootstown Township is proposing to eliminate the redundant use of “permitted” and also keep “where permitted”, since outdoor storage is conditionally permitted in some districts and not permitted in others.

Staff recommends approval of the proposed amendment. A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 17 Yeas.

Brimfield Township Rezoning From O-R to L-I on Mogadore Road – Report presented by Todd Peetz

The original proposed amendment received by Brimfield Township consisted of a request to rezone four parcels from O-R (Office Research) to L-I (Light Industrial). The Brimfield Township Zoning Commission has requested that RPC review all parcels within the O-R (Office Research) zoning district in addition to the applicant’s request.

The proposed change is to change the zoning map from O-R (Office Research) to R-3 (Medium High Density Residential) to L-I (Light Industrial). The proposed rezoning consists of 8.78 acres.

The proposed change from O-R (Office Research) to L-I (Light Industrial) consists of 99.77 acres.

The proposed R-3 zoning area has approximately seven (7) single-family homes. Under the current zoning, these uses are non-conforming. The proposed change would bring this area into compliance and eliminate the need for variances when modifying these homes.

The proposed L-I (Light Industrial) is mostly vacant and agriculture with east access to I-76 and utilities. While the L-I (Light Industrial) zoning appears out of character with the current land use in Brimfield Township, it matches the adjacent uses and Tallmadge.

The Brimfield 2050 Land Use Plan shows this rezoning area and adjacent areas changing to industrial on the Future Land Use map.

Staff recommends approval of the proposing rezoning from O-R (Office Research) to R-3 (Medium High Density Residential) and the proposed rezoning from O-R (Office Research) to L-I (Light Industrial). A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 18 Yeas.

## **EXECUTIVE COMMITTEE**

### **Work Program**

#### **April 2022 Work Program Report**

Todd presented the April 2022 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting was held on April 28, 2022 to discuss some minor additions that will be brought to the Board and the next meeting has been scheduled for May 28, 2022.
- Brimfield Township – Todd will be attending a Zoning Commission meeting on May 12, 2022.
- Freedom Township – Working on a CDBG project with the Township and the Historical Society.
- Hiram Township – Staff are preparing maps of their Township main property and a zoning map.
- Hiram Village – Staff are preparing a map series of the southeast section of the Village as a possible location for future development.
- 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.
- Ravenna City – Staff is assisting the working with the city on a Critical Infrastructure Grant. Staff attended a JEDD pre-meeting.
- Rootstown Township – Updated zoning maps and began the process for an income survey.
- Shalersville Township – Staff helped update their zoning resolution and created a map of the new project area at State Route 44 and the Turnpike. Also reviewed and provided comments about a proposed condominium project. Todd attend a Zoning Commission meeting on April 14, 2022.

- Windham Township – Staff was asked to look into examples of non-conforming parcels, grandfathering and expansion of structures on non-conforming lots.
- Windham Village – Staff is working with the Village on a Critical Infrastructure Grant.
- Quarterly Zoning Inspectors (QZI) Meeting – A meeting was held on April 28, 2022 and the next meeting will be held on July 28, 2022 at 6:00 p.m. The location of the meeting is to be determined. Discussion will be about PUD or PRD Zoning Regulations.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program – Currently there are three septic systems in process.
- Portage County Vision and Comprehensive Plan – A meeting for the Comprehensive Plan was held on April 26<sup>th</sup> and the next meeting will be held at the end of May or early June. A meeting for the Vision Plan was held on April 5, 2022. No meeting has been scheduled for the Vision Plan and may depend on feedback to determine if another meeting is necessary.
- Historic Properties Survey/Interactive Map – Staff is working on recording the known historic structures for the City of Ravenna and Ravenna Township.
- P.C. Water Resources GIS Assistance – Staff will be providing GIS Mapping assistance to fill out the attribute tables or pre-existing water and sewer lines. The goal is to provide 80 +/- hours per month.
- Celebrate Portage/Visioning in Portage – Grants will be available again this year for 5 community events.

April 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.

All work and inspections have been completed. The grand opening was held on April 19, 2022 and currently there are 23 persons in the shelter.

Windham Community Center Project – An alternative method is being discussed for repairing the block wall. The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting had been held and the contractor will start construction as soon as a building permit is obtained.

Freedom Township ADA Project – Two bids were received on April 6, 2022 and the Commissioners awarded the contract and the contract is being circulated for signatures.

Fair Housing – There were four (4) requests for assistance received in April. Three (3) calls were in Ravenna City and one (1) call was in the City of Aurora.

Streetsboro Senior Assistance Program – To date we have received 88 applications for the Senior Assistance Program. To date we have done 115 lawn mows; 72 leaf cleanups and 139 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. Another notice was published in the Record Courier to try and obtain additional applicants.

One contract has been signed for one home repair. Due to an illness the homeowners have not allowed work to begin. Once work begins a new timeline will be obtained from the contractor as to when to expect work to be completed.

#### **2021 Critical Infrastructure Grant – Windham Village**

An RFQ for engineering services is being prepared.

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

One bid was received on April 6, 2022. The Commissioners have awarded the contract and the contract is being circulated for signatures.

#### **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)**

The grant agreement has been received and was signed by the Commissioners. An environmental review will need to be completed and release of funds obtained prior to bidding out the project.

#### **2022 CDBG Community Development Allocation Grant**

The Commissioners received the following proposals for 2022 Community Development Allocation Grant funds:

#	Community/Agency/Organization	Grant Request	Other Funds	Project
1	Ravenna Hot Stove League	\$125,000	\$1,000	Funds will be used to pave Volunteer Park Road to the baseball fields to increase activities including tournaments to the Ravenna Hot Stove League fields.
2	Family & Community Services	\$80,000	\$175,800	The funds will be used to replace the boiler system at 705 Oakwood Street, Ravenna.

3	Freedom Township/Freedom Township Historical Society	\$53,900	0	The funds will be used to remove the barriers that exist for the elderly and handicapped individuals that prevent them from entering an historic building located at 7276 S.R. 303 in Freedom Township and serves the community as a museum and is open to small groups for tours by providing an ADA compliant sidewalk and lift area; 2 handicapped accessible parking spaces.
4	Coleman Professional Services	\$45,600	0	Demolition of a blighted house at 463/465 South Chestnut Street, Ravenna. The plan is for an asbestos assessment; disconnect utility services, demolition and removal of the structure, backfill basement area with compacted fill and site restoration, seeding and mulching.
5	Downtown Mantua Revitalization Corporation (DMRC)	\$186,329	\$46,580	Provide ADA accessibility to the fronts of all of the businesses in the East Block of Main Street in Downtown Mantua Village.
6	Administration – Portage County	\$72,000	0	RPC Administration of the Grant
7	Fair Housing	\$10,000	0	Fair Housing
<b><i>SUBTOTAL</i></b>		<b><i>\$490,829</i></b>	<b><i>\$223,380</i></b>	
8	City of Streetsboro	\$127,500	0	Projects are yet to be determined.
9	Administration – City of Streetsboro	\$22,500	0	RPC Administration of the City of Streetsboro activities.

The General CDBG Public Hearing was held on April 14, 2022.

The Commissioners are expected to make a decision as to which projects will go into the application on May 5, 2022. The public hearing for the 2022 Community Development Allocation Grant has been scheduled for June 2, 2022 at 10:00 a.m.

The grant application is due to OCD by midnight on June 15, 2022.

### **2022 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.

### **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.

## **Finance**

### **April 2022 Financial Statement**

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

A motion was made by R. Patrick to approve the financial statements as presented. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

### **Create Fund 1268 CDBG Target of Opportunity Program (Resolution No. 22-08**

Todd presented Resolution No. 22-08 which is to create a new fund in order to properly control. The processing of financial related transactions related to the CDBG Target of Opportunity Program.

A motion was made by R. Gano to approve creating a new fund for the Target of Opportunity Program. Motion seconded by A. Orashan. Motion carried with 18 Yeas.

### **2022 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 22-09)**

The Regional Planning Commission finds it necessary to transfer an amount of \$5,000 in appropriations. This is being done to cover the cost to complete the landscaping at the former office. A motion was made by D. Kemble. Motion seconded by J. Beal. Motion carried with 18 Yeas.

## **DIRECTOR'S REPORT**

Nature Works Grant – Staff is currently working on a Nature Works Grant for Rootstown Township are due in June/July.

RPC Orientation Meeting – Todd said he is looking to have the RPC Orientation Meeting will be held on May 17, 2022 at 5:00 p.m. at Reed Memorial Library.

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

Interns – Two interns will be starting next week, and they will be working on the Ravenna Historic Building Inventory. One intern will be starting in June and this person will be working on Celebrate Portage and working on marketing Regional Planning.

### **Next Meeting**

J. DiPaola announced the next Regional Planning Commission meeting will be held on June 8, 2022 at 4:30 p.m. Todd said the meeting will held here at the former Regional Planning Commission offices at 124 North Prospect Street, Ravenna.



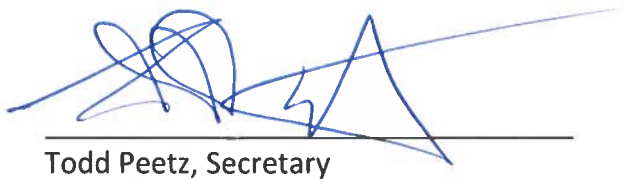
## ADJOURNMENT

A motion was made by A. Orashan adjourn the meeting at 5:10 p.m. Motion seconded by R. Kotkowski.

Minutes approved at the June 8, 2022, Meeting.



\_\_\_\_\_  
Jim DiPaola, Chairman



\_\_\_\_\_  
Todd Peetz, Secretary