

**Minutes
Portage County Regional Planning Commission
June 8, 2022**

Portage County Regional Planning Commission dated June 8, 2022 at 4:30 p.m. The meeting was held at the former Regional Planning Commission Office, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan
Paris Twp., David Kemble	Ravenna City, Frank Seman	Rootstown Twp., Joe Paulus
Suffield Twp., Adam Bey	Shalersville Twp., Frank Ruehr	Sugar Bush Knolls Vill., Jim Beal
Water Resources, Tia Rutledge	Portage Park District, Allan Orashan	

Alternates Present:

Brimfield Twp., Lauren Coffman

Staff Present:

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

J. Gadd

Members Absent:

Franklin Twp., Joe Cicozzi	Freedom, Charlene Walker	Hiram Vill., Robert Dempsey
Mantua Twp., Susan Lilley	Palmyra Twp., Sandy Nutter	Randolph Twp., Victoria Walker
Ravenna Twp., Jim DiPaola	Windham Twp., Rich Gano	Windham Vill., Tom Brett
PARTA, Amy Proseus	County Engineer, Larry Jenkins	Soil & Water, Anthony Lerch
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Anthony Badalamenti		

J. Beal was appointed as Chairman Pro Tempore since the Chairman and Vice Chairman were not in attendance.

Due to lack of quorum, the Executive Committee reconvened to act on the items on the agenda.

The Regional Planning Commission meeting was called to order by the Chairman Pro Tempore, J. Beal at 4:35 p.m.

APPROVAL OF MAY 11, 2022, MEETING MINUTES

The May 11, 2022 minutes were presented. A. Orashan made a motion to approve the minutes as presented. Motion seconded by F. Seman. Motion carried with 3 Yeas.

SUBDIVISIONS

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

A Preliminary Plan was submitted in September 2021 and at that time they needed to obtain Brimfield Township BZA approval. At that time, the Brimfield Township BZA disapproved the preliminary plan and staff recommended an extension of time.

Changes were made to the Preliminary Plan and resubmitted for review to the Brimfield Township BZA, and they have since approved the Preliminary Plan, however nothing was re-submitted to staff for review. The applicant was told that if there were substantial changes made that a re-submission would be required and based on the proposed plan that was submitted it would be considered substantial. Also, based on the revised Preliminary Plan received a variance would be required to be submitted for the length of the cul-de-sac. It was recommended to the applicant that the application be withdrawn. A form was provided to allow the applicant to withdraw the application officially, however nothing was returned to staff. Because staff hasn't received anything officially in writing to withdraw the application staff is recommending *disapproval* of the Preliminary Plan. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 3 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, applicant

A motion was made by F. Seman to approve an extension of time until August 10, 2022. Motion seconded by A. Orashan. Motion carried with 3 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 – Report presented by Todd Peetz

The applicant is requesting approval to combine part of Sublot 197 and Sublots 199 – 201 into one lot. The site is currently occupied by a single-family home.

According to the National Wetlands Inventory there do not appear to be any wetlands on the site. The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

Staff recommends approval of the Replat as submitted. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 3 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 – Report presented by Todd Peetz

The applicant is requesting approval to combining Sublots 9, 10, 12-R and a portion of Terrill Road, which was vacated.

The site is currently occupied by a single-family home.

According to the National Wetlands Inventory there do not appear to be any wetlands on the site. The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

There is a Ravenna City water main in the vacated right-of-way of Terrill Road which must have a utilities easement. The Tax Map Department also had one minor correction.

Staff recommends tabling the Replat until the July 13, 2022. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 3 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 – Report presented by Todd Peetz

The applicant is requesting approval to splitting Sublot 1 to create Sublots 1-A and 1-B in order to place the parking lot on the same parcel as the building that uses it. The Replat is located at the corner of Tallmadge Road and State Route 43.

A small stream and wetland appear to be present in the southeast corner of Sublot 1-A. The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site. If additional buildings or paving are constructed, they would need to comply with Brimfield Township’s riparian setbacks as well as any applicable building setbacks.

Staff recommends approval of the replat as submitted. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 3 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

The applicant is requesting approval to combine Sublots 34, 35 and 36 into one lot. The site is currently vacant.

According to the National Wetlands Inventory there do not appear to be any wetlands on the site. The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

Staff recommends approval of the Replat as submitted. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 3 Yeas.

Replat of Part of Sublot 18 in the “Brimfield Estates” on Howe Road, Lot 23 in Brimfield Township, David DeVault, applicant

A motion was made by A. Orashan to approve an extension of time until July 13, 2022. Motion seconded by F. Seman. Motion carried with 3 Yeas.

Replat of Sublot 37 in the “Ranch Club Estates – Part 2”; Sublot 10 in the “Ranch Club Estates – Part 5” and Part of Lot 37 on Indian Canoe Trail, Lot 37 in Charlestown Township, Curtis Wiley, applicant

The applicant is requesting approval to Replat Sublot 37, Sublot 10 and Part of Lot 37 for an addition to the house. The Sublot has a single-family home and a garage.

According to the National Wetlands Inventory there do not appear to be any wetlands on the site. The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

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 A. Orashan to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 3 Yeas.

Preliminary Plan of “Turnpike Commerce Center” on State Route 44, Infirmary and Beck Road, Lots 47, 48, 53 & 54 in Shalersville Township, Geis Construction, applicant

A motion was made by A. Orashan to accept the preliminary plan for review. Motion seconded by F. Seman. Motion carried with 3 Yeas.

Replat of Sublot 8 and Part of Lot 63 of “Coia Subdivision” on Summit Road, Lot 63 S.D. in Ravenna Township, Bisirri Commercial Properties, applicant

A motion was made by A. Orashan to approve an extension of time until July 13, 2022. Motion seconded by F. Seman. Motion carried with 3 Yeas.

ZONING

Shalersville Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to amend Section 363 (H). The proposed change is to clarify the separation is from a residential property line and not from a dwelling. The proposed change will eliminate any discrepancies when determining the setback requirements. The following is being proposed:

H. “Side and rear yards abutting any residential dwelling OR DISTRICT shall be no less than 50 feet FROM THE PROEPRTY LINE(S). In addition to this increased setback, landscape screening shall be located along each side and rear lot line in accordance with Section 364.”

Staff recommends approval as proposed.

J. Paulus questioned the wording and said it didn't make sense. After much discussion it was determined that it would be clearer if it is said "from the BUILDING property line." A motion was made by A. Orashan to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 3 Yeas.

Suffield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Suffield Township is proposing to add Section 412 (B-2 Business District). The proposed B-2 Business District would help provide an area where trade related businesses could locate without having to go through the Board of Zoning Appeals process.

Staff mentioned that there was not a map with locations for a B-2 Business District and would suggest locating a place in the Township that may be appropriate for these types of uses.

Staff recommends approval of the proposed amendment and recommends including these uses in the I-1 District and recommends a map amendment for a B-2 Business District. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 3 Yeas.

EXECUTIVE COMMITTEE

Finance

May 2022 Financial Statement

J. Beal stated that the Executive Committee reviewed the May 2022 financial statements and recommends acceptance.

A motion was made by A. Orashan to approve the financial statements as presented. Motion seconded by F. Seman. Motion carried with 3 Yeas.

Work Program

May 2022 Work Program Report

Todd presented the May 2022 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting was held on May 26, 2022 to discuss some minor additions that will be brought to the Board.
- 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 new Ravenna Township fire house. 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 26th and the next meeting will be held some time in June. The Vision Plan is out for review.
- Historic Properties Survey/Interactive Map – Staff is working on recording the known historic structures for the City of Ravenna and Ravenna Township. A presentation will be made at the July RPC Full Board Meeting.
- 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.

May 2022 CDBG Report – Report presented by L. Reeves

2020 Community Development Allocation Grant

Freedom Township ADA Project – Contract is in place and a Notice to Proceed has been issued. Construction will start the first week of July.

2021 Critical Infrastructure Grant – Windham Village

An RFQ for engineering services is being prepared.

2021 Critical Infrastructure Grant – Ravenna City

The contract will be signed by the Commissioners on June 9, 2022 and a Notice to Proceed will be issued to the contractor and a pre-construction meeting with then be scheduled.

2022 CDBG Community Development Allocation Grant

The Commissioners approved the following to be included in the 2022 Community Development Allocation Grant application:

#	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 Corporation (DMRC)	Revitalization	\$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
	<i>SUBTOTAL</i>		<i>\$490,829</i>	<i>\$223,380</i>	
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 grant application is due to OCD by midnight on June 15, 2022.

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 the RPC Orientation was held on May 17, 2022 and said it went well.

Job Posting – The position for the replacement of Maria was re-posted and three interviews have been scheduled.

Interns – Two interns have been working on the Ravenna Historic Building Inventory and a presentation will be given at the July RPC Full Board meeting.


Next Meeting

J. Beal announced the next Regional Planning Commission meeting will be held on July 13, 2022 at 4:30 p.m. Todd said the meeting will held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

ADJOURNMENT

A motion was made by A. Orashan adjourn the meeting at 5:07 p.m. Motion seconded by J. Beal.

Minutes approved at the July 13, 2022, Meeting.



Jim Beal, Chairman Pro Tempore



Todd Peetz, Secretary