

**Minutes
Portage County Regional Planning Commission
July 13, 2022**

Portage County Regional Planning Commission dated July 13, 2022 at 4:33 p.m. The meeting was held at 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
Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter	Ravenna City, Frank Seman
Rootstown Twp., Joe Paulus	Shalersville Twp., Frank Ruehr, Jr.	Suffield Twp., Adam Bey
Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge	County Engineer, Larry Jenkins
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Alternates Present:

Brimfield Twp., Lauren Coffman

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford	K. Pataky
N. Rhoades				

Public Present:

J. Gadd	J. Ray	A. Ray
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Members Absent:

Franklin Twp., Joe Cicozzi	Hiram Vill., Robert Dempsey	Mantua Twp., Susan Lilley
Paris Twp., David Kemble	Randolph Twp., Victoria Walker	Ravenna Twp., Jim DiPaola
Windham Twp., Rich Gano	Windham Vill., Nick Bellas	PARTA, Amy Proseus
Soil & Water, Anthony Lerch	P.C. Commissioner, Vicki Kline	
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by the Vice Chairman, Sabrina Christian-Bennett at 4:33 p.m.

PUBLIC HEARING – 2023 REGIONAL PLANNING COMMISSION BUDGET

S. Christian-Bennett opened the public hearing at 4:33 p.m.

T. Peetz presented the 2023 Regional Planning Commission Budget. The breakdown of the revenue is as follows:

Rental Income	\$30,900
RPC Membership Dues	\$261,549
Subdivision Fees	\$ 18,000
Copies/Misc./Over hours	\$ 2,000
PCC Contracts	\$ 78,000
Contracts	\$ 92,000
Estimated Beginning Balance 2023	<u>\$ 35,000</u>
	\$517,449

According to the By-Laws dues can be increased due to increase in population and/or based on the CPI. Right now, the CPI is at 8.6%. It is possible the CPI could go down.

The breakdown of the expenses is as follows:

Salaries	\$300,997
Fringe Benefits	\$147,701
Legal Counsel	\$ 10,000
Dues	\$ 726
Utilities	\$ 4,110
Advertising	\$ 350
Telephone	\$ 1,400
Postage	\$ 1,200
Repairs	\$ 2,000
Equipment Rental	\$ 4,200
Professional & Technical Services	\$ 3,753
Periodicals & Publications	\$ 250
Supplies & Materials	\$ 3,672
Photocopying/Printing	\$ 2,500
Debt Service	<u>\$ 20,000</u>
	\$507,859

There being no public comment S. Christian-Bennett closed the public hearing.

APPROVAL OF JUNE 8, 2022, MEETING MINUTES

The June 8, 2022 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

SUBDIVISIONS

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 Gail Gifford

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.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations have been correction, therefore staff recommends approval of the Replat. A motion was made by F. Seman to follow staff recommendation. Motion seconded by J. Beal. Motion carried with 17 Yeas.

Replat of Part of Sublot 18 in the "Brimfield Estates" on Howe Road, Lot 23 in Brimfield Township, David DeVault, applicant – Report presented by Todd Peetz

The Replat is located off Howe Road east of State Route 43 and west of Edson Road. Sublot 18-BR has an existing single-family home. Sublot 18-AR is vacant.

The existing home (Sublot 18-BR) has access to sewer through Portage County Water Resources. The vacant subplot, Sublot 18-AR must be evaluated for a septic system. If a septic system is not feasible, the subplot must apply to Portage County Water Resources to tie into their force main. Center water is not available to the sublots.

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.

Sublot 18-AR is a flag lot. The minimum frontage required for flag lots is 60 feet with a pole no longer than 900 feet. Sublot 18-AR has a pole of 200 feet with 60 feet of frontage. The lot is 125 feet wide where the lot widens enough to meet zoning districts R-3's minimum lot requirements. The flag lot has been approved by the Board of Zoning Appeals.

Staff recommends "*Conditional approval*" of the Replat. Tax Map approval and the Portage County Health District review is necessary before staff can recommend approval. If septic evaluation is not completed and/or Tax Map has outstanding issues, then staff would recommend an Extension of Time until August 10, 2022.

T. Rutledge said that people need to understand there is a difference between "available" and "accessible to sewer. Just because the force main is there, does not mean it's available and that it's accessible." T. Rutledge said, "they do not have access to sewer because the force main is not considered to be available." T. Rutledge said, "they would only allow it if it's a situation where they cannot have a septic system." T. Rutledge continued to state that "her only other problem is we are allowing splits to occur and if a septic system isn't feasible then we are creating a lot that isn't buildable, which then means we have to make it connect to the force main. If we allow these multiple little grinders on a force main it creates a lot of

operational issues and if something backs up, and all the sewage is going into the right-of-way I am sure people are not going to enjoy that.”

T. Rutledge recommended doing an extension of time rather than giving conditional approval to allow sufficient time to obtain a recommendation from the Health Department and to allow time to talk to the new director. A motion was made by L. Jenkins to approve an extension of time until September 14, 2022. Motion seconded by J. Paulus. Motion carried with 17 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 – Report presented by Todd Peetz

The applicant is requesting approval of a preliminary plan for the Turnpike Commerce Center, a proposed industrial park in Shalersville Township. The preliminary plan proposes three lots as well as reconfiguring Beck Road. At buildout, the Turnpike Commerce Center is expected to have eight industrial buildings totaling over 5.2 million square feet.

The site was a large farm with a single-family home and several accessory structures, now demolished.

The development will be required to make substantial improvements to Beck Road and State Route 44 and possible to Streeter Road and State Route 303. The scope of improvements is dependent on the traffic study. The study is currently under review by the County Engineer’s Office and ODOT. The original study received one review and changes have been made in response to ODOT’s and the County Engineer’s first set of comments but has not been approved yet.

Plans were submitted to Soil & Water Conservation District for the realignment of Beck Road and the development of Lot 1. At a minimum at the time of Plat approval an approved SWPP Plan will need to be in place.

Water and sewer will need to be extended to support this project. The Developer is working with Portage County Water Resources.

According to the P.C. Subdivision Regulations 5% is needed for open space which is approximately 22.8187 acres. Environmentally sensitive features and permanent water bodies may comprise up to 30% of this requirement unless otherwise approved by the Regional Planning Commission.

There are several potential wetland areas, large areas of hydric soils and mature woods on the project site. Any impacts to wetlands will require a permit from USACE or from Ohio EPA.

Staff recommends “*conditional approval*” of the Preliminary Plan for Turnpike Commerce Center with the following conditions:

1. Continue to work with Water Resources to extend water and sewer.
2. Designate open space areas in accordance with the P.C. Subdivision Regulations.
3. Wetland impacts are evaluated and a permit from the USACE or the Ohio EPA is acquired prior to construction or filling activities on the site.
4. Address the County Engineer’s requirements. Modify the Preliminary Plan and its proposed improvements based on the final approved traffic study and send back to RPC for final approval.

5. Only a temporary stormwater is shown on the plan. The overall illustrative plan version has presumed stormwater areas but not on the preliminary plan. Need an approved SWPP plan for the project.
6. Any other issues identified in the report or specified by the review entities are addressed.

Although conditional approval is being recommended, the recommendations and discussions contained herein need to be addressed prior to submitting the Plat for review.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by F. Ruehr. Motion carried with 16 Yeas and 1 Abstention (T. Meyer).

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 J. Paulus to approve an extension of time until October 12, 2022. Motion seconded by F. Ruehr. Motion carried with 17 Yeas.

Replat of Lots 34-R in the "Brady Lake Park Allotment" on Brady Lake Road and Court Street, Lot 38 in Franklin Township, Jesse Ray, applicant – Report presented by Gail Gifford

The applicant is requesting approval to combine sublots 34-R and 58-R to building a house. The replat is located at the corner of Brady Lake Road and West Court Street north of Brady Lake.

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 corrections have been made as requested; therefore, staff recommends approval of the Replat as corrected. A motion was made by R. Patrick. Motion seconded by C. Walker. Motion carried with 17 Yeas.

ZONING

Edinburg Township Rezoning From Highway Office Business to Residential, Schumacher Homes, applicant – Report presented by Todd Peetz

The original proposed amendment received by Edinburg Township consisted of a request to rezone one parcel from Highway, Office, Business to Residential in order to Replat the parcel into several sublots.

The proposed Replat area also covers parcel 11-317-10-00-021-002 which will need to be rezoned to residential. In addition to the original application and the parcel mentioned, staff suggests that the three parcels north of St. Andrews Way be rezoned to Residential to match the current use of the lots. These parcels contained single-family homes which were part of the original Highlands of Edinburg Plat.

The proposed rezoning has approximately three single-family detached homes, several farm buildings, and the model home sales area for Shumacher Homes. Under the current zoning, the single-family homes are non-conforming. The proposed zoning would bring this area into compliance and eliminate the need for variances with modifying these homes.

The proposed use of the property and purpose of the rezoning is to enable Shumacher Homes to build additional single-family detached homes.

There are no environmentally sensitive features on or near the proposed rezoning area.

Staff recommends approval of the rezoning from Highway, Office, Business to Residential. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by C. Walker. Motion carried with 17 Yeas.

Rootstown Township Text Amendment – Report Presented by Todd Peetz

Amendment No. 1

Rootstown Township in 2021 changed their development plan review procedures so that the site plan reviews are done by the zoning inspector, with the exception of platted subdivisions and planned residential or commercial developments, which are still done by the Zoning Commission.

The following changes are being proposed under Section 620.02.B (Conditional Use Approval): “When applying for a Planned Commercial Development, all conditional uses shall be applied for and approved by the Board of Zoning Appeals before submission of the final development plan. As part of the final development plan process, the Zoning DEPARTMENT AND/OR Commission ~~will include~~ SHALL REVIEW the final site plan for any conditional uses FOR APPROVAL.”

Staff recommends approved as proposed.

Amendment No. 2

Chapter 380 addresses the Park District, not the Lake District. The main intent for this amendment is to fix typos and clerical errors.

The following changes are proposed under Section 380.02: “Although a use may be indicated as a permitted principal, conditional accessory use in particular ~~lake~~ PARK District, it shall not be approved on a parcel unless it can be located thereon in full compliance with all of the standards and other regulations of this Resolution applicable to the specific use and parcel in question. Any use not specifically listed as either a permitted principal or conditional use shall be prohibited use in the zoning ~~districts~~ DISTRICT and shall only be permitted upon amendment of this Resolution and/or the Zoning Map as provided in Chapter 660.”

Staff recommends approval as proposed.

Amendment No. 3

For clarification purposes, the Township issues and enforces zoning certificates not building permits.

The following changes are proposed under Section 620.10: “An approved final development plan shall become for the proposed development a binding commitment of the specific elements approved for development. The approved final development plan may be transferred to another person, corporation or

group of individuals or corporations prior to the issuance of a ~~building permit~~ ZONING CERTIFICATE shall be in accordance with the approved final development plan. Any departure from such plan shall be considered a violation of this Resolution. Any changes in an approved final plan shall be resubmitted for approval in accordance with this Chapter.”

Staff recommends approval of the proposed amendment.

A motion was made by C. Walker to follow staff recommendations for Amendment No. 1 – 3. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

EXECUTIVE COMMITTEE

Work Program

June 2022 Work Program Report

Todd presented the June 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. The next meeting will be held on July 27, 2022.
- 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.
- Brimfield Township – Todd attended a Zoning Commission meeting last month and will be attending again this month.
- Freedom Township – Working on a CDBG Project with the Township and the Historical Society. Staff is also looking into grant opportunities for possibly a community center and a parks grant.
- Hiram Township – Prepared maps of their Township main property and prepared a zoning map.
- Hiram Village – Prepared a map series of the southeast section of the Village as a possible location for future development.
- Mantua Township – Historic Preservation District and developing interactive map for the Township. Staff attended a Township Trustees meeting to discuss possible Comprehensive Plan.
- Mantua Village – Assisted with a CDBG project for ADA sidewalk improvements. Staff is looking into a variety of grants to help the Village. Staff will be looking into resubmitting a pre-application for a Targets of Opportunity grant as well as a submitting a pre-application for a Residential Public Infrastructure Grant.

- Ravenna City – Working with the City of Ravenna on a Critical Infrastructure Grant. Also working on a Historic Properties Story Map, thanks to the Jack Schaefer Foundation.
- Ravenna Township - Working on a Historic Properties Story Map, thanks to the Jack Schaefer Foundation.
- Rootstown Township – Updated Zoning Maps and began the process for an income survey. Staff is also assisting the Township with a Nature Works Grant.
- Shalersville Township – Staff helped in updating their zoning resolution and create a map of the new project area at State Route 44 and the Turnpike. Also reviewed and provided comments about a proposed condominium project. Staff also attended the Township Trustees meeting to discuss a possible Comprehensive Plan.
- Windham Village – Working with the Village on their Critical Infrastructure Grant as well as a CDBG project under the 2020 CDBG cycle.
- Quarterly Zoning Inspector's Meeting – The next meeting will be held on July 28, 2022. The meeting will be held at the new Ravenna Township Fire Station and Township Hall. Discussion will continue about revamping the 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 sometime in August. The Vision Plan comments closed on July 1, 2022.
- 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 conducted by the 2 interns at the end of the 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. The Ravenna Car Show will be held on August 3, 2022 from 3:00 p.m. – 11:00 p.m.

June 2022 CDBG Report – Report presented by L. Reeves

2020 Community Development Allocation Grant

Windham Community Center Project – Construction is anticipated to start mid-July.

Freedom Township ADA Project – The equipment was mobilized on July 1, 2022 and construction has started. Construction is anticipated to be completed by the end of July.

All construction must be completed by the end of August for the above projects.

City of Streetsboro – Public Service – Senior Assistance Program – An amendment was completed moving \$20,000 from the Streetsboro Home Repair Project to the Senior Assistance Program. The public hearing for the amendment will be held on July 14, 2022 at 10:00 a.m. and after the public hearing the Commissioners will sign the amendment and will then be returned to the State for signature.

To date 41 households have been assisted with lawn mowing of which 230 lawn mows were completed.

Streetsboro Home Repair Program – One Home Repair Application has been submitted to Neighborhood Development Services for processing.

2021 Critical Infrastructure Grant – Windham Village

An RFQ for engineering services is being prepared and is anticipated that it will go out by the end of July.

2021 Critical Infrastructure Grant – Ravenna City

The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting as well as a community meeting is being scheduled. Construction is anticipated to start mid-July and is anticipated to be completed by mid-January 2023.

2022 CDBG Community Development Allocation Grant

The public hearing for the 2022 Community Development Allocation Grant was held on June 2, 2022. The grant application submission deadline was extended from June 15, 2022 to June 29, 2022. The grant application was submitted to the State on June 29, 2022.

2022 Residential Public Infrastructure Grant – Mantua Village

A pre-application is available and will be submitted by mid-July.

Finance

June 2022 Financial Statement

E. Beeman presented the June 2022 financial statements. A motion was made by R. Patrick to approve the financial statements as presented. Motion seconded by A. Orashan. Motion carried with 17 Yeas.

Authorization to Enter into Contract with Shalersville Township for a Land Use Plan (Resolution No. 22-10)

Todd presented Resolution No. 22-10 which is authorization to enter into contract with Shalersville Township for the preparation of a Comprehensive Plan. A motion was made by T. Meyer to authorize entering into contract with Shalersville Township. Motion seconded by C. Walker. Motion carried with 17 Yeas.

2023 Portage County Regional Planning Commission Budget (Resolution No. 22-11)

Todd presented Resolution No. 22-11, which was the 2023 budget for the Portage County Regional Planning Commission.

A motion was made by C. Walker to approve the 2023 budget for the Portage County Regional Planning Commission. Motion seconded by F. Seman. Motion carried with 17 Yeas.

DIRECTOR'S REPORT

Two Interns, Nancy Rhoades and Kaylan Pataky have been working on the Ravenna Historic Building Inventory and gave a presentation on the project completed.

An informational meeting will be held about this project on August 4, 2022 at 5:00 p.m. via zoom.

The link to the story map and the zoom link for the informational meeting has been posted on the Regional Planning Commission's website.

Next Meeting

S. Christian-Bennett announced the next Regional Planning Commission meeting will be held on August 10, 2022 at 4:30 p.m. The meeting will be held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

ADJOURNMENT

A motion was made by F. Ruehr adjourn the meeting at 5:38 p.m. Motion seconded by C. Walker.

Minutes approved at the August 10, 2022, Meeting.

A handwritten signature in black ink, appearing to read "Jim DiPaola", written over a horizontal line.

Jim DiPaola, Chairman

A handwritten signature in black ink, appearing to read "Todd Peetz", written over a horizontal line.

Todd Peetz, Secretary