

**Minutes  
Portage County Regional Planning Commission  
August 10, 2022**

Portage County Regional Planning Commission dated August 10, 2022 at 4:30 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	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Windham Twp., Rich Gano
Shalersville Twp., Ron Kotkowski	Suffield Twp., David Vartenuk	Water Resources, Tia Rutledge
County Engineer, Larry Jenkins	Soil & Water, Anthony Lerch	
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
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**Public Present:**

J. Gadd

**Members Absent:**

Franklin Twp., Joe Cicozzi	Hiram Vill., Robert Dempsey	Mantua Twp., Susan Lilley
Mantua Vill., Tammy Meyer	Randolph Twp., Victoria Walker	Sugar Bush Knolls Vill., Jim Beal
Windham Vill., Nick Bellas	PARTA, Amy Proseus	P.C. Commissioner, Vicki Kline
P.C. Commissioner, Anthony Badalamenti		

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

**APPROVAL OF JULY 8, 2022, MEETING MINUTES**

The July 13, 2022 minutes were presented. L. Reeves noted that on page 5 under the Turnpike Commerce Center the motion was not carried with 17 yeas as T. Meyer had abstained from the vote. The vote should have said 16 Yeas and 1 Abstention.

S. Christian-Bennett made a motion to approve the minutes as corrected. Motion seconded by R. Patrick. Motion carried with 19 Yeas.

## **SUBDIVISIONS**

### **Replat of Sublots C-2 and CR-1 in the "Highlands of Edinburg" on St. Andrews Way, Lot 17 N.W. in Edinburg Township, Schumacher Homes, applicant**

The applicant is requesting approval to combine part of Lot C-2 and CR-1 and splitting six sublots for a total of five vacant sites and one occupied site. The site has an existing showroom on the southeast corner and the rest of the site is vacant.

According to the National Wetland Inventory there does 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.

The Edinburg Township Trustees are meeting to approve the zoning change and there are a couple of minor changes that need to be reviewed by Tax Map and the County Engineer's Office.

Staff recommends *Conditional Approval* of the Replat up to 60 days. A motion was made by R. Gano to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 19 Yeas.

### **Replat of Lot 6 in the "Congress Lake Heights Subdivision No. 2" on Congress Lake Road, Lot 14 in Suffield Township, Cheryl Bowers, applicant**

The applicant is requesting approval to combining Sublot 6 to create Sublot 6-R so that all the buildings are one property.

According to the National Wetland Inventory there does 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.

The following items must be completed to comply with the P.C. Subdivision Regulations:

- 305.2 A: Survey date needs to be filled in
- 305.2 C: Vicinity map is not legible on the scan.
- 305.2 D: Missing surveyor/engineer seal.
- 305.2 P: Building setback lines should be shown as 50-feet according to the zoning.
- 305.2 T.5: Miss Tax Map approval.
- 305.3 C: Missing building footprints.
- Need sign-off by the P.C. Health Department.

Staff recommends *Conditional Approval* of the Replat up to 60 days. A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by D. Kemble. Motion carried with 19 Yeas.

Replat of Sublots 106, 107 and 108 in the “Kent Park Allotment” on Second Avenue, Lot 33 in Franklin Township, P.C. Land Reutilization Corporation, applicant

A motion was made by D. Kemble to approve an extension of time until September 14, 2022. Motion seconded by R. Gano. Motion carried with 19 Yeas.

Replat of Sublots 3 -8 and 20 of Block 6 in the “McElrath Park Allotment” on Henderson and Blake Avenue, Lot 11 S. D. in Ravenna Township, P.C. Land Reutilization Corporation, applicant

A motion was made by S. Christian-Bennett to approve an extension of time until September 14, 2022. Motion seconded by S. Pancost. Motion carried with 19 Yeas.

Replat of Sublots 26 and 27 in the “Meadowbrook No. 1” on Meadowbrook Blvd., Lot 4 M.D. in Ravenna Township, Randy Aughenbaugh, applicant

A motion was made by S. Christian-Bennett to approve an extension of time until September 14, 2022. Motion seconded by D. Kemble. Motion carried with 19 Yeas.

## **ZONING**

Rootstown Township Text Amendment – Report presented by Todd Peetz

### **Amendment No. 1**

The intent is to make it clear that a zoning certificate is required for demolition of a structure. The following is being proposed under Section 610.01: “No building or structure shall be erected, constructed, enlarged, structurally, altered, DEMOLISHED, or moved in whole or in part, and no use shall be established or changed in the unincorporated area of Rootstown Township prior to the issuance of a Zoning Certificate.”

Staff recommends approval as submitted.

### **Amendment No. 2**

Rootstown Township is interested in a 6-month expiration for demolition, as opposed to 12 months for all other zoning certificates. In many cases the structures being demolished are dangerous or unsafe, which justifies the need for a shorter time frame.

The following is being proposed to be added to Section 610.10: “A ZONING CERTIFICATE ISSUED FOR DEMOLITION WITHOUT NEW CONSTRUCTION SHALL BECOME VOID AT THE EXPIRATION OF 6 MONTHS AFTER THE DATE OF ISSUANCE UNLESS, PRIOR THERETO, DEMOLITION HAS BEGUN OR AN EXTENSION HAS BEEN GRANTED BY THE ZONING INSPECTOR.”

Staff recommends approval as submitted.

### Amendment No. 3

Rootstown Township is proposing to allow residents to live in an existing dwelling during construction of a new dwelling on the same lot, while also ensuring that the existing dwelling will be removed in a timely manner upon completion of the new dwelling. This amendment has already been in other residential districts however, the Lake District is regulated in a separate chapter and Rootstown want to add it there as well. The following is being proposed to be added to Section 240.4.C: "IN THE CASE OF REPLACING AN EXISTING DWELLING, RESIDENTS SHALL HAVE 120 DAYS TO DEMOLISH THE OLD DWELLING ONCE AN OCCUPANCY PERMIT HAS BEEN ISSUED FOR THE NEW DWELLING."

Staff recommends approval as proposed.

A motion was made by J. Paulus to approve Amendment No. 1 - 3 as proposed by Rootstown Township. Motion seconded by R. Gano. Motion carried with 19 Yeas.

### Brimfield Township Text Amendment – Report Presented by Todd Peetz

#### Amendment No. 1

The O-C, R-R and the R-1 are not permitted to utilize a PRD as a conditional use. Staff believes there are rural very rural areas using the PRD's to gain a considerable density bonus as compared to the straight zoning density that is permitted. The use of the PRD effectively changes the character of those areas.

The intent of a PRD is to allow a property owner to get a reasonable density while also preserving large areas to remain undeveloped.

The benefit is to also allow a property owner to work with their land's natural dichotomy of wetlands, steep slopes, and wooded areas. Straight zoning does not factor those things in until platting and would get fewer creative developments.

Staff would recommend pausing on the proposed change while staff discusses changes to the PRD, PUD and the RRNOSO Overlay Districts.

In the more rural zoning districts, we could allow for larger separation buffers and less of a density bonus that would be more in keeping with the rural character.

Staff recommends *disapproval* of the proposed amendment at this time.

#### Amendment No. 2

Brimfield Township is proposing to remove the density bonus from the O-C District, R-R District and the R-1 District. Brimfield Township is proposing to add density bonus for the following districts:

- R-2 District = 0.60
- R-3 District = 0.90
- R-4 District = 1.00
- T-C District = 0.90

Staff recommends re-evaluating the density bonuses and to consider larger separation buffers for the more rural zoning districts and would recommend pausing on the proposed change while staff discusses changes to the PRD, PUD and the RRNOSO Overlay Districts.

Staff recommends *disapproval* of the proposed amendment at this time.

Discussion held. After further discussion a motion was made by M. Hlad to approve Amendment No. 1 and 2 as proposed by Brimfield Township. Motion seconded by J. Paulus. Motion carried with 19 Yeas.

#### Shalersville Township Text Amendment – Report Presented by Todd Peetz

##### Amendment No. 1

Shalersville Township is proposing an amendment to Section 363(H) by adding a mission statement. The following is proposed to be added: "ZONING LAWS ARE PUT INTO PLACE TO PROTECT THE BEST INTERESTS OF THE CITIZENS AND PROPERTY OWNERS OF SHALERSVILLE TOWNSHIP, AND THEIR RIGHT TO THE PURSUIT OF HAPPINESS AS GUARANTEED IN THE CONSTITUTION. ZONING LAWS RESPECT THE CITIZENS REASONABLE RIGHT TO PRIVACY, WHILE MAINTAINING THE CONSISTENT RESIDENTIAL AND RURAL CHARACTER OF SHALERSVILLE TOWNSHIP."

Staff recommends approval of the proposed amendment.

##### Amendment No. 2

Shalersville Township is proposing to add the following to Section 310 (Permitted Use):

1. "BUILDINGS INCIDENTAL TO NATURAL RESOURCE EXTRACTION (SAND, GRAVEL, SOIL, CLAY, STONE)"

The proposed amendment is to allow a building for storage of equipment at sand and gravel or related natural resource sites. The proposed amendment would correct a situation where equipment is left outside and exposed when there is no principal building on the site.

R. Kotkowski said there was language left out of the amendment. R. Kotkowski said the amendment was intended to have the storage buildings exempted like an agricultural building and only requiring they maintain the setback requirements.

Staff recommends approval of the proposed amendment.

##### Amendment No. 3

Shalersville Township is proposing to remove the following from Section 312.J(a) and 332.K(a), Condominium Regulations: "Minimum Acreage: two acres per unit."

Staff recommends approval of the proposed amendment.

#### Amendment No. 4

Shalersville Township is proposing the following under Section 363, Light Industrial District:

H. "Side and Rear Yards abutting any residential dwelling OR DISTRICT shall be no less than 50 feet FROM THE PROPERTY 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 of the proposed amendment.

A motion was made by R. Patrick to follow staff recommendation for Amendment No. 1 – 4. Motion seconded by K. Kemble. Motion carried with 18 Yeas and 1 Abstention (R. Kotkowski).

#### EXECUTIVE COMMITTEE

##### Work Program

##### July 2022 Work Program Report

Todd presented the July 2022 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting was held on July 28, 2022 to discuss some minor additions that will be brought to the Board. An annual update will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.
- Brimfield Township – Todd attended a Zoning Commission meeting last month.
- Franklin Township – Staff is assisting with a zoning issue related to medical marijuana.
- 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.
- Mantua Township – Historic Preservation District and developing interactive map for the Township.
- 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 submitted a pre-application for a Residential Public Infrastructure Grant.
- Ravenna City – Working with the City of Ravenna on a Critical Infrastructure Grant.
- Rootstown Township – Updated Zoning Maps and began the process for an income survey. Staff is also submitted a Nature Works Grant for the Township.

- 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.
- 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 – A meeting was held on July 28, 2022 and the topic was about the PRD, PUD and RRNOSO and updates to the Subdivision Regulations. The next meeting will be held on October 27, 2022 at 6:00 p.m. and will be held at the Shalersville Township Hall. There will be a variety of discussion topics for the next meeting.
- 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 is to be determined.
- 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 was held on August 3, 2022 and the Celebration Dinner will be held on September 22, 2022.

July 2022 CDBG Report – Report presented by L. Reeves

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

Windham Community Center Project – Construction has started, and all work is expected to be completed by the end of August.

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.

Construction has been completed except the hand railings. Installation of the hand railings are expected to be completed by the end of August along with the striping of the handicapped parking spaces.

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 61 households have been assisted with lawn mowing of which 298 lawn mows were completed.

Streetsboro Home Repair Program – One Home Repair Application has been completed and one home repair is out to bid.

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

A notice was published in the Record Courier as well as posted on the County's website for the RFQ for engineering services. The RFQ was also mailed to 7 engineers. The RFQ is due by 2:30 p.m. on August 17, 2022.

#### **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.

#### **2021 CDBG Target of Opportunity Program CARES Act (CDBG-CV)**

Specifications has been received for the painting/cleaning. Waiting on the specifications for the flooring and the HVAC.

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

The application has been submitted and are awaiting a response from OCD.

#### **2022 Residential Public Infrastructure Grant – Mantua Village**

A pre-application is available and has been submitted and are awaiting a response from OCD.

### **Finance**

#### **July 2022 Financial Statement**

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

D. Kemble made a motion to approve the July 2022 financial statements as presented. Motion seconded by R. Kotkowski. Motion carried with 19 Yeas.

## **DIRECTOR'S REPORT**

Staff is working with Brimfield Township with the Christmas Lights Program and are adding Halloween Lights.

Todd noted that we are still in need of a planner to replace Maria. Todd noted that the job has been posted two times since Maria left and the persons interviewed have been lacking subdivision regulations knowledge and GIS capabilities as well as requesting a higher salary.


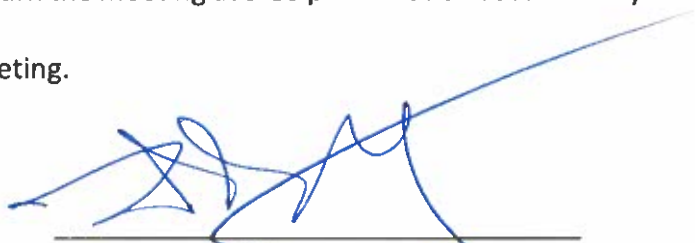
## **Next Meeting**

J. DiPaola announced the next Regional Planning Commission meeting will be held on September 14, 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 S. Christian-Bennett adjourn the meeting at 5:18 p.m. Motion seconded by J. Paulus.

Minutes approved at the October 12, 2022, Meeting.

  
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Jim DiPaola, Chairman  
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Todd Peetz, Secretary