

**Minutes
Portage County Regional Planning Commission
October 12, 2022**

Portage County Regional Planning Commission dated October 12, 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	Franklin Twp., Joe Cicozzi
Freedom, Charlene Walker	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., Dan Spicer	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Shalersville Twp., Frank Ruehr	Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge
County Engineer, Larry Jenkins	Soil & Water, Anthony Lerch	
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

J. Gadd	J. Moore	M. Organ	D. Barcikoski
B. Morgan	R. Benjamin		

Members Absent:

Hiram Vill., Robert Dempsey	Mantua Twp., Susan Lilley	Rootstown Twp., Joe Paulus
Randolph Twp., Victoria Walker	Suffield Twp., Adam Bey	Windham Twp., Rich Gano
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 Chairman, Jim DiPaola at 4:30 p.m.

APPROVAL OF AUGUST 10 2022, MEETING MINUTES

The August 10, 2022 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by S. Christian-Bennett. Motion carried with 16 Yeas.

APPROVAL OF SEPTEMBER 14 2022, MEETING MINUTES

The September 14, 2022 minutes were presented. S. Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by F. Seman. Motion carried with 14 Yeas and 2 Abstentions (R. Patrick and A. Orashan)

SUBDIVISIONS

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

A motion was made by Christian-Bennett to approve an extension of time until January 11, 2023. Motion seconded by J. Beal. Motion carried with 16 Yeas.

Variance to Section 405.3 (Lot Frontage) for "The Fairways" on State Route 59 and Powdermill Road in Franklin Township, Heritage Development, applicant – Report presented by Todd Peetz

JIM DIPAOLA: "Next, we have a variance to Section 405.03 for The Fairways on State Route 59. Since this is a variance and we do have to swear Todd in. Raise your right hand." TODD PEETZ: "Yeah, and anybody else who wants to speak on this?" JIM DIPAOLA: "Yeah. Anybody else wants to speak on this raise your right hand. Does the testimony you are about to give tonight the truth? Sir, does the applicant want to go first?" TODD PEETZ: "But why don't I go first?"

Okay, it's because of the variance request or the variance request is not for the whole Preliminary Plan. If we can go to that map, the variance . . . it didn't show up in color . . . So, the variance request is for these four lots here and these four lots here. The Subdivision Regulations say that you cannot go below 50-foot of frontage. But being that these are cul-de-sac lots and then the lots are pie shaped as you move in, you have a 25-foot setback, right. So, as you move back 25-feet in these two directions, that width will eventually get to the 50-foot and so long as the width of the lot, is 50-foot, they can build at that point, whether it's 25 feet, or 30 feet. So, once they get the 50-foot, they can do it, they should all be able to do it. The smallest or tightest pie is probably I think it's this one here . . . It's 40, almost 42 feet. But we have to do the variance first before we can talk about the whole Preliminary Plan, and I'll talk about the whole Preliminary Plan when we get to that point rather than talking about it now. Is, there any questions from you guys on the variance? We recommend approval. Staff recommends approval because these will be buildable sites once they move back away from the front edge of the right."

JIM DIPAOLA: "Is there any comments from the board? All right. Is there a motion on this variance?" SABRINA CHRISTIAN-BENNETT: "So moved, Christian-Bennett." JIM DIPAOLA: "To follow staff recommendation?" SABRINA CHRISTIAN-BENNETT: "Yes to follow staff recommendations." MIKE HLAD: "Second." JIM DIPAOLA: "So, we have a motion and a second. All in favor, say aye." EVERYONE: "Aye." JIM DIPAOLA: "Opposed? Motion carries." Motion carried with 16 Yeas.

Preliminary Plan of "The Fairways", Lots 19 & 36 on State Route 59 and Powdermill Road in Franklin Township, Heritage Development, applicant – Report presented by Todd Peetz

The applicant is requesting approval to of the Preliminary Plan for a proposed residential subdivision consisting of 85 single-family lots and two new residential streets off Powdermill Road and State Route 59. The site was the former Kent State Golf Course until 2016 when it closed. In January 2022 the property was rezoned to R-1, Low Density Residential with the purpose of developing a subdivision.

There are four wetland areas identified on the survey. Fill or partial fill is being proposed for three out of the four identified wetlands. A permit from Ohio EPA will be required along with the Plat. The permit number must also be on the Plat.

A SWPPP will need to be submitted to the Soil and Water Conservation Office before the Plat can be approved and before construction begins. A traffic study and the improvement plans will need to be submitted to the County Engineer's Office before the Plan can be approved. Also so note, Portage County is part of ODOT District 4 – Akron District 12 and the Preliminary Plan indicated Garfield Heights on the cover page. L. Jenkins said the traffic study has been submitted and their consultant has reviewed it and recommended some changes to it however, the County Engineer would like to change their recommendation from disapproval to conditional approval. Although, the study will need to have some changes to it that the County Engineer it will have no off-site impacts to Powdermill Road and/or State Route 59 and they are waiting for any additional input from ODOT but other than a right in and a right out on State Route 59 that will probably be all they are going to see that will need to be changed.

Staff recommends *Conditional Approval* of the Preliminary Plan with the following conditions:

1. Permit number and Permit from the USACE or the Ohio EPA prior to construction or filling activities on the site. The permit should be on the Plat.
2. Address the County Engineer's requirements including providing improvement plans and approval from ODOT.
3. Submit a SWPPP to the Soil and Water Conservation Office.
4. Provide Covenants and/or deed restrictions in accordance with the Franklin Township Zoning Resolution.
5. Continue to work with Portage County Water Resources on water and sewer extensions.
6. Any other issues identified in the staff report or as specified by the review entities.
7. Any variances or requests made by the Township also apply and must be shown on the Plat.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by F. Seman. Motion carried with 16 Yeas.

Replat of Sublots 1, 2 and 3 in the "Reeves Allotment", Lots 38 & 39 on West Shore Drive in Franklin Township, Matthew Proske, applicant – Report presented Gail Gifford

The applicant is requesting approval to combine Sublots 1 – 3 to construct an accessory building.

The subplot is developed and contains an existing home and several accessory structures. The site is surrounded by Brady Lake on three sides with single-family residential homes to the West.

There are no wetlands or flood hazard areas on the site.

The Replat complies with the Portage County Subdivision Regulations. Staff recommends approval of the Replat as submitted. A motion was made by M. Hlad to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with R. Patrick. Motion carried with 16 Yeas.

Variance to Section 403 (Private Street) on Karry Drive, Lot 22 in Rootstown Township, Ronald E. Smith, applicant – Report presented by Todd Peetz

JIM DIPOLA: "Next, we have a variance to Section 403 (Private Street) on Karry Drive in Rootstown Township."

TODD PEETZ: "So, this is a variance request, if you go to the next slide . . . Okay . . . So this is Karry Drive and this is State Route 44 in Rootstown Township and Tallmadge Road would be up here somewhere. Next slide. So, this is kind of an unusual request. Karry Drive as you can see, it's really kind of a funky looking road, because it's a private road and you can see that there's all these duplexes out here . . . well, and this one is actually . . . these two structures on here in the proposal is to create a new lot on a private drive, hence the request for the variance because we don't build, you know, subdivide property onto private roads that aren't to County standards. However, in this situation . . . go ahead and see there is a slide for this one. So, in this one, we do have some hydric soils in the front of the western parcel and there is a house over here. This is all kind of wet back in here. Are there any other slides on this one? That's it. Okay. So, these houses were built in 1970. This is a private road since 1970, or before. It doesn't seem like it's going to cause . . . they have water, but they don't have sewer, I think is how it is. So, this isn't going to cause any problems for anybody by splitting this, in fact, that makes it actually look more conforming to the entire neighborhood.

So, our recommendation on this variance is to approve the split on the private road since this has been there for longer than 50 years. I don't think it's going to create any new precedents for anybody else. So, we recommend approval."

SABRINA CHRISTIAN-BENNETT: "Right now, they built both of those on just one lot?" TODD PEETZ: "Yeah, 1971 there was no Subdivision Regulations."

LISA REEVES: "The idea is to have a separate septic system for each structure, and it's already been done."

SABRINA CHRISTIAN-BENNETT: "So it does . . . they each have their own septic now?"

I'll make a motion to approve the variance." RICK PATRICK: "Second." JIM DIPOLA: "All in favor say, Aye." EVERYONE: "Aye." JIM DIPOLA: "Motion carries." Motion carried with 16 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township's home occupations were recently amended to allow home occupations in an accessory building. They were previously limited to the dwelling unit. The definition is being changed to reflect the change to the regulations. The following definition is being proposed for Home Occupation: "A

business enterprise that is conducted within the confines of a dwelling unit OR ACCESSORY BUILDING which is subordinate and incidental use of the premises as a dwelling, and which is carried on by a person who resides in such dwelling unit.”

Staff recommends approval of the proposed amendment.

Amendment No. 2

Rootstown Township is proposing to add the following to Section 310.10:

D. “IF APPLICABLE, A VENDOR’S LICENSE SHALL BE OBTAINED FROM THE PORTAGE COUNTY AUDITOR’S OFFICE OR THE OHIO BUSINESS GATEWAY.

E. HOME OCCUPATIONS ARE SUBJECT TO REGULATIONS OF THE OHIO EPA AND THE PORTAGE COUNTY HEALTH DEPARTMENT AND ANY OTHER GOVERNMENTAL AGENCY DEEMED APPROPRIATE.”

Staff recommends approval of the proposed amendment. A motion was made by T. Meyer to approve Amendment No. 1 and 2 as presented. Motion seconded by F. Ruehr. Motion carried with 16 Yeas.

Brimfield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Brimfield Township is proposing to eliminate Section 312 O-R (Office Research District). The intent is to eliminate this district and combine elements of it with the L-I (Light Industrial District) as appropriate.

Staff recommends approval of the proposed amendment. A motion was made by M. Hlad to approve the proposed amendment as presented. Motion seconded by L. Jenkins. Motion carried with 16 Yeas.

Amendment No. 2

Brimfield Township did take a couple of things out of Section 313.02 L-I (Light Industrial District) i.e. bakery goods, candy, food products.

Staff recommended leaving in 4.D. which is electronic instruments, small appliances and devices and recommended leaving in #9 which was metal processing, fabrication, stamping, extrusion, welding, there's a lot of that in the county.

Staff also recommended leaving in B.5., which is research and testing facilities.

Amendment No. 3

Brimfield Township is proposing to add a schedule reflecting the permitted and conditional uses allowed in each zoning district.

Staff recommends approval with adding back in those uses that should remain in the Light-Industrial District.

Amendment No. 4

Brimfield Township is proposing to remove PRD as a conditional use in the O-C (Open Space Conservation District); R-R (Rural Residential District) and the R-1 (Residential Low District).

This is a cleanup from the August Text Amendment. Staff recommends approval of the proposed amendment.

A motion was made by M. Hlad to follow staff recommendation on Amendment No. 2 - 4. Motion seconded by L. Jenkins. Motion carried with 16 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

September 2022 Work Program Report

Todd presented the September 2022 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting was held on October 11, 2022 to discuss some minor additions that will be brought to the Board. This will be presented at the December 14, 2022 Full Board meeting. A major review and update will occur by July 2024.
- Brimfield Township – Todd attended their September Zoning Commission meeting.
- Freedom Township – We have completed 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 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. A portion of the LMI Income Survey is being updated for the Village.
- Ravenna City – Working with the City of Ravenna on a Critical Infrastructure Grant and attended a JEDD Meeting.
- Ravenna Township – Attended a JEDD Meeting and are working with the Emergency Management Agency on a BRIC Grant for hazard mitigation.
- Rootstown Township – Staff is in the process of completing an income survey for a very small area in the Township.

- Shalersville Township – Staff has started updating the Township’s Land Use Plan. A kick-off meeting will be held tomorrow.
- Windham Village – Working with the Village on their Critical Infrastructure Grant.
- Quarterly Zoning Inspector’s Meeting – 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 two septic systems in process.
- Portage County Vision and Comprehensive Plan – The Plan will be presented at the November RPC meeting and in December the Comprehensive Plan will be presented. A meeting with the Commissioners will be scheduled afterwards. A copy of the Vision Plan was sent out for public comment and staff did receive some good feedback.
- Portage County Water Resources GIS Assistance – Staff has been working with Water Resources and are providing GIS mapping assistance and are hoping to hire a planner to help with it.
- Celebrate Portage/Visioning in Portage – The Celebration Dinner was held on September 22, 2022 and was a success.

September 2022 CDBG Report – Report presented by L. Reeves

2020 Community Development Allocation Grant

All work has been completed and a final amendment is in processing moving \$5,100 from the Streetsboro Home Repair Activity to the Streetsboro Public Service Activity is in process. A public hearing has been scheduled. Also, an extension is being requested until November 30, 2022.

2021 Critical Infrastructure Grant – Windham Village

A resolution was passed by the Commissioners to award the contract for engineering services. The contract is being prepared.

2021 Critical Infrastructure Grant – Ravenna City

Construction started September 26, 2022.

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

The bid document is being prepared and anticipate the project going out to bid by the end of the month.

2022 Community Development Allocation Grant

Additional documentation is being required by the Office of Community Development. All additional information being requested is to be submitted by October 16, 2022.

2022 Residential Public Infrastructure Grant – Mantua Village

Income survey that was done in 2020-2021 is incomplete and staff is completing the income survey of the addresses needed to complete the income survey. A full application is being prepared and will be submitted as soon as the income survey is completed, and a public hearing has been held.

FINANCE

September 2022 Financial Statements

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

A. Orashan made a motion to approve the September 2022 financial statements as presented. Motion seconded by S. Christian-Bennett. Motion carried with 18 Yeas.

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on November 9, 2022 at 4:30 p.m.

DIRECTOR'S REPORT

Portage County Auditor's Website – Todd mentioned the P.C. Auditor's Website has been updated and have adding some measuring tools on it however, the measuring tool doesn't replace doing a survey. The measuring tool is a good tool but shouldn't be used for determining setbacks and meeting those kinds of requirements because it could be off a couple feet.

Ohio, Kentucky and Indiana Conference – Gail and Todd attended the conference a couple of weeks ago and found out a lot of good things.


Educational Segment at RPC Meetings – Todd said he talked with the Executive Committee about having short educational segments that would be about 10-minutes long and would be done every other month or every quarter. Gail obtained some information from the conference she attended, and she would like to talk about accessory dwelling units (ADU's). This was thought to be a good topic since we have been getting a lot of calls from Township's about this subject recently.


Gail gave a brief presentation, and a handout was provided.

ADJOURNMENT

A motion was made by R. Patrick adjourn the meeting at 5:13 p.m. Motion seconded by S. Christian-Bennett.

Minutes approved at the November 9, 2022, Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary