

**Minutes
Portage County Regional Planning Commission
November 9, 2022**

Portage County Regional Planning Commission dated November 9, 2022 at 4:30 p.m. The meeting was held at the University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Garrettsville Vill., Rick Patrick	Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Paris Twp., Dan Spicer	Randolph Twp., Sue White
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey	Windham Twp., Rich Gano
Water Resources, Tia Rutledge	Soil & Water, Anthony Lerch	PARTA, Amy Proseus
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

Public Present:

J. Gadd	M. Collins	D. Lintz	T. Mignano
D. Trocchio	D. DeVault		

Members Absent:

Freedom, Charlene Walker	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Mantua Twp., Susan Lilley	Sugar Bush Knolls Vill., Jim Beal	Windham Vill., Nick Bellas
P.C. Commissioner, Vicki Kline	P.C. Commissioner, Anthony Badalamenti	
County Engineer, Mickey Marozzi		

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

APPROVAL OF OCTOBER 12, 2022, MEETING MINUTES

The October 12, 2022 minutes were presented. S. Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by R. Kotkowski. Motion carried with 16 Yeas.

SUBDIVISIONS

Replat of Part of Sublot 8 in "Brimfield Estates" on Howe Road, Lot 23 in Brimfield Township, David DeVault, applicant – Report presented by Todd Peetz

The applicant is requesting approval to Split part of Sublot 18. Sublot 18-Br has an existing single-family home. Sublot 18-AR is vacant.

There do not appear to be any wetlands or any flood hazard areas on the site.

The existing home has access to sewer through Portage County Water Resources. The vacant subplot had to be evaluated for a septic system. If a septic system is not feasible, the applicant must apply to Portage County Water Resources to tie into their high-pressure regional force main. Central water is not available to the proposed sublots. The application submitted to the Health Department was for a potential duplex with 6 bedrooms total, however it was determined that the site could not support the proposed development.

At the June 2022 RPC meeting concerns were raised by the P.C. Water Resources Department about the high-pressure regional force main on Howe Road that was not meant for individual connections.

Water Resources was notified the week of October 31st that the site could not support a septic system for the proposed development. The P.C. Water Resources Department discussed internally that they do not want to permit another connection to the high-pressure regional force main. The P.C. Water Resources Department does not support the proposed Replat.

Staff recommends denial of the proposed Replat based on Water Resources comments. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Replat of Sublots 126 & 127 in Part 4 of "Ranch Club Estates" and Sublot 14-R in Part 3 of "Ranch Club Estates", Lot 40 S.D. in Ravenna Township and Lot 54 in Charlestown Township on Bubbling Wells Lane and Berry Road, Dan and Cynthia Lintz, applicant – Report presented by Todd Peetz

The applicant is requesting approval to splitting and combining sublots 126, 127- and 104-R to add additional land to Sublot 104-R to create Sublot 104-RR and Sublot 126-R.

The site is split between Ravenna and Charlestown Township. Sublot 104-RR fronts on Bubbling Wells Lane in Ravenna Township and is predominately zoned Residential-Low under Ravenna Township's zoning. Sublot 126-R fronts on Berry Road in Charlestown Township and is predominantly zoned Residential (R-1) under Charlestown Township zoning.

Sublot 104-RR has a house and shed on it. Sublot 126-R is vacant and mostly wooded except for a small pond.

The existing build lot (Sublot 104-RR) is being combined to add additional land to the rear of the property. Sublot 104-RR and Sublot 126-R appear to have wetlands on them and have areas of hydric soils. This could affect the ability to build or the location of structures on the property. Any construction on the property should avoid impacting the wetlands. The Ohio EPA and Soil and Water Conservation District will be able to help if the property owner decides to build.

Public sewer and water are not available at the site. Lot 104-RR is pre-existing with a septic system and Sublot 126-R has not been evaluated for a septic system.

All items that were found to be in noncompliance with the Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat. A motion was made by R. Gano to follow staff recommendation. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

Replat of Block "D" in the "Atwater Station" on Cedar and Hickory Street, Lots 90 and 98 in Atwater Township, Bryan L. Clites, applicant – Report presented by Gail Gifford

The applicant is requesting approval to combine Block "D", Part of Lot 51 and vacated High Street to create Block "D-R".

Question was raised by J. Paulus regarding the parcel that remained with the driveway would be considered nonconforming. Todd said the parcel with the driveway is not owned by the same person doing the Replat and is not part of the Replat.

All items that were found to be in noncompliance with the Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat. A motion was made by S. White to follow staff recommendation. Motion seconded by T. Green. Motion carried with 20 Yeas.

Replat Sublot 27-R in the "Harvest Hills (Phase 1)" on Strawberry Hill and Cook Road, Lot 22 in Rootstown Township, Keith and Amanda Waesch, applicant – Report presented by

The applicant is requesting approval to combine a 60-foot by 182-foot section of Sublot 27-R and combining it with newly created Sublot 27-R2 on Cook Road. The intent is to build a new home on Sublot 27-R2 and the land being added is wooded and wood provide a potential buffer from the existing house on Sublot 27-R1.

There are no wetlands or floodplains on the site. The site meets all Residential zoning requirements.

All items that were found to be in noncompliance with the Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat. A motion was made by S. White to follow staff recommendation. Motion seconded by A. J. Paulus. Motion carried with 20 Yeas.

Replat of Sublots 7 – 8 in "Ravenna Building Company Allotment No. 2" on Sandy Lake Road and Muzzy Avenue, Lot 20 in Rootstown Township, David Koszalka, applicant

A motion was made by R. Kotkowski to approval an extension of time until December 14, 2022. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

Replat of Lot 16 in the "Wygle Subdivision" on Diver Road, Lot 17 in Deerfield Township, Jennifer Jones, applicant

A motion was made by S. Christian-Bennett to approval an extension of time until December 14, 2022. Motion seconded by R. Patrick. Motion carried with 20 Yeas.

ZONING

Brimfield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Brimfield Township is proposing the following changes to Section 510.03(9):

9. Additional requirements for accessory buildings and structures with any dimensions equal to or less than 200 total square feet shall comply with the following requirements:

- a. It shall not exceed twelve (12) feet in height.
- b. It shall be located in the rear yard area of the lot.
- c. It may be placed ~~as close as five (5) feet from~~ ON the property lines, NO SETBACKS comprising the rear yard area if it is for the residential use.

Staff spoke with the Township, and they said the change is only for small less than 200 square foot accessory structures. The Township does not require a zoning certificate as long as they are in the rear yard. The Zoning Commission does not have a problem with them locating anywhere on their lot. This will also eliminate a lot of Board of Zoning Appeal cases, but it may create problems for maintenance and or accidentally crossing property lines creating private issues between property owners.

Staff has some reservations about the potential conflicts and feels the amendment may need to be revisited depending on how residents implement it. Staff recommends approval of the proposed amendment.

Amendment No. 2

Brimfield Township is proposing the following under Section 510.10 (Swimming Pools):

3. The swimming pool, or the entire property upon which it is located shall be secured by a screen or glass enclosure, wall, ABOVE GROUND POOL WALL (AT LEAST FOUR (4) FEET), fence or similar construction in such a manner as to prevent uncontrolled access, especially by children. The method used to secure the pool shall not be less than four (4) feet in height and shall be maintained in good condition with a gate and a self-latching lock.

Staff questioned whether to count the above ground pool space as a wall. In other communities they allow this if there was a ladder lock or gate lock to the deck area.

Staff reached out to the County Building Department, and they said it was up to the Township to regulate.

Staff recommends approval as proposed however would recommend adding language that requires there to be a maintained ladder lock or gate lock to the pool deck area.

A motion was made by J. Paulus to approve Amendment No. 1 and 2 as presented. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

October 2022 Work Program Report

Todd presented the October 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 October Zoning Commission meeting. Started to prepare a Historic Story Map and also are assisting them with several zoning related requests.
- Freedom Township – Staff is also looking into grant opportunities for possibly a community center and a parks grant.
- Mantua Village – Assisting them 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.
- Nelson Township – Staff is discussing a possible subdivision and zoning/text amendments.
- Ravenna Township – Worked 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 was also held.

R. Kotkowski said there was meeting held with the County Engineer in regard to Beck Road and the Geis property. R. Kotkowski noted that Geis isn't happy with having to improve the entire length of Beck Road all at once. R. Kotkowski said he wasn't able to attend the meeting but thought about it and thought it would be best to close Beck Road and let Geis build out their property and by doing so it would steer all of the traffic onto State Route 44. Beck Road goes between State Route 44 and Infirmary Road and isn't nearly as busy as State Route 44 and if this project turns into anything big where there is a lot of people coming and going for shifts, R. Kotkowski said they would see a huge surge in traffic, not truck traffic necessarily but car traffic on Infirmary Road. R. Kotkowski that it would also impact the

State's Study for traffic and maybe force them to do a little more work to improve the traffic on State Route 44. Right now, they are only recommending Beck Road opening onto State Route 44. Geis has only asked the State for an entrance across from Streeter Road and they were denied that. R. Kotkowski felt that the traffic should be steered towards State Route 44 since it's a much bigger road, it's wider and more open and there is room for improvement to widen it to handle the extra traffic.

J. Paulus questioned whether or not there were any houses on Beck Road. R. Kotkowski said there is nothing on Beck Road and said it was a gravel road and nobody uses it. The Township has talked with the fire department, and they said they didn't have a problem with closing Beck Road. R. Kotkowski believes the residences on Infirmary Road and the other section of Beck Road would very upset with the added amount of traffic if there aren't any improvements made. R. Kotkowski said there are no plans to improve Infirmary Road.

S. Christian-Bennet said she got contacted by Geis because Beck Road is a Township Road and said that the County Engineer's Office told them they could not piece meal and that they had to improve the entire road that went from Infirmary Road to State Route 44.

Mike Collins from the County Engineer's Office said that ODOT has approved access point on State Route 44 but not at Streeter Road.

- Windham Village – Working with the Village on their Critical Infrastructure Grant.
- Quarterly Zoning Inspector's Meeting – The last meeting was held on October 27, 2022 and the next meeting will be held on January 26, 2023 at the Ravenna Township Townhall. There will be a variety of discussion topics for the next meeting but specifically HB 56 and EV charging stations. J. Paulus mentioned that the Winter Conference is around the same time and recommended changing the meeting date.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program – Currently there are two septic systems in process.
- 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.
- Brimfield Township Historic Structures Story Map Project – Todd met with Mike Kostensky to discuss goal setting and options; Staff is working on a community survey for input; Worked on creating an outline for potential creation of a historical district; Staff is also working with Kelso House and related community members to help support information gathering related to this project.

October 2022 CDBG Report – Report presented by L. Reeves

2020 Community Development Allocation Grant

All work has been completed and an amendment was completed moving \$5,100 from the Streetsboro Home Repair Activity to the Streetsboro Public Service Activity is in process. A public hearing was also held on November 8, 2022. In addition to the amendment an extension was also 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 and the contract is being circulated for signatures.

2021 Critical Infrastructure Grant – Ravenna City

Construction started September 26, 2022 however, due to a shortage of material being delivered by the supplier construction could not continue. It is anticipated that construction will start back up within the next 1-2 weeks.

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

The project will go out to bid on November 14, 2022 and the bid opening has been scheduled for November 30, 2022.

Also, an extension will be requested to provide additional time needed to complete the project.

2022 Community Development Allocation Grant

Additional documentation requested by the Office of Community Development has been submitted as requested and are waiting on the grant agreement.

2022 Residential Public Infrastructure Grant – Mantua Village

We have enough LMI surveys at this time to justify the area to be LMI and are working with the State for their determination. 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

October 2022 Financial Statements

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

R. Patrick made a motion to approve the September 2022 financial statements as presented. Motion seconded by T. Meyers. Motion carried with 20 Yeas.

Authorization to Enter into an Agreement with the Portage County Prosecutor's Office for Legal Services (Resolution No. 22-15)

Resolution No. 22-15 was presented which is authorization to enter into an agreement with the Portage County Prosecutor's Office for legal services for an amount not to exceed \$10,000.

A motion was made by A. Orashan to approve entering into an agreement with the Portage County Prosecutor's Office for legal services. Motion seconded by M. Kortan. Motion carried 18 Yeas and 1 Nay (J. Paulus).

Presentation and Acceptance of the Portage County Vision Plan – Todd Peetz

Todd gave a brief presentation of the Portage County Vision Plan.

A motion was made by S. White to accept the Portage County Vision Plan as presented. Motion seconded by R. Gano. Motion carried with 19 Yeas.

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on December 14, 2022 at 4:30 p.m. at the University Hospital Portage Medical Arts Building.

DIRECTOR'S REPORT

RPC Old Office – Todd reported that most of the units are being rented out and there is some interest in purchasing the building.


Planner Position – Todd said he will advertise for the position soon.

ADJOURNMENT

A motion was made by S. Christian-Bennett adjourn the meeting at 5:20 p.m. Motion seconded by J. Paulus.

Minutes approved at the December 14, 2022, Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary