

**Minutes
Portage County Regional Planning Commission
March 13, 2024**

Portage County Regional Planning Commission dated March 13, 2024 at 4:30 p.m. The meeting was held at the University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Room 150, 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	Randolph Twp., Felicia Davies
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal	Soil & Water, Anthony Lerch
Windham Twp., Rich Gano	County Engineer, L. Jenkins	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
Commissioner Bennett Alternate, M. Adelman		

Ex-Officio Members Present:

Bob Naymik, University Hospital

Alternates Present:

Garrettsville Village, Mark Brady

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford	N. DeHaven
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Members Absent:

Franklin Twp., Joe Cicozzi	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Paris Twp., David Kemble	Shalersville Twp., Ron Kotkowski	Windham Vill., Nick Bellas
PARTA, Amy Proseus	P.C. Commissioner, Mike Tinlin	
P.C. Commissioner, Anthony Badalamenti		

Public Present:

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

NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Jim Beal

J. Beal announced that the Committee (Allan Orashan, Rick Patrick and Jim Beal) met on February 14, 2024 and it was their recommendation to re-nominate Jim DiPaola for Chairman and Sabrina Christian-Bennett as Vice-Chairman. J. Beal asked if there were any other nominations from the floor and none were given.

T. Meyer made a motion to accept the Nominating Committee's recommendation of Jim DiPaola for Chairman and Sabrina Christian-Bennett for Vice-Chairman. Motion seconded by C. Walker. Motion carried with 19 Yeas and 1 Abstention (S. Christian-Bennett).

APPROVAL OF FEBRUARY 14, 2024 MEETING MINUTES

The February 14, 2024 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by C. Walker. Motion carried with 20 Yeas

SUBDIVISIONS

Variance to Section 407.2B (Drainage Easements) of the Portage County Subdivision Regulations for "Hickory Creek – Phase 2" on Hickory Creek Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant – Report presented by G. Gifford

JIM DIPAOLA: "Anybody that wishes to speak, do you solemnly swear to tell the whole truth and nothing but the truth?"

EVERYONE: "I do."

GAIL GIFFORD: "So, this is a variance to Section 407.2B of the Portage County Subdivision Regulations which concerns drainage easements. The current regulations say that the drainage easement needs to be a minimum of 30-feet plus an additional four feet width for every foot of depth of the channel over two feet depth and shall be located within the open space. The variance for this case is on four locations, here, here, here and here. The one labeled "A" are storm sewer easements that are on private lots because they are limited by an adjacent wetland buffer and that wetland buffer according to township regulations should remain natural and in order to do that the easement must go on to the private lot in those locations. These easements run between lots to get to the roadway drainage system before it goes west into this proposed stormwater management basin. That easement is a result because of an approved preliminary plan in order to make that preliminary plan lot layout work that is how the easement had to be run.

So, we talked to the engineer, and they recommended that it be allowed where the wetland buffer is as well as in this location due to the current layout of the lots.

So, staff recommends approval. Do you have anything to add?"

LARRY JENKINS: "The only thing that I will add is we asked the applicant to revise their sketch based on what we would approve on the variance, and they have. You will notice what Exhibit 1 is, it varies from what you see within the packet because, Gail help me with this, I believe they submitted that a little later." GAIL GIFFORD: "Yes. So, the applicant submitted new information on March 7th, which we were unable to get in time for the mailout. So, the report that you were emailed out was the original information. We later

amended the report from this meeting, which is why you see this image instead of what was in the original report.”

LARRY JENKINS: “The only other comment that I would have is, we reached out to the Township and discussed with them to verify the . . . what their feelings were on the wetland setbacks. That is why we recommend that because of what the Township has directed us to do. So, we in the Engineering Department support all three of those that are marked as an “A” and “B” for the reasons, and they recognize that they’ll address the rest of them. I believe.”

JIM DIPOLA: “Any questions of Gail. If not, I will entertain a motion to approve staff recommendations on this variance.” SABRINA CHRISTIAN-BENNETT: So, moved, Sabrina.” RICH GANO: “Second.” Motion carried with 20 Yeas.

Replat of Block “D” in “The Cascades Subdivision” on Cascades Blvd., Lot 37 in Brimfield Township, Brimfield Township, applicant (Approval of an Extension of Time Until April 10, 2024)

A motion was made by S. Christian-Bennett to approve an extension of time until April 10, 2024. Motion seconded by F. Davies. Motion carried with 20 Yeas.

ZONING

Shalersville Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to add Dog Kennels under Section 311 (Conditional Use Permits) to address boarding or breeding. The language is similar to Ravenna Township except outdoor dogs were allowed until 9:00 p.m. whereas Ravenna Township’s was until 11:00 p.m.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 2

Shalersville Township is proposing the following change under Section 414.:

~~N. Medical Marijuana cultivation process and retail dispensaries. licensed under the Ohio Revised Code Chapter 3796. This is to prohibit medical marijuana in Shalersville Township.~~

Shalersville Township is also proposing to add “High Volume Dog Breeding under Section 414.P.

Staff recommends the Township add a definition of “high volume breeding.”.

Staff recommends approval of Amendment No. 1 and 2 with the proposed changes noted in the report. A motion was made by R. Gano to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 21 Yeas.

Atwater Township Text Amendment - Report presented by T. Peetz

Atwater Township is adding back in the exact language that was taken out back in 2022 and was done in error. Atwater Township is proposing to add back in the following language:

(C) Mobile Homes

The space beneath a mobile home shall be enclosed on all sides with an approved skirting material at the time of setup and such skirting shall be maintained so as not to be readily accessible by children, dogs, cats or other domestic or wild animals.

Staff recommends approval of the amendment as proposed. A motion was made by T. Green to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

Rootstown Township Text Amendment – Report presented by T. Peetz

Rootstown Township is proposing the following:

D. Setback from side and rear lot lines

1. Adjacent to parcels in ~~same~~ NON-RESIDENTIAL district.

Schedule 370.05 only addresses setbacks from parcels in the same district, and parcels in residential districts. It did not address setbacks from parcels that are neither in the same district nor a non-residential district and in residential districts.

Staff recommends approval of the amendment as proposed. A motion was made by J. Paulus. Motion second by S. Christian-Bennett. Motion carried with 21 Yeas.

Nelson Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Nelson Township is proposing the following change to Article IV, Section 1001.2 (Solar Panels):

Section 1001.2 (Solar Panels)

- A. Ground and roof mounted solar energy systems are permitted in all residential districts.
- B. Ground mounted systems may cover no more than one acre of land FOR COMMERCIAL APPLICATIONS. REGARDLESS EACH~~and~~ must comply with lot coverage maximums specific to the underlying zoning district. Ground mounted systems are conditional use in commercial and industrial zoning district's.
- C. Solar energy systems are conditional use in commercial and industrial zoning districts.
- D. All solar energy systems must be designed for on-site consumption.

Staff recommends approval of the amendment as proposed.

Amendment No. 2

Nelson Township is proposing to add the following to Section 1001.5 (Wind Towers/Turbines):

d. Limit of one wind tower/turbine per property.

The proposed change would limit property owners to one wind turbine. There may be justification for a second on-site turbine, that request could be heard by the BZA. Limiting it to one turbine at a minimum gives all property owners at least an opportunity to consider wind energy. The premise with solar and wind energy in Nelson Township is meant only for on-site usage.

Staff recommends approval.

Amendment No. 3

Nelson Township is proposing The following to Section 502.4 (Prohibited Uses):

- A) Sale, storage and/or processing of marijuana or marijuana related products.
- B) ~~Commercial for-profit resale of energy~~ SALE OF WIND AND SOLAR GENERATED ENERGY OFF-SITE.

Joe Paulus questioned whether it would be better worded to say, the sale of wind and solar generated energy USED off site.

Staff recommends approval of the proposed amendment as amended.

A motion was made by M. Kortan to follow staff recommendation and with the minor adjustment. Motion seconded by T. Meyer. Motion carried with 19 Yeas.

SET DATES FOR THE REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION (RESOLUTION NO. 24-02)

A motion was made by R. Patrick to set the 2nd Wednesday of each month at 4:30 p.m. for the Regional Planning Commission Meetings. Motion seconded by T. Green. Motion carried with 19 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

February 2024 Work Program Report – Report presented by T. Peetz

Todd presented the February 2024 Work Program Report.

- P.C. Subdivision Regulations Update – The Steering Committee met on February 27, 2024 and the next meeting is scheduled for April 2, 2024.

- Quarterly Zoning Inspector's Meeting – A meeting was held on January 25, 2024 and the topic was about a variety of ongoing topics. The next meeting will be held on April 18, 2024 at 6:00 p.m. The location and topic are yet to be determined.
- P.C. Storm Water Program-Home Sewage Repair and Replacement Program – Working with the County Engineer on the contract for administration.
- Shalersville Township Land Use Plan - The final draft was submitted to township officials in November 2023. The next township meeting will be held on March 14, 2024. The project will run through to early 2024.
- Portage County Water Resources GIS Assistance – The Resolution to enter into contract with Water Resources is on the agenda for mapping assistance for them.
- Ravenna City Comprehensive Plan – A Steering Committee meeting was held on February 8, 2024. Community meetings have been scheduled for March 20, 2024 and a charette has been scheduled for April 17, 2024. The next Steering Committee meeting will be held on March 27, 2024. The project will run through July 2024.
- Ravenna Township Land Use Plan Update – Staff are working with Jim DiPaola on putting together a steering committee. Staff are looking to complete the update sometime in April/May 2025.

February 2024 CDBG Report - Report presented by L. Reeves

2022 Community Development Allocation Grant

- Volunteer Park Project – The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held on February 13, 2024. It is anticipated that construction will start on May 6, 2024.
- Coleman Demolition Project – The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held on February 6, 2024. It is anticipated that demolition will be completed in April.
- Freedom Schoolhouse ADA Project – Construction has been completed. Waiting on handrails to be fabricated and to be installed.
- DMRC ADA Project – Construction started on March 12, 2024.
- Streetsboro Senior Assistance Program – Services are ongoing.

- Streetsboro Demolition Program – An amendment is in process moving the funds to the Public Service – Senior Assistance Program.

2022 Downtown Revitalization Target of Opportunity Program

Architectural drawings are being prepared and are anticipating putting project out to bid in April 2024.

2024 Residential Public Infrastructure Grant – Mantua Village – The State has reviewed and approved the income survey.

FINANCE

February 2024 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the February 2024 financial statements and recommends acceptance.

Allan Orashan made a motion to approve the February 2024 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Authorization to Enter into Contract with the Portage County Board of Commissioners/Water Resources for GIS Services (Resolution No. 24-04) – Todd Peetz

Todd presented Resolution No. 24-04 which is authorization to enter into contract with the Portage County Board of Commissioners/Water Resources for GIS services.

A motion was made by T. Meyer to approve entering into a contract with the Portage County Board of Commissioners/Water Resources for an amount not to exceed \$45,000 for GIS services. Motion seconded by M. Hlad. Motion carried with 20 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on April 10, 2024 at 4:30 p.m. Location of the meeting is to be determined.

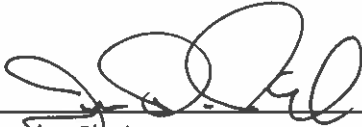
DIRECTOR'S REPORT

- Former RPC Office – The sale of the property at 122, 124, 126 and 128 North Prospect is out for bid. Minimum bid is \$185,000. An open house has been scheduled for March 23, 2024 from 10:00 a.m. – 2:00 p.m.
- 2023 RPC Annual Report – Todd presented the 2023 Annual Report. The annual report will also be posted on the Regional Planning Commission's website.

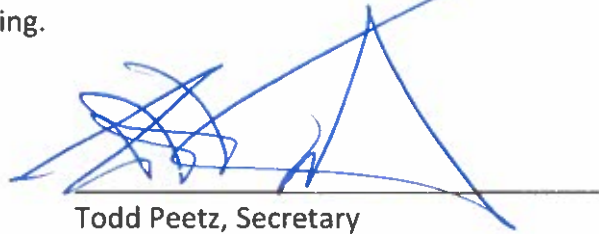
ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:05 p.m. Motion seconded by J. Beal. Motion carried.

Minutes approved at the April 10, 2024, Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary