

**Minutes**  
**Portage County Regional Planning Commission**  
**April 12, 2017**

Portage County Regional Planning Commission dated April 12, 2017 at 4:30 p.m. The meeting was held in the Portage County Regional Planning Commission Meeting Room, 124 North Prospect Street, Ravenna.

**Members Present:**

Atwater Twp., John Kovacich	Brimfield Twp., Dick Messner	Franklin Twp., Sam Abell
Freedom Twp., Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Vill., Rob Dempsey
Hiram Twp., Steve Pancost	Mantua Twp., Victor Grimm	Mantua Vill., Ben Prescott
Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith
Randolph Twp., Victoria Walker	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Nancy Vines	Sugar Bush Knolls, Jim Beal
Windham Twp., Rich Gano	Windham Vill., Deborah Blewitt	PARTA, Clayton Popik
P.C. Commissioner, Vicki Kline		

**Alternates Present:**

P.C. Commissioner Frederick Alternate, James Greener  
P.C. Commissioner Bennett Alternate, Kathleen Chandler  
Water Resources, Tia Rutledge  
Suffield Twp., Adam Bey

**Members Absent:**

County Engineer, Mickey Marozzi  
Streetsboro City, Glenn Broska  
Soil & Water, James Bierlair  
Portage Park Dist., Allan Orashan  
PC Commissioner, Sabrina Christian-Bennett

**Ex-Officio Members Present:** Janet Coen, NEOMED

<b><u>Staff Present:</u></b>	T. Peetz	E. Beeman	A. Craft	P. Friend
	H. Wachholz	P. Holland	E. Snyder	

**Visitors Present:** Randall Johnson

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:35 PM.

**APPROVAL OF MINUTES MARCH 8, 2017**

The March 8, 2017 minutes were presented. T. Smith made a motion to approve the March 8, 2017 minutes as presented. Motion seconded by J. Kovacich. Motion carried with 23 Yeas.

**CONFIRMATION OF THE 2017 EXECUTIVE COMMITTEE**

The board was asked to confirm the 2017 Executive Committee. R. Patrick made a motion to confirm the 2017 Executive Committee. Motion was seconded by J. Greener. Motion carried with 23 Yeas.

## **SUBDIVISIONS**

**Replat of the East 50" of Sublots 89, 90 and 91 in "Cloverlawn Allotment" on Rose Street, Lot 43 S.D. in Ravenna Township, Randall Johnson, Applicant - Report presented by Haley Wachholz**

Staff would recommend approval as long as required changes have been made and approved.

J. Greener made a motion to approve per staff recommendations. Motion seconded by J. Paulus. Motion carried with 25 Yeas.

**Replat of Sublots 193, 194, 195 and 196 in the "Cleveland Avenue Heights Allotment" on Sumners Street, Lot 12 S.D. in Ravenna Township, Cynthia Sanders, Applicant (Approval of an Extension of Time until May 10, 2017)**

Staff would recommend an Extension of time. R. Patrick made a motion to approve the extension of time until May 10, 2017. Motion was seconded by R. Dempsey. Motion carried with 25 Yeas.

## **ZONING**

**Rootstown Township Text Amendment RE: Design Guidelines – Report presented by Todd Peetz**

**Amendment 1 – Architectural Guidelines** – There is a lot of development interest in Rootstown Township and it's the Townships desire to have control over new development guidelines to ensure the best interest for the community. Regional Planning Commission staff has completed the draft Architectural Guidelines and we will be working with possibly 7-8 local architects for comments and advice on a final set of Architectural Guidelines. However, this will take several months to complete so this would be a stop-gap measure until the final documents are ready for the Townships consideration.

Staff would recommend approval of the document per Rootstown's request. J. Paulus made a motion to approve staff recommendations. Motion was seconded by V. Kline. Motion carried with 25 Yeas.

**Paris Township Text Amendment RE: Adding Section 305.4 – Report Presented by Todd Peetz**

**Amendment 1 – Property Maintenance – Unkempt Lawns** – Paris Township is creating another nuisance criteria dealing with lawns that are not being cut or grass length is 12" inches and over. They have outlined a precise procedure on how violating owners or residents will be processed.

However, since what was submitted was more about process, maybe we should limit the proposed change to the violation and let the Township have their process internally.

Staff would recommend approval with the above recommended changes. J. Paulus made a motion to approve staff recommendations. Motion seconded by J. Kovacich. Motion Carried with 24 Yeas, 1 Nay (Steve Pancost).

## **EXECUTIVE COMMITTEE**

### **March 2017 Work Program Report**

- **Subdivision Regulation Administration** – There were 4 application and 3 lots created.
- **Atwater Township** – Invited to a "question and answer" session for their June Zoning Commission Meeting.

- Brimfield Township – Helping with a mapping task for one of their projects.
- Franklin Township – Helping with a mapping task for the revised zoning map.
- Mantua Township – Prepared Text and Zoning Amendment. Continue to assist in coordinating the Mantua Center School development plan.
- Nelson Township – Help find community reinvestment area information.
- Randolph Township – We are discussing how to further develop their Architectural Design Guildlines.
- Ravenna City – Met to discuss their land use plan and also look into more specific areas of the City. We are also working to assist Ravenna Township and the City of Ravenna with their JEDD.
- Ravenna Township - Staff continuing to further develop Architectural Review Design Guidelines and assisting them with Ravenna Township and the City of Ravenna JEDD.
- Rootstown Township – Processed a text amendment for the April Meeting related to Architectural Design Guidelines. Attended their March Planning Commission Meeting.
- Shalersville Township – Processed a text amendment for the March Board Meeting.
- Suffield Township – Working on a quote for a Land Use Plan.
- Streetsboro City – RPC staff revised changes to Streetsboro about their comments to Subdivision Regulations on March 24th. We met on March 29th to discuss changes that were needed before they can be finalized.
- Quarterly Zoning Inspectors (QZI) Meeting – The next meeting will be on Thursday, April 27<sup>th</sup> @ 6:00 PM at the Regional Planning Office. The topic will be coordinating building & development within the townships. The County Building Official along with the Water Resources Director will be presenting their suggestions.
- Portage County Land Reutilization Corporation (Land Bank) – Contracts for PCRPC to coordinate the meetings. On March 22<sup>nd</sup>, 2017 the Land Bank Board voted to have PCRPC work on a mapping project. PCRPC is awaiting that contract before mapping project can begin. The next meeting is scheduled for Wednesday, April 26<sup>th</sup> at Reed Memorial Library at 2:00 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – \$500,000 has been set aside to repair and replace home sewer systems. This is a (3) pronged program to help homeowners with the problem of high cost to repair or replace their home sewer system. We now have (2) applicants in the process.

- Food Hub – Local Food Promotion Program Grant – We are under contract with a consultant and are moving forward with the project. A steering Committee meeting was held on March 20<sup>th</sup>. A final report will be presented at the May 10, 2017 PCRPC Meeting.
- Ravenna City Land Use Plan – Staff is currently collecting data and mapping key elements of the City. Staff is working closely with the City’s “core group” to develop goals, objectives and strategies. Staff planning to meet with the City Engineer before a final draft is complete.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A meeting was held on March 2<sup>nd</sup>, 2017 to discuss a possibility of a web based system. Next steering committee meeting is scheduled for May 4<sup>th</sup> at 6:00 PM.
- Celebrate Portage/Visioning In Portage (VIP) – The committee met on March 23<sup>rd</sup> to continue planning for this year’s events. The next steering committee meeting will be held on April 20<sup>th</sup>.

**Grant Activity Update**

Several grants have been submitted and Amy Craft is working on additional grant applications; including the Atwater Trail Grant, Safety Grant and OH EPA Grant. Membership is encouraged to notify Regional Planning with any grants they have interest in pursuing or projects they have planned that a grant may assist in funding.

**March 2017 CDBG Report**

**2015 Community Development Allocation Grant**

**Neighborhood Facility/Community Center – Mantua Township Elevator**

A Conditional Permit has been issued to the contractor. A full permit will not be issued until the engineer and/or architect addresses the positive pressure requirement. The Ohio Building Code requires that a positive pressure opening protective assembly be installed at each of the elevator shaft entrances into the corridors. The architect and/or engineer will need to provide additional information to the County Building Department showing how it will meet the requirement or the Township can appeal the item on the Adjudication Order/Conditional Permit to the State of Ohio Board Building Appeals. Demolition has started and the engineering for the elevator has started. A Change Order was completed extending the time in which construction has to be completed. All work must be completed by August 14, 2017.

**Neighborhood Facility/Community Center – Franklin Township ADA** – All punch list items have been completed except for the exterior work. Exterior work will be completed in the spring.

**Historic Preservation – Phoenix II Roof Replacement** - Construction is completed.

**Parking Facilities – Garrettsville Parking Lot** – Contracts are in place for all 3 contractors and a Notice to Proceed has been issued. Pre-Construction meeting will be scheduled with all contractors. Construction will begin once this is complete.

**2016 Community Development Allocation Grant**

The grant agreement and approval is in place; funds have been released for the following projects:

*Neighborhood Facilities/Community Center (Windham Community Center) – An RFP was sent out for architectural services on March 31, 2017. RFP's are due by 2:30 PM on April 19, 2017.*

*Neighborhood Facilities/Community Center (Mantua Center School) – The drawings are being prepared and the project will go out to bid by mid-April.*

*Neighborhood Facilities/Community Center (Coleman Adult Day Services) – The RFP is being prepared and we are anticipating it going out to bid by mid-April.*

*Public Facilities – City of Ravenna – ADA Handicap Accessibility in LMI Residential Areas – The drawings and the specifications are being prepared. The project will go out to bid at the end of April.*

**Finance**

**March 2017 Financial Statement**

J. DiPaola stated that the Executive Committee reviewed the March 2017 financial statements and recommends acceptance. V. Kline made a motion to approve the March 2017 financial statements as presented. Motion seconded by S. Pancost. Motion carried with 25 Yeas.

**DIRECTOR'S REPORT**

Nothing major to report at this time, but Todd thanked the staff of Regional Planning for working hard to complete their task and keeping things moving forward. He also thanked the board for their continued support of the agency.

**OTHER BUSINESS**

**Next Meeting**

J. DiPaola announced that the next Regional Planning Commission meeting will be held on May 10, 2017 at 4:30 p.m.

**ADJOURNMENT**

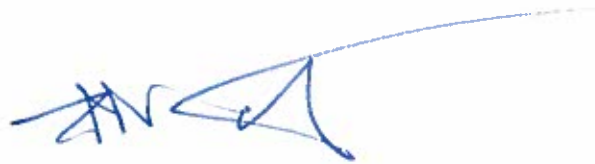
J. Paulus made a motion to adjourn the meeting at 5:10 p.m. Motion seconded by R. Patrick. Motion carried with 25 Yeas.

Minutes approved at the May 10, 2017 Meeting.



Jim DiPaola, Chairman

Tom Smith - Vice Chairman



Todd Peetz, Secretary