

**Minutes  
Portage County Regional Planning Commission  
April 11, 2018**

Portage County Regional Planning Commission dated April 11, 2018 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	Freedom, Jeffrey Derthick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Twp., Victor Grimm	Mantua Vill., Paula Tubalkain
Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Sugar Bush Knolls Vill., Jim Beal	Suffield Twp., Adam Bey	Windham Twp., Rich Gano
Windham Vill., Deborah Blewitt	Shalersville Twp., Ronald Kotkowski	PARTA, Clayton Popik
Water Resources, Tia Rutledge	Portage Park District, Allan Orashan	
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner Kline Alternate, Terry Montz		
P.C. Commissioner Mike Kerrigan		

**Alternates Present:**

P.C. Commissioner Kerrigan Alternate, Jim Greener

**Ex-Officio Members Present**

NEOMED, Janet Coon

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	A. Craft
P. Holland			

**Members Absent:**

Brimfield Twp., Wendi O'Neal	Franklin Twp., Sam Abell	Garrettsville Vill., Rick Patrick
Randolph Twp., Victoria Walker	Streetsboro City, Glenn Broska	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi		

**Public Present**

T. Pascarella	M. Organ	S. Skrovan
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The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

## APPROVAL OF MARCH 14, 2018 MEETING MINUTES

The March 14, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by M. Kerrigan. Motion carried with 22 Yeas

### SUBDIVISIONS

Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC. – Report presented by Todd Peetz

Staff recommends an extension of time until May 9, 2018. However, if all comments are addressed prior to May 9, 2018 staff recommends holding a Special Executive Committee Meeting to act on the Plat.

A motion was made by S. Bennett to follow staff recommendation. Motion seconded by A. Orashan. Motion carried with 22 Yeas.

Discussion was held about charging a fee for requesting an extension of time and the number of extensions allowed before charging a fee. It was recommended that a policy to be written and presented at the May 9, 2018 meeting.

Replat of Sublots 12 – 14 and Sublot 29 in the "Towners 1<sup>st</sup> Addition" on Ravenna Road, Lot 37 in Franklin Township, Ann Hanna, applicant – Report presented by Todd Peetz

The applicant is requesting to combine sublots 12 – 14 and 29 to create Sublot 13-R. There is a house located on the lot.

There were no corrections needed to the replat. Staff recommends approval of the replat as submitted. A motion was made by V. Kline to follow staff recommendation. Motion seconded by S. Bennett. Motion carried with 22 Yeas.

Replat and Variance for the Replat in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant

A motion was made by R. Dempsey to approve an extension of time until May 9, 2018. Motion seconded by K. Cihan. Motion carried with 22 Yeas.

Mutli-Replats in the McElrath Park Allotment, P.C. Land Reutilization Corporation, applicant – Report presented by Todd Peetz

- (18-08) Replat of Sublots 1-4 and 5-8 in Block "G" on Hopkinson
- (18-11) Replat of Sublots 9-11 in Block "G" on Garfield Road and Hopkinson
- (18-12) Replat of Sublots 4-6 and 22-24 in Block "N" on Sumner Street and McElrath Avenue
- (18-13) Replat of Sublots 18-20 in Block "H" on Terrill Street

The applicant is requesting to combine the above lots in order to create buildable lots. Sewer is not currently available. The closest sewer for 18-08 and 18-11 is on Terrill Street. Water and sewer is available for Sublot 5-R, but is not available for Sublot 23-R. Sewer is in the vicinity for 18-13.

All items noted by the Tax Map Department have been corrected.

Staff recommends an extension of time until May 9, 2018. After a great amount of discussion a motion was made by S. Bennet to approve an extension of time until May 9, 2018. Motion seconded by V. Kline. Motion carried with 22 Yeas.

- (18-09) Replat of Sublots 8-10 in Block "R" on Hopkinson
- (18-10) Replat of Sublots 25-27 in Block "O" on Richardson Avenue

All items that were found to be in non-compliance with the P.C. Subdivision Regulations has been corrected therefore staff recommends approval of Replats 18-09 and 18-10. A motion was made by M. Kerrigan. Motion seconded by V. Kline. Motion carried with 22 Yeas.

Multi-Replats in the "Ravenna Building Company Allotment", P.C. Land Reutilization Corporation, applicant – Report presented by Todd Peetz

- (18-14) Replat of Sublots 170, 171, 213 and 210-212 on Portage and Skeels Street
- (18-15) Replat of Sublots 365 – 368 on Arbeco and Portage Street
- (18-16) Replat of Sublots 72-74 and 98-100 on Court Street and Wolforth Avenue
- (18-17) Replat of Sublots 159, 160, 161R on Wolforth Avenue
- (18-18) Replat of Sublots 322-324 on Skeels Street

The applicant is requesting approval to combine the above lots in order to make buildable lots.

Sewer is available to all of the above lots. There were no physical limitations on any of the proposed lots.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations has been corrected therefore staff recommends approval of the Replats 18-14, 18-15, 18-16, 18-17 and 18-18. A motion was made by S. Bennett. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Replat of Sublots 16, 16RA in the "Lakeview Allotment No. 2" on Rootstown Road, Lot 43 in Rootstown Township, Thomas A. Pascarella, applicant – Report presented by Todd Peetz

The applicant is requesting approval is proposing to combine pre-existing lots in order to create two buildable lots.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations has been corrected therefore staff recommends approval of the replat. A motion was made by J. Paulus. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

## ZONING

### Franklin Township Text Amendment – Report presented by Todd Peetz

Franklin Township is proposing the following under J. PERMANENT Storage/Shipping Containers:

However, TEMPORARY storage/shipping containers may be temporarily allowed for a maximum of 60 days in all zoning districts.

Staff felt that using the term “prohibited” would get a bit confusing because storage containers are only prohibited if they are intended to be used as permanent storage. Allowing storage containers for short-term use is appropriate because for the most part that is how they were intended to be used. The Township may want to add a definition of a temporary storage unit in the definitions so that it is clear they are allowed just not over 60 days.

The second part of this is the 60 day limit. In residential and probably in most commercial areas this would not be difficult to track but in industrial and heavy commercial areas this may not be so easy to track. Just from an enforcement stand point a clear policy or procedure should be in place so that enforcement doesn’t become too overbearing.

Staff recommends approval of the proposed amendment with adding a definition of temporary storage containers and having a process, policy or procedure for enforcement in place.

### Amendment No. 2

Section 405.06 is regulating accessory structures. Accessory structures are considered permanent or at least more than temporary and storage containers would be prohibited per Section 403 and the definitions.

Staff recommends approval of the proposed amendment.

### Amendment No. 3

Franklin Township is proposing the following definitions: Shipping/Storage Container (PERMANENT): “These vessels are such as were originally designed for or used in the packing, shipping, movement or transportation of freight, articles, goods or commodities AND STORED LONGER THAN 60-DAYS. These include, but are not limited to standardized reusable containers such as: cargo containers, transport containers, shipping containers, portable site storage containers, Portable On-Demand Storage Units (PODS), railroad cars and titled vehicles.”

Shipping/Storage Container (Temporary): “THESE VESSELS ARE SUCH AS WERE ORIGINALLY DESIGNED FOR OR USED IN THE PACKING, SHIPPING, MOVEMENT OR TRANSPORTATION OF FREIGHT, ARTICLES, GOODS OR COMMODITIES AND STORED 60 DAYS OR LESS. THESE INCLUDE, BUT ARE NOT LIMITED TO STANDARDIZED REUSABLE CONTAINERS, SHIPPING CONTAINERS, PORTABLE SITE STORAGE

CONTAINERS, PORTABLE ON-DEMAND STORAGE UNITS (PODS), RAILROAD CARS AND TITLED VEHICLES.”

Staff recommends approval of the proposed amendment. A motion was made by R. Dempsey to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Rootstown Township Text Amendment Re: Section 350.03; Rezoning from C-2 – C3 Located on I-76 East of State Route 44 – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to rezone the area east of State Route 44, along Lynn Road from C-2 to C-3, Highway Commercial. The amendment consists of 21 parcels totaling 71.53 acres.

The Township is making the change for consistency with their Comprehensive Plan.

The proposed zoning change appears to be consistent with the character of the area. Staff recommends approval of the proposed amendment from C-2 to C-3, Highway Commercial.

Amendment No. 2

Rootstown Township is proposing to rezone the area east of State Route 44, South of I-76 from C-1 to C-3, Highway Commercial. The amendment consists of 3 parcels totaling approximately 13.39 acres.

The Township is making the change for consistency with their Comprehensive Plan. This area may have wetlands on the north parcel otherwise it is free of wetlands and floodplains.

Staff would recommend approval of the proposed map amendment from C-1 to C-3, Highway Commercial.

Amendment No. 3

Rootstown Township is proposing to rezone the area West of State Route 44, South of I-76 from C-2 to C-3, Highway Commercial. The amendment consists of 14 parcels totaling approximately 132.82 acres. The proposed amendment is mostly developed as NEOMED campus and retail, commercial and undeveloped land. The Township is making the change for consistency with their Comprehensive Plan.

Discussion was held. After further discussion it was recommended that an additional parcel owned by NEOMED to be added.

Amendment No. 4

Rootstown Township is proposing an area West of State Route 44, North of Lynn Road from R-2 to C-3, Highway Commercial. The amendment consists of 2 parcels totaling approximately 11.96 acres. The proposed amendment has a house on the south parcel and on the north parcel is a barn and a lean to

frame structure. The Township is making the change for consistency with their Comprehensive Plan. This area does not show any flood plains or wetlands on the site.

Staff would recommend approval of the proposed map amendment from R-2 to C-3, Highway Commercial.

#### Amendment No. 5

Rootstown Township is proposing to change the permitted uses in the C-2 and C-3 zoning districts. The Zoning Commission added office, retail and automotive in the C-3 Zoning District which are all associated with the more utilized interchanges. They also recommended conditionally allowing residential in the C-2 Zoning District which before residential was not permitted.

Staff recommends approval of the proposed amendments No. 1 - 5. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 23 Yeas.

### EXECUTIVE COMMITTEE

#### Work Program

##### April, 2018 Work Program Report

Todd presented the April 2018 Work Program Report.

- Franklin Township – Staff attended the Zoning Commission meeting in March to discuss comparing zoning from Brady Lake Village with Franklin Township and reviewed Village owned land for possible use.
- Freedom Township – Staff prepared a parcel map that showed the non-residential areas in the Township. Staff is also working on language for a proposed text amendment.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Palmyra Township – Staff has been working with the Township on a Nature Works Park Grant that is due by June 1, 2018.
- Ravenna City – Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD. Staff met with the Planning Commission on March 27, 2018 to go over the draft. Finalized the contract to do a bike plan for the City.
- Ravenna Township – Staff is working with them on their JEDD as well as assisting them with some potential zoning amendments.

- City of Streetsboro – Staff held a kick off meeting on March 1, 2018 for the update to their Master Plan. The next meeting will be held on April 19, 2018. A community meeting will be held on May 2, 2018.
- Suffield Township – Todd will be attending a meeting this evening with the Planning Commission meeting regarding their Land Use Plan. Surveys for their Land Use Plan were due by March 31, 2018. The next meeting will be held on April 19, 2018.
- Windham Village – Staff has been working with the Village on a land use plan. Staff assisted the Village in applying for a Target of Opportunities Designation. Windham Village and Township were both accepted as a Target of Opportunity.
- Quarterly Zoning Inspectors (QZI) Meeting – The last meeting was held on January 25, 2018. The next meeting will be scheduled in May and the topic is to be determined.
- Portage County Land Reutilization Corporation (Land Bank) – A meeting was held on April 9, 2018 at the Reed Memorial Library. The meetings will be held quarterly going forward.
- Portage County Storm Water Program - We have 2 new applicants and we anticipate up to 10 more from the Health Department in April.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A Steering Committee meeting was held on February 20, 2018 at the RPC offices. The only component left to complete is the website. We are combining financial resources from another grant for the creation of the website. The grant has been extended to December 31, 2018.
- Local Government Innovation Fund – Marketing and Branding (Planning) Grant – An open meeting to discuss with communities is being scheduled for some time in April or May.

### **March, 2018 CDBG Report**

#### **2015 Community Development Allocation Grant**

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

Installation of the elevator has been completed however there is an issue with the elevator ceiling clearance. The Township needs to have the required fire alarm/elevator monitoring devices installed and the contractor will need to complete the punch list items for the lobby. Once the work is completed the contractor will contact the State to request the inspection.

Also met with Township officials and legal counsel to discuss completion of the project and the amount owed to the electrical and the general contractor by the Township. Also, met with Neighborhood Development Services about obtaining RLF funds to cover what is owed by the Township.

**2016 Community Development Allocation Grant**

**Neighborhood Facilities/Community Center (Windham Community Center)**

Construction has been completed. However, there are a few punch list items that either the Village or the contractor have to complete and were delayed due to weather limitations.

**Neighborhood Facilities/Community Center (Mantua Center School Elevator Lobby)**

Construction has been completed. The architect has inspected the work and the contractor is working on completing the items that were on the punch list.

**Neighborhood Facilities/Community Center (Adult Day Services)**

The specifications are being prepared for the RFP.

**Public Facilities (Ravenna City Sidewalks)**

All work has been completed.

**2018 Community Development Allocation Grant**

Notices were sent out mid-February 2018 for the next round of CDBG funding. Proposal forms are due by 4:30 p.m. on April 20, 2018. \$486,000 will be available in this grant cycle.

**Finance**

**March, 2018 Financial Statement**

J. DiPaola stated that the Executive Committee reviewed the March, 2018 financial statements and recommends acceptance. J. Kovacich made a motion to approve the March, 2018 financial statements as presented. Motion seconded by M. Kerrigan. Motion carried with 23 Yeas.

**OTHER BUSINESS**

**Next Meeting**

J. DiPaola announced that the next Regional Planning Commission meeting will be held on May 9, 2018 at 4:30 p.m.



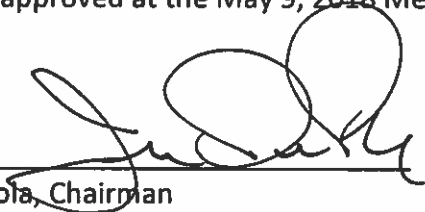
**DIRECTOR'S REPORT**

- An appraisal on the building has been requested. Staff has received a cost of moving the office to the Administration Building. One thing we are looking for is an agreement from the Commissioners in terms of the number of years, etc.
- Patrick Holland's last day will be April 13, 2018. He has accepted a job working for the City of Columbus.

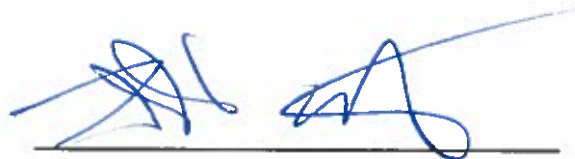
**ADJOURNMENT**

J. Kovacich made a motion to adjourn the meeting at 5:25 p.m. Motion seconded by S. Bennett.

Minutes approved at the May 9, 2018 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary