

**Minutes
Portage County Regional Planning Commission
December 13, 2017**

Portage County Regional Planning Commission dated December 13, 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	Franklin Twp., Sam Abell	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey	Nelson Twp., Kevin Cihan
Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Shalersville Twp., Nancy Vines
Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal	Windham Vill., Deborah Blewitt
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Portage Park District, Allan Orashan
P.C. Commissioner, Sabrina Christian-Bennett		P.C. Commissioner, Vicki Kline
P.C. Commissioner Frederick Alternate, James Greener		

Staff Present:

T. Peetz	E. Beeman	L. Reeves	A. Craft
H. Wachholz			

Members Absent:

Brimfield Twp., Wendi O'Neal	Freedom, Jeffrey Derthick	Mantua Twp., Victor Grimm
Mantua Vill., Ben Prescott	Randolph Twp., Victoria Walker	Suffield Twp., Mark Frisone
Streetsboro City, Glenn Broska	Soil & Water, James Bierlair	
County Engineer, Mickey Marozzi		

Visitors Present:

R. Bossow	M. Merchant
-----------	-------------

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

APPROVAL OF NOVEMBER 8, 2017 MEETING MINUTES

The November 13, 2017 minutes were presented. T. Smith made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 20 Yeas and 1 Abstention (A. Orashan)

FAIR HOUSING PRESENTATION – T. Peetz

Todd Peetz gave a brief presentation about Fair Housing and provided an example of a landlord who was fined for a Fair Housing violation. Brochures were also provided about Fair Housing. Anyone with any questions about Fair Housing can contact Lisa Reeves, CDBG Specialist at (330) 297-3613.

SUBDIVISIONS

Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC.

R. Patrick made a motion to approve an extension of time until January 10, 2018. Motion seconded by V. Kline. Motion carried with 21 Yeas.

Replat of Block BR-5 in the "Wintergreen Point Subdivision" on Rootstown Road, Lot 43 in Rootstown Township, Roots-1, LLC., applicant – Report presented by H. Wachholz

The applicant is requesting approval of a Replat of Block BR-5 to create 19 lots. All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected therefore staff recommends approval of the replat.

J. Paulus noted that on page 5 of the report the Exhibit 1 is showing 17 lots versus 19 lots. J. Paulus questioned how many lots were actually being replatted. H. Wacholz said it should have been 19 lots.

J. Paulus made a motion to follow staff recommendation. Motion seconded by J. Greener. Motion carried with 21 Yeas.

Replat of Sublot AR-1 in the "Stone Hill Estates (Phase 1)" on Parkwood Avenue and Mantua Center Road, Lot 28 in Mantua Township, Hexagon Family Enterprises, Inc. – Report presented by H. Wachholz

The applicant is requesting a review of the replat in order to combine lots that comply with local zoning.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected therefore staff recommends approval of the replat.

R. Patrick made a motion to follow staff recommendation. Motion seconded by J. Greener. Motion carried with 21 Yeas.

Replat of Sublots 28 and 29" in the "Atwater Station" on Lake and Bank Street, Lot 98 in Atwater Township, Ruth and Donald McDonald. Applicant – Report presented by Haley Wachholz

J. Kovacich made a motion to approve an extension of time until January 10, 2018. Motion seconded by S. Bennett. Motion carried with 21 Yeas.

ZONING

ZONING

Rootstown Township Text Amendment Re: Section 310.05 and Rezoning from G-I to O-C and G-I/C-2 to O-C on Sandy Lake Road – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to add the following to Section 310.05, A. Required Front Yard,

“3. “FRONT YARDS SHALL BE ASSIGNED AS THE STREET ADDRESS SIDE.

- a. ON A CORNER LOT OR LOT WITH ANY NUMBER OF YARDS FRONTING ON A STREET, THE PRINCIPAL BUILDING AND ITS ACCESSORY STRUCTURES SHALL BE REQUIRED TO HAVE THE SAME SETBACK DISTANCE FROM ALL STREET RIGHT-OF-WAY LINES AS REQUIRED FOR THE FRONT YARD IN THE ZONING DISTRICT FOR WHICH SUCH STRUCTURES ARE LOCATED.”

Rootstown Township is also proposing to remove the following under B. Required Side Yards, “CORNER LOTS SHALL MAINTAIN ONE SIDE YARD THAT SHALL COMPLY WITH THE MINIMUM WIDTH SET FORTH IN SCHEDULE 310.05.”

Staff recommends approval of the proposed amendment.

Amendment No. 2

Rootstown Township is proposing to rezone a parcel from G-1 and C-2 to O-C, Open Space Conservation.

The parcel is located west of South Prospect Street on the North side of Sandy Lake Road. The rezoning consists of two parcels totaling approximately 37.5 acres.

The owner of the property is proposing to build a single-family home. Approximately a third of the property appears to be wetlands or has hydric soils.

Staff recommends approval of the proposed rezoning from G-1 and C-2 to O-C, Open Space Conservation. J. Kovacich made a motion to follow staff recommendation. Motion seconded by D. Blewitt. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

Work Program

November, 2017 Work Program Report

Todd presented the November 2017 Work Program Report.

- Franklin Township – We met with the Zoning Commission to discuss comparing zoning from Brady Lake Village with Franklin Township and reviewed Village owned land for possible use.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Palmyra Township – Staff met with Township representatives about an Emergency Management Grant and Nature Works Park Grant.
- Ravenna City – Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD.
- Ravenna Township – Staff is working with their JEDD.
- Streetsboro City – Staff is continuing to work with them on their subdivision regulations and is waiting feedback on the changes made back in March. Staff has also discussed the potential to assist the City with the update to their Master Plan.
- Suffield Township – Todd is working with the Township on updating their Land Use Plan. The next meeting with Township Representatives will be held on December 13, 2017.
- Windham Village – The Village has approved having RPC develop a Land use Plan for their community. Todd met with Village Officials on December 12, 2017 to discuss the status of the Land Use Plan.
- Quarterly Zoning Inspector (QZI) Meeting – The next meeting will be held on January 25, 2018 at the RPC office. The topic is to be determined.
- Portage County Land Reutilization Corporation (Land Bank) –The next meeting will be held on January 8, 2018 at 1:00 p.m. at the Reed Memorial Library.
- Portage County Storm Water Program - We have a total of 7 households that have requested assistance with their septic system.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – The next Steering Committee meeting will be held on January 11, 2018 at the RPC offices. The only component left to complete is the website.
- Local Government Innovation fund Marketing and Branding (Planning) Grant – Ideas are being explored as to what other communities across the nation have done to market themselves.

November, 2017 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 will need to purchase and install the air conditioning unit in the machine room and replace the flooring. Once all issues are addressed and the lobby is complete the State will be contacted to complete the inspection.

2016 Community Development Allocation Grant

Neighborhood Facilities/Community Center (Windham Community Center)

Contracts are in place and construction has started. It is anticipated that all work will be completed by the end of January.

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

Construction is nearing completion and is anticipated to be completed by December 11, 2017.

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 will be going out in February 2018 for the next round of CDBG funding and inviting communities and agencies/organizations to attend a Community Development Implementation Strategy Meeting. The CDBG Allocation grant will be a two year cycle rather a one year cycle.

Finance

November 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the November 2017 financial statements and recommends acceptance. J. Kovacich made a motion to approve the November 2017 financial statements as presented. Motion seconded by K. Cihan. Motion carried with 21 Yeas.

2018 Budget for the Portage County Regional Planning Commission (Resolution No. 17-18)

The proposed 2018 appropriations for the operation of the Portage County Regional Planning Commission and \$409,775 in revenue have been certified. The certified revenue and expenditures have been adjusted to \$409,775.

A motion was made by R. Gano to approve the operating budget for 2018 as presented. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 17-19)

The Portage County Regional Planning Commission finds it necessary to increase the 2017 appropriations from \$482,977 to \$490,536.

A motion was made by A. Orashan to approve increasing and amending the appropriations by an additional \$7,559. Motion seconded by J. Greener. Motion carried with 21 Yeas.

Regional Planning Commission Appropriation Adjustment (Resolution No. 17-20)

The Portage County Regional Planning Commission needs the amount of \$500 in appropriations transferred as follows:

DECREASE	85009064	\$500
INCREASE	85009068	\$500

A motion was made by J. Paulus to approve appropriation transfer as presented. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

OTHER BUSINESS

Confirmation of the Executive Committee Members – J. DiPaola

J. DiPaola requested the following members to continue to serve on the Executive Committee:

1. Jim DiPaola
2. Tom Smith
3. Jim Beal
4. Sabrina Christian-Bennett
5. Sandy Nutter
6. Allan Orashan
7. Debbie Blewitt

A motion was made by N. Vines to confirm the members of the Executive Committee. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on January 10, 2018 at 4:30 p.m.

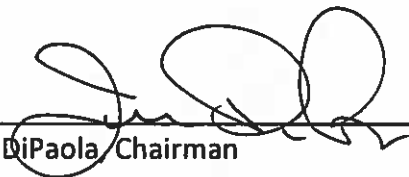
DIRECTOR'S REPORT

Todd recognized Nancy Vines and Dick Messner for their years of service with the Portage County Regional Planning Commission.

ADJOURNMENT

J. Kovacich made a motion to adjourn the meeting at 5:15 p.m. Motion seconded by A. Orashan.

Minutes approved at the January 10, 2018 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary