

**Minutes
Portage County Regional Planning Commission
February 8, 2017**

Portage County Regional Planning Commission dated February 8, 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:

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| Atwater Twp., John Kovacich | Brimfield Twp., Dick Messner | Franklin Twp., Sam Abell |
| Garrettsville Vill., Rick Patrick | Hiram Twp., Steve Pancost | Hiram Vill., Rob Dempsey |
| Mantua Vill., Ben Prescott | 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 | Sugar Bush Knolls Vill., Jim Beal |
| PARTA, Clayton Popik | Portage Park Dist., Allan Orashan | |
| P.C. Commissioner, Vicki Kline | | |
| P.C. Commissioner, Sabrina Christian-Bennett | | |

Alternates Present:

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| P.C. Commissioner Frederick Alternate, James Greener | Water Resources, Tia Rutledge |
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Staff Present:

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| T. Peetz | E. Beeman | L. Reeves | A. Craft |
| P. Friend | H. Wachholz | P. Holland | E. Snyder |

Members Absent:

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| Freedom Twp., Jeffrey Derthick | Mantua Twp., Victor Grimm | Randolph Twp., Victoria Walker |
| Streetsboro City, Glenn Broska | Suffield Twp., Mark Frisone | Windham Twp., Rich Gano |
| Windham Vill., Deborah Blewitt | Soil & Water, James Bierlair | County Engineer, Mickey Marozzi |

Visitors Present:

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|--------------|---------------|----------------|--------------------|---------------|
| Kathy Karg | Dan DeHoff | Todd Westover | Scott Whallenhurst | Margie Conner |
| R. Pratt | Ryan Gillepie | Robert Keller | John Arnod | Tom Flynn |
| Molly Sunter | David Kline | Richard Contin | | |

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

APPROVAL OF MINUTES JANUARY 11, 2017

The January 11, 2017 minutes were presented. J. Paulus made a motion to approve the January 11, 2017 minutes as presented. Motion seconded by J. Kovacich. Motion carried with 17 Yeas.

SUBDIVISIONS

Replat of Block "G" Creating Sublots 51-60 in the "Country View Estates Subdivision" on Honeychuck Lane, Lots 12 and 13 in Brimfield Township, G2 Professional Services, LLC, applicant – Report presented by Haley Wachholz

The applicants request approval to replat Block "G" in Country View Estates Subdivision to create Sublots 51 through 60. This replat divides Block "G" in Country View Estates into ten smaller Sublots ranging in acreage from .3306 acres to .8192 acres that have frontage on Honeychuck Lane.

Staff recommends approval of the replat. D. Messner made a motion to approve staff recommendation. Motion seconded by J. Greener. Motion carried with 20 Yeas.

Replat of Sublot 11 in the "Paradise Acres Plat No. 1" on McClintocksburg Road, Lot 40 in Paris Township, Eric Lindsey, applicant – Report presented by Haley Wachholz

The applicant requests the combination of lot 11 and the lot directly behind to create lot 11R.

Staff recommends approval of replat. J. Greener made a motion to approve staff recommendations. Motion seconded by S. Bennett. Motion carried with 20 Yeas.

Replat of Block B-R4 in the "Wintergreen Point Subdivision" on Misty Glen and Green Hill, Lot 43 in Rootstown township, Roots-1, LLC, applicant – Applicant requested it be withdrawn

Approval of an Extension of Time until March 8, 2017 for Replat of Sublots 1, 2, 3 and 4 in the "Ravenna Building Company Allotment No. 2" on Wilson and Lane Avenue, Lot 20 in Rootstown Township, Ed Wilson, applicant

J. Greener made a motion to approve an extension of time until the March 8, 2017. Motion seconded by S. Bennett. Motion carried with 20 Yeas.

ZONING

Franklin Township Rezoning from O-C to I-1, 6700 State Route 43, The Davey Tree Expert Co., applicant – Presented by Todd Peetz

Amendment 1

Proposed change to the Zoning Map from O-C Open Space Conservation to I-1 Industrial Research and Office District. The proposed amendment is to repurpose the Oak Knolls Golf Course East, which covers 174.82 acres, for future use as office, education and research. The neighboring residents have raised concern about the potential negative impacts of any development that may be located on the site.

Membership discussed the availability of water and sewer to the property. A representative from Davey Tree spoke briefly about the property, as well as their discussion with the City of Kent regarding water and sewer supply. She also pointed out that they are aware of the wetlands that will not be developed.

Staff would recommend approval of the proposed map amendment from O-C Open Space Conservation to I-1 Industrial Research and Office Space. In addition, issues such as a traffic study, water and sewer, impact on wetlands and buffering for existing residential properties should be considered at the time of site planning.

R. Dempsey made a motion to follow staff recommendations. Motion was seconded by J. Paulus. Motion carried with 20 Yeas.

Mantua Township Text Amendment RE: Rezoning from C-1 to Neighborhood Commercial – Report presented by Todd Peetz

Amend Section 407.00-407.10 Neighborhood Commercial District (N-C)

The purpose of the Neighborhood Commercial District (N-C) is to encourage the establishment of areas within a residential setting for convenience and service business uses.

Staff recommends approval of the proposed text amendment.

Amend Zoning Map from C-1 Commercial to N-C Neighborhood Commercial

The purpose of the Zoning Map amendment is to allow for residential use in the former commercial district.

Staff recommends approval of the proposed map amendment.

V. Kline made a motion to follow staff recommendations. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

Brimfield Township Rezoning from R-O to G-C and L-1, Lot 36 on Tallmadge Road, McKinley Development Co., applicant – Presented by Todd Peetz

Amendment 1 – Amend Zoning Map from R-O Residential Office to G-C General Commercial and L-1 Light Industrial

The proposed change is to the Zoning Map from R-O Residential Office to G-C General Commercial and L-1 Light Industrial. The amendment consists of 133+/-acres.

This amendment is for a proposed development for both commercial uses and light industrial for the area known as Maple Crest Golf Course, as well as, a couple single family residences. The proposed development would include big box stores and several restaurants or food service establishments.

There is concern about congestion at the interchange and at the entrance to the Cascades shopping area. County Engineer and ODOT are working on a plan to rework the interchange however this will not begin until 2020 or 2021. Another concern is that the new businesses will be competing with the existing businesses in the Cascade area. The applicant has provided a marketing study that found more competition is actually good for the existing businesses, as it will draw more people to the area.

Dan DeHoff with DeHoff Development Company spoke on behalf of the McKinley Development Company, the applicant. He talked about this area being in a JEDD between Brimfield and Tallmadge. He said that the site consist of 127 acres, retail would make up 56 acres and 71 acres for industrial. Dan stated that they have two retail tenants interested in the development; one is Menards a home improvement center; and Myers which is a grocery store. Both companies are family owned and there is the potential for approximately 500 new jobs. Ryan Gillespie of GPD Group discussed the traffic concerns and plans for Tallmadge Road and the I-76 interchange. Tallmadge Mayor David Kline spoke briefly about safety, JEDD and traffic issues in that area. Brimfield Zoning Inspector Dick Messner spoke on behalf of the Township stating that Brimfield Township Zoning Commission is only looking at the zoning amendment at this time and not the site plan.

Staff would recommend approval of the proposed map amendment from R-O Residential Office to G-C General Commercial and L-I Light Industrial. In addition, issues such as a traffic study, water and sewer, hydric soil testing, buffering for existing residential properties and emergency service provisions should be considered at the time of site planning.

D. Messner made a motion to accept staff recommendation to approve the amendment. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

Work Program

January 2017 Work Program Report – Presented by Todd Peetz

- **Subdivision Regulation Administration** – There were 4 application and 5 lots created.
- **Atwater Township** – Processed a Trails Grant for the Old School Park.
- **Brimfield Township** – Prepared Zoning Amendment.
- **Franklin Township** – Prepared Zoning Amendment.
- **Mantua Township** – Prepared Text and Zoning Amendment. Continue to assist in coordinating the Mantua Center School development plan.
- **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 – Architectural Review Design Guidelines, moving forward with the draft language. Draft text amendment language for the January Board meeting.
- Streetsboro City – Continue to work with Streetsboro staff about their comments to incorporate into their Subdivision Regulations. Met with them on December 15th to discuss changes that were needed before we can finalize.
- Portage County Land Reutilization Corporation (Land Bank) – Contracts for PCRPC to coordinate the meetings and assist in the preparation of any mapping and possibly some planning for the Land Bank. The next meeting is scheduled for February 22nd at the Reed Memorial Library at 2:30 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Program is in place and we will be marketing it to people who need assistance.
- Food Hub – Local Food Promotion Program Grant – A public meeting that included producers and buyers was held on January 25, 2017 at Maplewood Career Center. Steering Committee meeting is February 16th. The project is anticipated to be completed by March 28, 2017.
- 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 is scheduled for March 2nd, 2017.
- Celebrate Portage!/Visioning in Portage (VIP) – The steering committee kick-off meeting was held on January 25, 2017.

Grant Activity

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. Again, membership is encouraged to notify Regional Planning with any grants they have interest in pursuing.

January, 2016 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. The contract for electric will be put in place once the County re-opens for business. The goal is to have it installed by May or June 2017.

Neighborhood Facility/Community Center – Franklin Township ADA

The chair lift has been installed and has been inspected by the State. 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 has started and is nearing completion.

Parking Facilities – Garrettsville Parking Lot

The contracts are in place for all 3 contractors and a Notice to Proceed has been issued. Construction will begin in the spring.

2016 Community Development Allocation Grant

An environmental review will need to be completed and the Release of Funds submitted to the State before any work can begin.

Finance

January 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the January 2017 financial statements and recommends acceptance. V. Kline made a motion to approve the January 2017 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

Authorization to Increase the 2017 Appropriations for the Operation of the Portage County Regional Planning Commission (Resolution No. 17-03)

T. Peetz presented Resolution No. 17-03, which increases appropriations by an additional \$1,283.

S. Bennett made a motion to approve Resolution No. 17-03. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Authorization to Rescind Resolution No. 16-23 to Enter into Contract with the Portage County Board of Commissioners for Administration and Implementation of the 2016 CDBG Program, Target of Opportunity Program (New Horizons Fair Housing Assistance Program (Resolution No. 17-04)

T. Peetz presented Resolution No. 17-04, which rescinds Resolution No. 16-23.

R. Patrick made a motion to approve Resolution No. 17-04. Motion seconded by V. Kline. Motion carried with 20 Yeas.

Authorization to Enter into Contract with the Portage County Board of Commissioners for Administration and Implementation of the 2016 CDBG Program, Target of Opportunity Program (New Horizons Fair Housing Assistance Program (Resolution No. 17-05)

T. Peetz presented Resolution No. 17-05, which authorizes Portage County Regional Planning Commission to enter into contract with the Portage County Board of Commissioners to administer and implement the 2016 CDBG and New Horizon Grants.

R. Dempsey made a motion to approve Resolution No. 17-05. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

Authorization to Enter Into Contract with the Portage County Board of Commissioners for Administration and Implementation of the 2017 Ohio Development Services Agency, Local Government Innovation Program for the Portage County Public Information and Branding Project (Resolution No. 17-06)

T. Peetz presented Resolution No. 17-06, which authorizes Portage County Regional Planning Commission to enter into contract with the Portage County Board of Commissioners to administer and implement the 2017 Development Services Agency, Local Government Innovation Program.

Membership discussed that this grant will be used to update the County's website, as well as, the website for Portage County Regional Planning Commission.

R. Patrick made a motion to approve Resolution No. 17-06. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

DIRECTOR'S REPORT

Todd introduced Emily Snyder who is working as an intern. Emily is a student at Kent State and will be working on various projects.

OTHER BUSINESS

J. Paulus from Rootstown Township discussed a letter the Township received from the Portage County Building Department.


Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on March 8, 2017 at 4:30 p.m.


ADJOURNMENT

J. Kovacich made a motion to adjourn the meeting at 5:50 p.m. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Minutes approved at the March 8th, 2017 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary