

**Minutes
Portage County Regional Planning Commission
February 14, 2018**

Portage County Regional Planning Commission dated February 14, 2018 at 4:35 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., Tom Collins
Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey	Mantua Vill., Paula Tubalkain
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	Sugar Bush Knolls Vill., Jim Beal	Suffield Twp., Adam Bey
Windham Twp., Rich Gano	Shalersville Twp., Ronald Kotkowski	PARTA, Clayton Popik
Windham Vill., Deborah Blewitt	Portage Park District, Allan Orashan	
Water Resources, Tia Rutledge		
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner Mike Kerrigan		

Alternates Present:

P.C. Commissioner Kerrigan Alternate, Jim Greener

Staff Present:

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

Members Absent:

Brimfield Twp., Wendi O'Neal	Freedom, Jeffrey Derthick	Mantua Twp., Victor Grimm
Streetsboro City, Glenn Broska	County Engineer, Mickey Marozzi	
Soil & Water, James Bierlair		

Public Present

R. Costin	J. Kusner	S. Wallenhorst	M. Organ
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The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

APPROVAL OF JANUARY 10, 2018 MEETING MINUTES

The January 10, 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.

Rich Costin, representative of Maplecrest, LLC. said they were working towards getting the plans approved and having all of the bond amounts set so that it can be approved at the March meeting.

M. Kerigan made a motion to approve an extension of time until March 14, 2018. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

Replat of Sublot 51 and Part of Sublot 21 in the "Fairlane Estates Allotment" on Summerset Drive, Lot 13 in Suffield Township, Doug and Alysha Moore, applicant

J. Kovacich made a motion to approve an extension of time until March 14, 2018. Motion seconded by K. Cihan. Motion carried with 22 Yeas.

Replat of Sublots 11 – 14 and Sublots 15 – 17 in the "McElrath Park Allotment" on Winfield and Terrill Street, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, applicant

V. Kline made a motion to approve an extension of time until March 14, 2018. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

ZONING

Brimfield Township Text Amendment – Report presented by T. Peetz

Amendment No. 1 – 3

Brimfield Township is clarifying the sign requirements mostly dealing with the height and size.

The proposed language would allow for monument signs to be larger however it also decreases the directional sign and also limits one sign for the main access not two signs for corner lots.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Brimfield Township is proposing to add the following to Section 700.17, Signage Along I-76:

E. LOCATION OF SIGNAGE SHALL BE FREE AND CLEAR OF ANY DIRECT IMPACT TO NEIGHBORING PROPERTY OWNERS AND THE GENERAL PUBLIC REGARDING THE POTENTIAL DROP ZONE.

Brimfield Township would like to ensure that if large highway signs were to experience catastrophic wind damage that the sign would fall or land on their property and not a neighboring property.

Amendment No. 5

Brimfield Township is proposing the following under Section 510.07, Driveways:

- A. A driveway may be constructed at least 2 feet from the property line, unless otherwise specified in the Resolution.
- B. A driveway shall have a ~~minimum~~ maximum apron width of ~~sixteen (16)~~ twenty (20) feet, a maximum width of eighteen (18) feet at the road right-of-way (ROW) and a minimum width of ten (10) feet the entire length, in order to accommodate fire apparatus and safety/emergency vehicles. Any culvert replacement saw-cut by Township Road Department will be replaced with asphalt or stone. Any new driveway beginning at the edge of road (EDGE) shall have a minimum of SIXTEEN ~~ten~~ linear (16 ~~10~~) feet pavement OR MATCH PAVEMENT WIDTH OF THE DRIVEWAY AT THE RIGHT-OF-WAY LINE. See Diagram 510.07.B.
- C. See Chapter 6, 600.05, Design Specifications and Standards.

The proposed language in "B" is going from a minimum to a maximum would really limit the property owner. A three car garage would not be able to comply and if someone wanted extra space in their driveway it would not be permitted. Staff recommends not making the proposed changes in "B" that includes maximum widths. Staff also recommended amending or deleting Diagram 510.07.B as the dimensions are too small for a typical residential home.

The second part of "B" deals with culvert replacement by the Township and new driveways. We think the existing language is okay and recommend where the private driveway and the right-of-way converge that their widths match at that point.

After much discussion by the Commission it was recommended that Amendment No. 5 be tabled until the March 14, 2018 Regional Planning Commission meeting.

Amendment No. 6

Brimfield Township is proposing to tie Section 510.07.B to the paving requirements found in this Section. Brimfield Township is proposing to add the following to Section 601.00, Paving Requirements:

B. Single-family and two-family parking, aisles and circulation areas residences can be improved with gravel or lime rock provided that Section 510.07.B paving requirements are met to the approval of the Road Superintendent.

~~Parking, aisles or circulation areas for single family and two family residences can be improved with gravel or limerock subject to approval of the Road Supervisor.~~

Staff recommends approval of the proposed amendment.

Amendment No. 7

Brimfield Township would like to clarify private street widths for public safety and for passage of emergency vehicles. Brimfield Township is proposing the following under Section 510.08, Private Roadways:

- A. All private roadways shall have a minimum improved surface of ~~twenty-two (22)~~ twenty-five (25) feet in width for the safe passage of emergency vehicles and fire apparatus, unless otherwise governed by the Portage County Subdivision Regulations or Brimfield Township Fire Department Regulations.

Staff recommends approval of the proposed amendment.

Amendment No. 8

Brimfield Township is proposing the following under Section 600.04, Location of Parking Areas:

- C. No parking ON THE SIDEWALK AND/OR closer than five (5) feet to any edge of pavement or any public road.
- D. Driveway requirements as specified in Section 510.07.

Brimfield Township is clarifying parking locations in order to ensure safety. Staff recommended deleting "D" as this pertains to construction criteria and Part "C" should mention parking on the sidewalk. The concern with "C" is enforcement. Enforcement may be an issue especially with cars parking on the streets when there is no more parking in the driveway for a special event, holiday or family occasion.

After discussion by the Commission it was recommended that Amendment No. 8 be tabled until the March 14, 2018 Regional Planning Commission meeting.

M. Kerrigan made a motion to table Amendment No. 5 and 8 until the March 14, 2018 Regional Planning Commission Meeting. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

M. Kerrigan made a motion to following staff recommendations on Amendment No. 1 – 4 and 5-7. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

Franklin Township Text Amendment – Report presented by T. Peetz.

Franklin Township recently approved a map amendment that allowed the I-1 zoning to be shown on the map as an active district. The new I-1 District was located on the formerly known Oak Knolls Golf Course. As a result of the zoning change there was a great deal of concern over the impacts to commercial and especially to residential properties adjacent to the subject property. The Township is

proposing to amend the purpose statement of the I-1 District to further clarify the desire to protect adjoining properties from objectionable uses in the district.

Franklin Township is proposing the following under Section 3201.01, Industrial Research and Office District, Purpose:

“The purpose of this district is to provide an environment ~~exclusively for and~~ conducive to the development and protection of modern, administrative facilities and research institutions that are office-like in physical appearance and service requirements as well as to provide for and accommodate light industrial uses in the fields of repair, storage, manufacturing, processing, wholesaling and distribution, free from encroachment of residential, retail and institutional uses unless otherwise specified in this ordinance. The uses allowed are those which because of their normally unobjectionable characteristics can be in relatively close proximity to residential and commercial districts.”

Staff recommends approval of the proposed amendment. S. Christian-Bennett made a motion to follow staff recommendation. Motion seconded by R. Dempsey. Motion carried with 24 Yeas.

Randolph Township Text Amendment – Report presented by T. Peetz.

Randolph Township is clarifying the actions that require a permit and/or a fee associated with such identified activities under Section 108, Guidelines.

The language proposed further clarifies for residents when they need a permit or a zoning certificate. Staff recommends approval of the proposed amendment. J. Paulus made a motion to follow staff recommendation. Motion seconded by V. Kline. Motion carried with 24 Yeas.

EXECUTIVE COMMITTEE

Work Program

January, 2018 Work Program Report

Todd presented the January 2018 Work Program Report.

- Atwater Township – Staff wrote a trails grant for the old school park.
- Brimfield Township – A cost estimate was provided to update their zoning resolution.
- Franklin Township – Staff attended the Zoning Commission meeting in January to discuss comparing zoning from Brady Lake Village with Franklin Township and reviewed Village owned land for possible use. The next meeting will be held on February 15, 2018.
- Freedom Township – Staff worked on a parcel map.

- 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. The next community meeting is scheduled for February 22, 2018. Todd will also be meeting with the Planning Commission on February 27, 2018 to go over the draft. A scope of services for a bike plan was also prepared.
- Ravenna Township – Staff is working with their JEDD.
- Shalersville Township – Staff has been assisting with Project Erie and has discussed variance information related to a requested height increase on an industrial zoned parcel.
- Suffield Township – Todd is attended their December Planning Commission meeting related to their land use plan.
- Windham Village – Staff has been working with the Village on a land use plan. A community meeting has been scheduled for February 12, 2018.
- Quarterly Zoning Inspector (QZI) Meeting –A meeting was held on January 25, 2018 at 6:00 p.m. at the RPC office. The County Building Official and Water Resources Director presented their suggestions on how to coordinate with their office. The next meeting is to be determined, but topics received included hybrid dogs (wolf mix), medical marijuana and skill games.
- Portage County Land Reutilization Corporation (Land Bank) –A meeting was held on February 12, 2018 at 1:00 p.m. at the Reed Memorial Library and the next meeting will be held on March 12, 2018 at 1:00 p.m. at the Neighborhood Development Services Offices. The Annual Meeting will be held on April 9, 2018 at 1:00 p.m. at the Reed Memorial Library. The meetings will then be held quarterly going forward.
- 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 February 20, 2018 at the RPC offices. The only component left to complete is the website.

January, 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 still needs to install the air conditioning unit in the machine room and replace the flooring. The fire alarm and elevator monitoring drawings still need to be submitted to the Portage County Building Department and once a permit is issued then the Township can have the fire alarms, etc. to be installed. Once all issues are addressed and the lobby is completed the State will be contacted to complete the inspection.

2016 Community Development Allocation Grant

Neighborhood Facilities/Community Center (Windham Community Center)

Construction is nearing completion. Due to the weather delays all work is anticipated to be completed by the end of February.

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 will be going out mid-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

January, 2018 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the January, 2018 financial statements and recommends acceptance. J. Kovacich made a motion to approve the January, 2018 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

Authorization to Enter into Contract with the City of Ravenna for Fair Housing Services for the 2017 Community Housing Impact and Preservation Program (CHIP) (Resolution No. 18-02)

V. Kline made a motion to approve entering into contract with the City of Ravenna to provide Fair Housing Services for an amount not to exceed \$4,000. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

Authorization to Enter into Contract with the City of Streetsboro for the Preparation of the City's 2018/2019 Master Plan Update (Resolution No. 18-03)

J. Paulus made a motion to approve entering into contract with the City of Streetsboro for the preparation of the City's 2018/2019 Master Plan Update for an amount not to exceed \$18,090.80. Motion seconded by J. Kovacich. Motion carried with 23 Yeas and 1 Nay (T. Smith).

Set Appropriations for the 2016 LGIF/LGIP Countywide Parks & Recreation Plan (Resolution No. 18-04)

The Budget Commission certified funds in the amount of \$10,299 for the Countywide Parks & Recreation Plan. The funds need to be appropriated as follows:

Contract Services	\$5,011
Project Expenses	\$5,288

K. Cihan made a motion to appropriate the funds as presented in Resolution No. 18-04. Motion seconded by V. Kline. Motion carried with 24 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on March 14, 2018 at 4:30 p.m.

DIRECTOR'S REPORT


- An orientation meeting will be held on February 26, 2018 at 6:00 p.m. at the RPC Office for any new RPC Members. It is recommended that anyone wishing to attend to RSVP.

- A meeting will be scheduled for some time in March for a Marketing and Branding meeting to talk about how we can market our own communities as well as the County as a whole. A survey will go out to determine what day of the week and time would be best to hold the meeting.

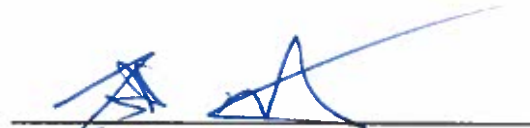
ADJOURNMENT

S. Christian-Bennett made a motion to adjourn the meeting at 5:20 p.m. Motion seconded by J. Kovacich.

Minutes approved at the March 14, 2018 Meeting.



Jim DiRaola, Chairman



Todd Peetz, Secretary