

**Minutes
Portage County Regional Planning Commission
January 11, 2017**

Portage County Regional Planning Commission dated January 11, 2017 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	Brimfield Twp., Dick Messner	Franklin Twp., Sam Abell
Hiram Twp., Steve Pancost	Garrettsville Vill., Rick Patrick	Hiram Vill., Rob Dempsey
Mantua Twp., Victor Grimm	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., Tom Smith	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Suffield Twp., Mark Frisone	Shalersville Twp., Nancy Vines
Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal	PARTA, Clayton Popik
Water Resources, Tia Rutledge		
Portage Park District, Allan Orashan		
P.C. Commissioner, Vicki Kline		

Alternates Present: P.C. Commissioner Frederick Alternate, James Greener

Staff Present:

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

Members Absent:

Freedom, Jeffrey Derthick	Mantua Vill., Ben Prescott	Randolph Twp., Pat McGowan
Streetsboro City, Glenn Broska	Windham Vill., Deborah Blewitt	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi		
P.C. Commissioner, Sabrina Christian-Bennett		

Visitors Present: Chris Brown

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

APPROVAL OF MINUTES DECEMBER 14, 2016

The December 14, 2016 minutes were presented. J. Kovacich made a motion to approve the December 14, 2016 minutes as presented. Motion seconded by J. Greener. Motion carried with 19 Yeas.

SUBDIVISIONS

Replat of Sublots 37-41 in the "Ladue Reserve Subdivision (Phase 2)" on East Point Drive, Lot 5 in Mantua Township, K. Hovnanian Ladue Reserve, LLC, applicant – Report presented by Todd Peetz

The applicants request approval to replat Sublots 37-41 in Ladue Reserve Subdivision, to create lots 37R (3.395 acres), 39R (2.3223 acres) and 41R (2.6439 acres). This replat combines five smaller lots in Ladue Reserve that have frontage on East Point Drive. This proposed replat will combine lots 37, 38, 39, 40 and 41 to further be divided into three similar but larger lots.

Once approved and recorded, the replat changes Sublots 37-41 into Sublots 37R, 39R and 41R increasing the acreage of each. Lot 40 has been approved for septic, but will expire 12/31/16. The Health Department would not allow additional land to be added to the approved septic permit. However, once after 1/1/17 the Health Department will support the replat.

Staff recommends approval of the replat. J. Greener made a motion to follow staff recommendation. Motion seconded by V. Grimm. Motion carried with 19 Yeas.

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 Todd Peetz

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 if all the comments have been satisfied by 1/11/17, if not staff is recommending an extension of time until February 8th, 2017. J. Greener made a motion to follow staff recommendation and grant an extension of time until February 8th, 2017. Motion seconded by A. Orashan. Motion carried with 19 Yeas.

ZONING

Ravenna Township Text Amendments – Report Presented by Todd Peetz

Amendment No. 1 – Amending Nonconforming Use Requirements; Section 700.10B subsection 61 Conditional Use Dog Kennels

Amendment No. 2 – Residential Low Density (RL); Section 501.02(5) e Other Uses

Amendment No. 3 – Community Residential Zoning District (C-R)

Ravenna Township currently does not have dog kennels listed as a permitted or conditional use. Listing dog kennels as a conditional use allows for someone to make an application while providing Ravenna Township with some extra criteria.

Staff recommends approval as written with a minor typo change in “l”. Also, Township may want to consider adding clarification to “K” about landscaping screening. J. Kovacich made a motion to follow staff recommendations. Motion seconded by K. Cihan. Motion carried with 21 Yeas.

Rootstown Township Text Amendment – Report Presented by Todd Peetz

Amendment No. 1 – Delete Chapter 330 Planned Commercial Overlay Districts

At their December 6, 2016 Zoning Commission public hearing, a motion passed unanimously to remove Chapter 330, titled Planned Commercial Overlay District regulations, from the zoning resolution. Chapter 330 is believed to be incomplete and would allow commercial uses in residential zoning districts. Staff recommends approval as submitted.

Amendment No. 2 – Section 150.2 Definitions; Add Definition of a Wholesaler

To distinguish a wholesale establishment from a retail establishment, both of which are included in the Schedule of Permitted Uses for industrial districts (Section 370.03); this definition is consistent with other similar definitions for “wholesaler”. Staff recommends approval as written.

Amendment No. 3 – Section 620.06

This change is to establish the same notification requirements for a development plan review as for a Conditional Use Permit or Variance Request. Staff recommends approval.

Amendment No. 4 – Section 310.14; Homeowners Association

This would hold homeowners associations responsible for enforcing their own rules before reporting to the township zoning department, in cases where the matter is also a violation of the township zoning resolution. Staff recommends approval; however, a supportive opinion from the County Prosecutor’s office should be part of the motion.

J. Paulus made a motion to follow staff recommendations and approve. Motion seconded by V. Kline. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

Work Program

December, 2016 Work Program Report

Todd presented the December 2016 Work Program Report.

- Update of Portage County Subdivision Regulations – The final draft is currently being reviewed by the Prosecuting Attorney’s Office. Public meetings will then be held to discuss the proposed changes and then it will be forwarded to the Portage County Board of Commissioners for approval.
- Subdivision Regulation Administration – There were 8 application and 9 lots created.

- Franklin Township – Attended Trustees meeting December 13th to discuss fair housing requirements.
- Freedom Township – Provided a cost estimate to do a land use plan for the Township and attended their Trustees meeting December 1st.
- Garrettsville Village – Attended Village Council meeting December 14th to discuss fair housing requirements.
- Mantua Township – Attended Trustees meeting December 15th to discuss fair housing requirements. Continue to coordinate the Mantua Center School Development plan.
- Mantua Village – Continue to work with the Village on the next steps regarding the trail grant.
- Nelson Township – Continue to assist with miscellaneous coordination of the zoning change involving the Race Track.
- Randolph Township – Staff continuing to further develop Architectural Review Design Guidelines.
- 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. Met with the City's CIC committee on December 14th.
- 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.
- Shalersville Township – Attended their Zoning Commission meeting on December 8th.
- 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 Land Bank had a meeting on December 7th. The next meeting is scheduled for January 25th at the Reed Memorial Library at 2:30 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – waiting to meet with the Prosecutor's office to make sure all paperwork is correct.

- Food Hub – Local Food Promotion Program Grant – A public meeting that included producers and buyers was held on January 25, 2017 at 6 PM at the Maplewood Career Center. Steering Committee meeting is February 16th.
- 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 December 8, 2016 at 6:00 p.m. at the RPC office. Next meeting to be held in February.
- Celebrate Portage!/Visioning in Portage (VIP) – The steering committee kick-off meeting will be held on January 25, 2017.

Grant Activity

Several grants have been submitted and Amy Craft is working on additional grant applications.

December, 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.

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.

2017 Portage County Regional Planning Commission Work Program

Todd Peetz discussed Project/Work Item General Tasks for 2017 including Grants, Subdivision Review, Zoning Text and Map Amendments, 2017 CDBG Grant, etc. V. Kline made a motion to approve the 2017 Portage County Regional Planning Commission Work Program. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Finance

December 2016 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the December 2016 financial statements and recommends acceptance. J. Beal made a motion to approve the December 2016 financial statements as presented. Motion seconded by R. Dempsey. Motion carried with 21 Yeas.

**Authorization to Set Appropriations for the 2015 Local Foods Promotion Program (LFPP)
(Resolution No. 17-01)**

T. Peetz presented Resolution No. 17-01, which sets the appropriations for the 2015 Local Foods Promotion Program (LFPP) in the amount of \$13,066.

J. Greener made a motion to approve appropriations in the amount of \$13,066 for the 2015 Local Foods Promotion Program (LFPP). Motion seconded by J. Paulus. Motion carried with 21 Yeas.

**Authorization to Set Appropriations for the 2016 Countywide Parks & Recreation Plan (LGIF/LGIP)
(Resolution No. 17-02)**

T. Peetz presented Resolution No. 17-02, which sets the appropriations for the 2016 Countywide Parks & Recreation Plan (LGIF/LGIP) in the amount of \$40,663.

V. Kline made a motion to approve appropriations in the amount of \$40,663 for the 2016 Countywide Parks & Recreation Plan (LGIF/LGIP). Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

DIRECTOR'S REPORT

T. Peetz introduced Patrick Holland who has been hired as a Planner. Patrick is a graduate of Ohio State University and has a Master's Degree in City & Regional Planning. The position was made possible through funding allocated by the County Commissioners.

T. Peetz announced that Emily Snyder has joined the staff of Regional Planning as an intern and that Pam Friend has been rehired as the part-time administrative assistant.

OTHER BUSINESS

Nominating Committee

The bylaws require the Regional Planning Commission appoint a Nominating Committee for the Chairman and Vice Chairman positions, which will be voted on at the March 2017 RPC meeting. Chairman J. DiPaola has asked A. Orashan to chair the committee. J. Beal and D. Messner have also agreed to serve on this committee. Committee will meet at the completion of the February 8th, 2017 meeting.

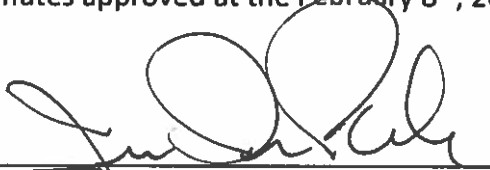
Next Meeting

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

ADJOURNMENT

K. Cihan made a motion to adjourn the meeting at 5:10 p.m. Motion seconded by J. Kovacich.

Minutes approved at the February 8th, 2017 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary