

Minutes
Portage County Regional Planning Commission
June 14, 2017

Portage County Regional Planning Commission dated June 14, 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	Brimfield Twp., Dick Messner	Franklin Twp., Sam Abell
Garrettsville Vill., Rick Patrick	Mantua Twp., Victor Grimm	Nelson Twp., Kevin Cihan
Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith	Randolph Twp., Victoria Walker
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Shalersville Twp., John R. Kline
Suffield Twp., Adam Bey	Sugar Bush Knolls, Jim Beal	Windham Twp., Rich Gano
Windham Vill., Deborah Blewitt	Water Resources, Tia Rutledge	PARTA, Frank Hairston
Portage Park Dist., Chris Craycroft		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner Bennett Alternate, Kathleen Chandler		
P.C. Commissioner Frederick Alternate, James Greener		

Members Absent:

Freedom Twp., Jeffrey Derthick	Hiram Twp., Steve Pancost	Hiram Vill., Rob Dempsey
Mantua Vill., Ben Prescott	Rootstown Twp., Joe Paulus	Soil & Water, James Bielair
Streetsboro City, Glenn Broska	County Engineer, Mickey Marozzi	

Staff Present:

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

Visitors Present:

Susan Skrovan, Daryl Guyette and Jeremy Sack

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:30 PM.

APPROVAL OF MINUTES MAY 10, 2017

The May 10, 2017 minutes were presented. J. Kovacich made a motion to approve the May 10, 2017 minutes. Motion was seconded by R. Patrick. Motion carried with 20 Yeas.

SUBDIVISIONS

Replat of Sublot 76 in the "Pleasant lakes at Brimfield (Phase 4)" on Sanctuary View Drive, Lots 21-22 and 33-34 in Brimfield Township, Prescott Pike One, LLC, Applicant

Staff would recommend approval. D. Messner made a motion to approve per staff recommendations. Motion was seconded by V. Kline. Motion carried with 20 Yeas.

Replat of Block "A" in the "Stone Hill Estates (Phase 1)" on Mantua Center Road and Parkwood Avenue, Lot 28 Mantua Township, Hexagonal Family Enterprises, Inc., Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 9, 10, and 11 of Block "N" in the "McElrath Park Allotment" on Adams Street and Terrill Street, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 13, 14, and 15 Block "C" in the "McElrath Park Allotment" on Adams Street and Richardson Avenue, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 4, 5, and 6 of Block "E" in the "McElrath Park Allotment" on Adams Street, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 214, 215 and 216 in the "Ravenna Building Company Allotment" on Portage Street, Lot 64 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Part of Block 6 in the "East Ravenna Square" on Woodbine Avenue and Ferndale Street, Lot 25 S.D. in Ravenna Township, Hummel Construction on behalf of Allen Aircraft Products, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment 1 – Section 350.01 and Section 350.13 Commercial – Change is to direct applicants in commercial districts to refer to the recently approved Rootstown Township Design Guidelines. Staff is recommending approval as submitted.

Amendment 2 – Section 610.03, 610.12 and 620.05 – Rootstown will have consistent requirements for public agency approval for new uses in all zoning districts. By combining all three it is easier to see the similarities and differences within the existing text. The proposed amendments essentially create a consistent requirement. Staff recommends approval as submitted.

R. Patrick made a motion to follow staff recommendations and approve amendments. Motion was seconded by J. Greener. Motion carried with 20 Yeas.

Shalersville Township Zoning Map & Text Amendments – Report presented by Todd Peetz

Zoning Map Amendment 1 – Rezoning from LI-D Light Industrial to A/R-R Agricultural Rural Residential District – Proposed rezoning area is immediately east of the former Ravenswood Golf Course. The amendment area consists of 12.37 acres. The proposed zoning change does not appear to alter the character of the area. There is concern from the Portage County Regional Airport because the property line is slightly less than a half a mile from the runway. Staff would recommend approval, however, would suggest a residential building separation of approximately a half a mile from the airport runway.

F. Hairston made a motion to follow staff recommendations and approve amendment. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas, 1 Nay (T. Smith).

Text Amendment 1 - RE: Section 311 (G) and Non-Conforming Structures Destroyed by Natural Disasters – Shalersville is revising existing policy so that applicants do not have to go through the conditional use process. Staff recommends approval but suggest leaving the time requirements regarding temporary trailers in the text.

J. Greener made a motion to follow staff recommendations and approve amendment. Motion was seconded by D. Blewitt. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

May 2017 Work Program Report

- **Subdivision Regulation Administration** – There were 6 applications and 5 lots created.
- **Atwater Township** – Invited to a “question and answer” session for their June Zoning Commission Meeting.
- **Brimfield Township** – Helping with a mapping task for one of their projects.

- Franklin Township – Helped with mapping task for revised zoning map .
- Garrettsville Village - Wrote a Nature Works Grant for the Village.
- Mantua Township – Prepared text and zoning amendment. Continue to assist in coordinating the Mantua Center School development plan.
- Nelson Township – Processed two text amendments.
- Randolph Township – We are discussing how to further develop their Architectural 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.
- Ravenna Township - Staff continuing to further develop Architectural Review Design Guidelines. We are also working to assist them with Ravenna Township and the City of Ravenna JEDD.
- Rootstown Township – Processed a text amendment for the May meeting. Working on a Lake Zoning District for developments on Muzzy and Sandy lakes.
- Shalersville Township – Processed a text amendment for the May meeting.
- Streetsboro City – RPC staff revised changes to Streetsboro about their comments to Subdivision Regulations on March 24th. We met on March 29th to discuss changes that were needed before they can be finalized. Revised a flow chart for their subdivision regulations.
- Suffield Township – Prepare a quote to do a Land Use Plan.
- Windham Village – Working with them to consider a comprehensive or land use plan.
- Quarterly Zoning Inspectors (QZI) Meeting – A meeting was held on Thursday, April 27 at the Regional Planning Office. The County Building Official along with the Water Resources Director presented their suggestions. The next meeting is tentatively scheduled for July 27th with the topic to be determined.
- Portage County Land Reutilization Corporation (Land Bank) – PCRPC is awaiting that contract before mapping project can begin. Staff attended the May 24th, 2017 meeting at Reed Memorial Library. The next meeting is scheduled for Wednesday, June 28th at Reed Memorial Library at 2:30 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – \$500,000 has been set aside to repair and replace home sewer systems. This is a (3) pronged program to help homeowners with the problem of high cost to repair or replace their home sewer system. The contract implementation is in place and we are taking applications. Two contracts are being circulated for approval and signatures.

- Food Hub – Local Food Promotion Program Grant – We are under contract with a consultant and are moving forward with the project. A steering Committee meeting was held on March 20th. A final report was presented at the May 10, 2017 PCRPC Meeting.
- 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. We received feedback on the maps and survey, which will be going out shortly. We are planning to have a community meeting the week of July 10, 2017.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – Next steering committee meeting is scheduled for July 13, 2017 at 6:00 PM.
- Celebrate Portage/Visioning in Portage (VIP) – The Committee met on April 20, 2017 to continue planning for this year’s events. The steering committee held a meeting on June 15, 2017.

Grant Activity Update

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. Membership is encouraged to notify Regional Planning with any grants they have interest in pursuing or projects they have planned that a grant may assist in funding.

April 2017 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

The elevator is scheduled to be delivered to the site between June 5 and June 9, 2017. It will take 5 weeks to install and approximately 1 week for the contractor to finish the work once the elevator is in place. The electrical work has started. A Change Order was completed to install a 400 amp outdoor 3 phase disconnect and a fully automatic transfer switch for a generator. A second change order is being prepared for the discrepancy found between electrical drawings and what is actually on site.

Neighborhood Facility/Community Center – Franklin Township ADA – All work is completed.

Historic Preservation – Phoenix II Roof Replacement – All work is completed.

Parking Facilities – Garrettsville Parking Lot – Construction has started and it is anticipated that all work will be completed by the end of June.

2016 Community Development Allocation Grant

The grant agreement and approval is in place; funds have been released for the following projects:

Neighborhood Facilities/Community Center (Windham Community Center) – Contract is in place for architectural services. It is anticipated the work specifications will be completed within 30 days.

Neighborhood Facilities/Community Center (Mantua Center School) – The bid opening was held on May 12, 2017. Three bids were received and the contract was awarded by the Commissioners on May 17, 2017. The contracts are being circulated for signatures.

Public Facilities – City of Ravenna – ADA Handicap Accessibility in LMI Residential Areas – The drawings and the specifications are being prepared and the project will go out to bid mid-June.

Fair Housing - \$7,000

There were two requests for assistance received in May.

Administration - \$55,000

The Environmental Review has been completed for all projects and all funds have been released by the State.

Finance

May 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the May 2017 financial statements and recommends acceptance. J. Kovacich made a motion to approve the May 2017 financial statements as presented. Motion seconded by D. Blewitt. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

Staff has been dealing with phone issues – calls coming into the office are cutting out within the first minute. We are working with the IT Department to resolve the problems.

The Marketing/Branding Grant has been signed by the Commissioners, so work can begin.

OTHER BUSINESS

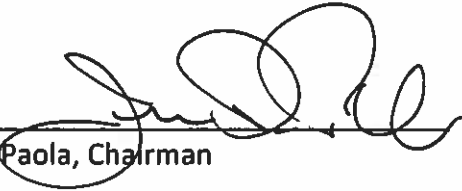
Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on July 12, 2017 at 4:30 p.m.

ADJOURNMENT

R. Patrick made a motion to adjourn the meeting at 5:15 p.m. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

Minutes approved at the July 12, 2017 Meeting.

A handwritten signature in black ink, appearing to read "Jim DiPaola", written over a horizontal line.

Jim DiPaola, Chairman

A handwritten signature in blue ink, appearing to read "Todd Peetz", written over a horizontal line.

Todd Peetz, Secretary