

**Minutes  
Portage County Regional Planning Commission  
January 10, 2018**

Portage County Regional Planning Commission dated January 10, 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	Brimfield Twp., Wendi O'Neal	Franklin Twp., Sam Abell
Freedom, Jeffrey Derthick	Hiram Twp., Steve Pancost	Mantua Twp., Victor Grimm
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	Shalersville Twp., Ronald Kotkowski	
PARTA, Frank Hairston	Water Resources, Tia Rutledge	
Portage Park District, Allan Orashan		
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:**

Garrettsville Vill., Rick Patrick	Hiram Vill., Robert Dempsey	Suffield Twp., Adam Bey
Streetsboro City, Glenn Broska	Windham Twp., Rich Gano	
Windham Vill., Deborah Blewitt	Soil & Water, James Bierlair	
County Engineer, Mickey Marozzi		

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

**APPROVAL OF DECEMBER 13, 2017 MEETING MINUTES**

The December 13, 2017 minutes were presented. F. Hairston made a motion to approve the minutes as presented. Motion seconded by S. Pancost. 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.

S. Bennett made a motion to approve an extension of time until February 14, 2018. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Replat of Sublot 21 in "Country View Estates Subdivision – Phase 3" on County View Drive, Lot 12 in Brimfield Township, Alan and Katherine Morgan, applicant – Report presented by T. Peetz

The applicant is requesting approval to combine 3 parcels to create 2 parcels. The middle of 3 lots will be split and divided between sublots 21 and 23 creating subplot 21A and 23A.

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. A motion was made by J. Greener. Motion seconded by S. Bennett. Motion carried with 22 Yeas.

## ZONING

Franklin Township Text Amendment – Report presented by T. Peetz

### Amendment No. 1

Franklin Township is proposing to add "ARE ALLOWED IN SETBACKS, BUT" to Section 405.06(F), Handicapped Ramps. The Township says that handicapped ramps should comply with setback limits unless the unique characteristics of the land prohibit compliance. Temporary ramps should be taken down when the need no longer exists.

Staff recommends approval of the proposed amendment.

### Amendment No. 2

Franklin Township is proposing to renumber Section 700.04, Temporary and Multiple Message Advertising Devices. There are two D's. Also, the Township is adding new language to reflect new multiple message signage. Franklin Township is proposing to add the following: "F. ADDITIONAL REQUIREMENTS FOR MULTIPLE MESSAGE AND VARIABLE MESSENGER ADVERTISING DEVICES I.E. DIGITAL SIGNS:

1. THESE TYPES OF SIGNS SHALL ONLY BE PERMITTED IN ANY C-1, C-2, I-1 OR I-2 ZONING DISTRICTS.
2. EACH MESSAGE OR COPY SHALL REMAIN FIXED FOR AT LEAST TEN SECONDS.
3. WHEN A MESSAGE OR COPY CHANGES BY ELECTRONIC PROCESS, IT SHALL BE ACCOMPLISHED IN TWO SECONDS OR LESS.
4. SUCH ADVERTISING DEVICES SHALL CONTAIN A DEFAULT DESIGN THAT WILL FREEZE THE DEVICE IN ONE POSITION IF A MALFUNCTION OCCURS.

Staff recommends approval of the proposed amendment. A motion was made by S. Bennet to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Shalersville Township Zoning Map Amendment from AR-R (Agricultural/Rural Residential) to M-R (Mixed Residential) and Text Amendment Re: Section 363.G, Maximum Height by the Portage County Airport; Amend Section 414, Prohibited Uses – Report presented by T. Peetz

Amendment No. 1

The proposed change is to change the zoning map from A/R-R Agricultural/Rural Residential to Mixed Residential District. Shalersville Township proposed rezoning these areas so that the parcels were not split into two zoning districts. There has been discussion of a property owner wanting to put in a service station or truck stop. However, the property owner learned that approximately 1/3 of the property was zoned Mixed Residential which allows for commercial development and the remainder of the property is zoned Agriculture/Rural Residential. There are three areas consisting of five parcels Shalersville Township is proposing to rezone to Mixed Residential and they are as follows:

1. (Area 1) Northwest of the intersection of State Route 44 and State Route 303 and the north boundary bordering the Ohio Turnpike.
2. (Area 2) East side of State Route 44 and North of State Route 303 and is in close proximity of the Ohio Turnpike.
3. (Area 3) Southwest of the intersection of State Route 44 and State Route 303 and includes three parcels.

The proposed amendment is to put all of the parcels into one zoning district.

The Mixed-Residential District is surrounded by A/R-R, Agricultural Rural Residential on the south, east and west. The north boundary line is the Ohio Turnpike and north of that on the west side of State Route 44 is Industrial. On the East side of State Route 44 is more agriculture and rural residential.

The areas being considered are further going into existing rural residential areas to meet up with property lines. This may or may not have impacts down the road should property owner decide to utilize the additional acreage for non-residential uses.

Three of the five parcels have a house and farm associated with them. The other two parcels are currently being farmed. Only one parcel has the potential for a commercial development. Areas 2 and 3 do not have any activity currently for anything other than what they are currently being used as.

Staff recommends that areas 2 and 3 remain as is and by doing so will allow those property owners the opportunity to work with the Township on any future proposed commercial ventures. The Township could then rezone the property once a use has been identified.

Staff recommends approving area 1 as there is interest in the property for a use that would service the turnpike users. It is unlikely that any residential homes would be built in the area in the back that is getting rezoned. The rezoning would allow for better utilization of the land area. Areas 2 and 3 staff would recommend not amending the map at this point in time. By not rezoning the area this would

allow the Township more of an opportunity to work with the property owners if and when they have a use other than residential or farming and would be a better time to consider amending the map.

### Amendment No. 2

Shalersville Township is proposing language to remove the height limits related to the Portage County Airport. Recently the Township had a variance request to increase the height of a proposed building to be more than 45 feet. The concern was that the variance may not have been able to be approved based on the strict and potentially sweeping language contained in Section 363(G). The Airport Board wrote a letter that recommended the BZA approve the height variance as the proposed height since it was not a safety threat to the airport.

Staff said that an alternative would be to change the wording of the text to say "Further height regulations in the vicinity of the Portage County Regional Airport Authority shall not exceed established Federal Aviation Administration Height Regulations." Staff recommends the Township consider the alternative language.

### Amendment No. 3

Shalersville Township approved prohibiting medical marijuana cultivation and processing in the General Provisions in Section 414, Prohibited Uses, M.

The following language was not provided to Regional Planning, "MEDICAL MARIJUANA CULTIVTION, PROCESSING AND RETAIL DISPENSARIES LICENSED UNDER OHIO REVISED CODE, CHAPTER 3796."

Staff recommends adding the following language to Section 414 (M) "MEDICAL MARIJUANA CULTIVATION, PROCESSING AND RETAIL DISPENSARIES LICENSED UNDER OHIO REVISED CODE, CHAPTER 3796".

A motion was made by A. Orashan to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 21 Yeas and 2 Nays (J. Paulus and K. Cihan).

## EXECUTIVE COMMITTEE

### Work Program

#### December, 2017 Work Program Report

Todd presented the December 2017 Work Program Report.

- 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 January 22, 2018. Todd will also be meeting with the Planning Commission on January 30, 2018. A scope of services for a bike plan was also prepared.
- Ravenna Township – Staff is working with their JEDD.
- Shalersville Township – Discussed variance information related to a requested height increase on an industrial zoned parcel. Assisted with Project Erie and attended the December Planning Commission meeting.
- Suffield Township – Todd is attended their December Planning Commission meeting related to their land use plan.
- Windham Village – Staff attended their Planning Commission meeting related to their land use plan.
- Quarterly Zoning Inspector (QZI) Meeting – The next meeting will be held on January 25, 2018 at 6:00 p.m. at the RPC office. The topics received included hybrid dogs (wolf mix), medical marijuana and skill games.
- Portage County Land Reutilization Corporation (Land Bank) –The next meeting will be held on February 12, 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 February 15, 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.
- Celebrate Portage! Visioning in Portage – The next meeting will be held on January 17, 2018.

**December, 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 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 February 15, 2018.

**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.

**2018 Portage County Regional Planning Commission Work Program – T. Peetz**

Todd presented the 2018 Portage County Regional Planning Commission Work Program.

Allan Orashan made a motion to accept the 2018 Regional Planning Commission Work Program as presented. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

## Finance

### December 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the December 2017 financial statements and recommends acceptance. J. Paulus made a motion to approve the December 2017 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 23 Yeas.

### Authorization to Enter into Contract with the P.C. Prosecutor's Office for Legal Services (Resolution No. 18-01)

K. Cihan made a motion to approve entering into contract with the Portage County Prosecutor's Office for legal services. Motion seconded by A. Orashan. Motion carried with 23 Yeas.

## OTHER BUSINESS

S. Abell stated that the number of EMS calls in the Township has risen. S. Abell stated the Township is charged \$1,300 for every EMS call. The Township is charged regardless of whether or not they had to transport or not. Franklin Township's fire levy is only \$350,000 plus the Township puts in money from the JEDD.

J. DiPaola stated that the City of Ravenna started charging for non-transport. J. DiPaola stated that there has to be a hard consequence for abusing the service and the only way would be to charge the person. J. DiPaola felt that there should be some education done here in Portage County as a whole. J. DiPaola said that the fire chief needs to step up and initiate that and they also need to work with the respective Townships, Cities, Villages and the Commissioners too. Once they deny a push that says "if you have this problem you don't dial 911", put your stuff in the vehicle and drive yourself to Urgent Care rather than the Emergency Room. The public needs to be educated as to when to call 911.

T. Smith stated that Paris Township charges \$150.00 if they go out more than 6 times in a year. T. Smith said they have not had to enforce it because the people quit calling 911.

M. Kerrigan stated that some counties have gone with a 311 system.

## Next Meeting

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

## DIRECTOR'S REPORT

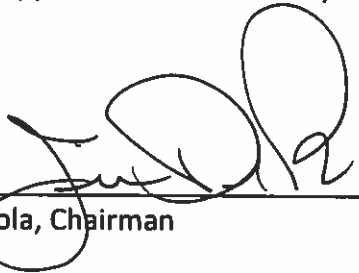
- Haley Wacholz has taken another job with another company and will be only working with RPC part time in order to complete the maps that we need.
- Pam Friend will only be working through the end of January.

- The Executive Committee will be meeting some time in February to discuss the pros and cons of moving and the RPC budget.
- An orientation meeting is being scheduled for some time in February for any new RPC Members.
- 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.

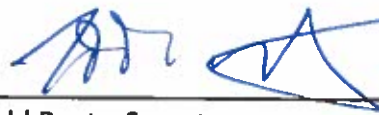
**ADJOURNMENT**

F. Hairston made a motion to adjourn the meeting at 5:30 p.m. Motion seconded by W. O'Neal.

Minutes approved at the February 14, 2018 Meeting.



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Jim DiPaola, Chairman



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Todd Peetz, Secretary