

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, JUNE 14, 2017

REGIONAL PLANNING COMMISSION MEETING ROOM

124 NORTH PROSPECT STREET

RAVENNA

4:30 P.M.

I. CALL TO ORDER

II. *Approval of Meeting Minutes of May 10, 2017

III. SUBDIVISIONS

- *1. 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
- *2. Replat of Block "A" in the "Stone Hill Estates (Phase 1)" on Mantua Center Road and Parkwood Avenue, Lot 28 in Mantua Township, Hexagonal Family Enterprises, Inc., Applicant (Approval of an Extension of Time until July 12, 2017)
- *3. Replat of Sublots 9, 10, and 11 of Block "N" in the "McElrath Park Allotment" on McElrath Avenue 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)
- *4. Replat of Sublots 13, 14, and 15 Block "C" in the "McElrath Park Allotment" on Adams Street and Richardson Avenue, Lot 10 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)
- *5. Replat of Sublots 4, 5, and 6 of Block "E" in the "McElrath Park Allotment" on Adams Street, Lots 10 and 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)
- *6. Replat of Sublots 214, 215 and 216 in the "Ravenna Building Company Allotment No. 3" 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)

**Needs Action*

- *7. 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)

IV. ZONING

- *1. Rootstown Township Text Amendment RE: Section 350.01 (Commercial Districts); Section 350.13.
- *2. Shalersville Township Rezoning from Light Industrial to A/R-R on Lake Rockwell Road, Daryl & Kurt Guyette, Applicant
- *3. Shalersville Township Text Amendment RE: Section 311 (G) and Non-Conforming Structures Destroyed by Natural Disasters.

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

- 1. May 2017 Work Program Report
- 2. May 2017 CDBG Report

B. FINANCE

- *1. May 2017 Financial Statements

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

- 1. Next Meeting – Wednesday, July 12, 2017 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

VIII. ADJOURNMENT

**Needs Action*



Meeting called to order on May 10, 2017 at: 3:30 pm

In Attendance: J. Beal T. Smith M. Frederick
R. Messner A. Orashan

Absent: J. DiPaola S. Nutter

Staff: T. Peetz E. Beeman

T. Smith opened the meeting at 3:30 p.m. The minutes of April 12, 2017 were presented. J. Beal made a motion to dispense with the reading of the minutes and to approve the minutes as presented, seconded by R. Messner. Motion carried with 1 abstention A. Orashan.

WORK PROGRAM as reported by T. Peetz

Update of Portage County Subdivision Regulations

Todd reported he met with assistant prosecutor, Charmine Ballard on April 13th to address legal questions posed by the Steering Committee. Todd reported Charmine is no longer with the Prosecutor's office however, Denise Smith said she will handle the review until the position is filled.

Planning Administration

A total of 11 subdivision applications were submitted during the month of April 2017 creating 10 new lots.

Atwater Township

Todd was invited to a question and answer session for their June Zoning Commission meeting for new members.

Brimfield Township

Staff is providing mapping assistance for a variance that is coming up.

Franklin Township

Staff assisted with mapping needs for the revised zoning map.

Garrettsville Village

Staff prepared and submitted a Nature Works Grant

Mantua Township

Staff is continuing to help with coordination of the Mantua Center School development plan. Staff prepared a text and zoning amendment.



Nelson Township

Staff is helping the township create community reinvestment areas. Staff reviewed text amendments re: temporary signs, medical marijuana cultivation and process facility.

Randolph Township

Discussion on how to further develop Architectural Design Guidelines.

Ravenna City

Staff met with city officials to discuss their land use plan and to look into more specific areas of the city. Continue to help with newly established JEDD.

Ravenna Township

Todd reported staff is continuing the process of developing architectural design guidelines. Staff is assisting the city and township officials with their newly established JEDD.

Rootstown Township

Staff reviewed a text amendment re: Section 350.03 A Permitted and conditional uses and Section 310.09 C Accessory Structures, Amendment to Zoning Map from R-V Residential Village to C-2 General Commercial. These amendments are today's full commission meeting for review and recommendations. A new zoning district (Lake District) is being developed for 3 areas in Rootstown. All 3 areas were pre-zoning. Discussion held. The 3 areas are Sandy Lake, East Muzzy Lake and Sappwood Shores.

Shalersville Township

Staff reviewed a text amendment for Conditionally Permitted use for Disaster Type Situations. It is on today's full commission meeting for review and recommendations.

Suffield Township

Todd prepared a cost estimate to update their Land Use Plan.

Quarterly Zoning Inspectors Meeting

Todd stated there was a meeting on Thursday, April 27 at 6:00 p.m. A total of 8 zoning inspectors were in attendance. Better coordination between the building department, water resources and zoning inspectors was the topic. The next meeting will be sometime in July.

Portage County Land Reutilization Corporation (Land Bank)

Todd reported at the March 2017 meeting it was voted to have PCRPC prepare maps for the Land Bank. The cost for services is around \$3,000.

Portage County Storm Water Program

Todd stated we have signed and forwarded the contract between RPC and the PCC for the Septic System replacement program. 3 applicants are on the list at this time. The contract is in place. We received approval of the application form, affidavit, and 2nd mortgage lien and



contractor agreements from the prosecutor's office. We have a total of 2 applicant's contracts that are in process of approval. Once they have been reviewed and certified by the county auditor construction will begin.

Food Hub (LFPP Grant)

Todd reported staff held a meeting on October 17, 2016. Surveys were filled out and returned so we can determine the level of interest of having a food hub in Portage County. Information will be compiled by the Consultant, ACEnet. The grant ends 9/30/16 however; an extension has been requested until 3/28/17. ACEnet had a meeting on November 30, 2016 with buyers and farmers at the Reed Memorial Library. A meeting was held on January 25, 2017 at Maplewood. Staff had 2 steering committee meetings on December 5, 2016 and February 16, 2017. The next Steering Committee meeting will be March 20, 2017. The project is complete. The final performance report will be completed and returned to the funder as part of the grant close out process.

Todd reported an executive summary is being presented at the full commission meeting today at 4:30 p.m.

Ravenna City Land Use Plan

Todd stated the City of Ravenna would like to have some meetings with the public to review the plan and offer comments. The first meeting will be scheduled early June 2017.

Local Government Innovation Fund (LGIP) Countywide parks and recreations Collaboration & Coordination Plan

Todd reported on a new grant that was just awarded to the Portage County RPC in the amount of \$50,000 to work with all the parks and park related facilities in the County to meet 5 set goals: 1) to foster collaboration; 2) Inventory all park amenities/facilities in Portage County; 3) to discuss opportunities for resource sharing; 4) to discuss opportunities to coordinate park services; 5) Compile facility and programming information to share for each community with a master list to be provided on line for public use. The kick-off meeting was held August 11, 2016 at 6:00 p.m. Staff attended a meeting on October 6, 2016. The members are very involved. The next step is to meet with the school superintendents. There was a meeting on November 30, 2016 with the Steering Committee. A meeting is being set up with Spectrum to help with web site design/interactive web site for one stop shopping for Portage County amenities.

Todd reported a meeting was held on May 4, 2017. All information collected thus far on all areas of the County, including all the amenities available, as well as programs that are offered was given to Full Spectrum to design a website and to make it interactive. Full Spectrum made a presentation and it was very well received by the members of the steering committee. Different levels of interaction on the website starting at \$15,000 for level 1 which would just pull up a list of activities available; level 2 would give an interactive list but would not have a map for the cost of \$22,500; level 3 would give an interactive list and would provide a map for



\$27,500. Level 2 would be sufficient however, being able to open a map would be better. A yearly maintenance fee of \$5,000 would maintain the site. With over 150 private sector businesses if each one paid a fee of \$25-\$50 to join it would cover the cost of maintenance of the website. Sponsorship, advertising, facebook and newsletters are another avenue. Todd suggested looking into RLF funds to help with getting the website up and running. This would help the private sector as well because their businesses will be listed. Discussion held.

Celebrate Portage!

A meeting was held on March 25, 2017. The awards dinner and other events are to be announced shortly but will take place late August and early September.

Todd stated on moving forward we need to develop a way to let the communities know what grants are available and when they are due. Todd stated one of the issues we noticed is there is a big difference between grant ideas versus grant ready projects. When you come to the table with an idea that has been costed out it makes a difference when it comes time to write the grant. Most grants require a match and again this is something that needs worked out ahead of time.

Todd did an overview of grants applied for that are being reviewed for potential funding and a list of ones that are up and coming. A video was created for the Art Place submission to connect the industrial area to the downtown through the Smith & Cowen park site.

A. Orashan questioned Amendment #1 Section 403.01 Prohibited uses in Residential Districts in Franklin Township which deals with people rent their homes for a weekend, week or month for vacations or as visitors. Discussion held. The township is proposing to add it as a prohibited transient use. ORC has a definition of transient use/lodging however, the township has come up with their own definition but it does mirror the ORC definition.

Brady Lake dissolution discussion held. Will Franklin Township pick up the residents?

2015 CDBG Formula Grant

Neighborhood Facility/Community Center –Mantua Center School

The 2-1/2 story building located at 11741 Mantua Center Road was constructed in 1914 and was recently placed on the National Register of Historic Places. The building is currently being occupied by the Township Zoning Inspector and Fiscal Officer. The annex portion of the building is rented out almost every night to agencies/organizations. Release of funds has been received from the Ohio Development Services Agency.

Persons who rely on wheelchairs to get around are only able to access the annex portion of the building. In an effort to remove the barriers to the elderly and handicapped individuals in the Mantua Township Community, funds will be used to place an elevator in the building, which would provide access to all floors. By removing the barriers to all of the levels of the building, the entire community can use it and it would be more attractive to for profit and non-profit



entities that are looking for a place to set up their business. We are waiting for approval from the Ohio Historic Preservation Office. Todd reported a new cost estimate of \$250,000 has been brought to our attention which is much higher than the set budget allows. The estimated construction cost has exceeded the original estimate. The Mantua Restoration Society is looking for additional funds to cover the cost and is reviewing the specifications to see where costs and the scope of work could be reduced. Drawings are ready for the bid process. Project is out to bid with bids due on July 29, 2016. Two bids were received on 7/29/16. The bid for the electric exceeded 10% of the cost estimate and therefor will need to be rebid. A resolution will be passed by the PCC next week to accept the bid received for the general contract work. Contracts for the elevator work are being circulated for signatures. A Notice to Proceed will be issued once the contracts are in place. The RFP for the electrical work was mailed out to 11 electrical contractors. RFP's are due by 2:30 p.m. on 9/21/16. Bid opening was held on September 21, 2016. The contract was awarded by the Portage County Commissioners and the contracts are being prepared. Contracts are being circulated. A pre-construction meeting was held with the electrical contractor, architect and township officials on October 11, 2016. A notice to proceed will be issued once the contract is in place.

The contract is in place for the elevator work and a Notice to Proceed has been issued to the elevator contractor. The engineering for the elevator will start once payment is received by the elevator company. It is anticipated it will take 5 weeks to complete the engineering. Once the engineering is completed a meeting will be set up to review and approve the plans for the elevator. Contract for the electric work is now in place. Construction of the elevator is nearing completion as well as the engineering. Once engineering plans have been completed it will take approximately 3 months for the elevator to be constructed and delivered to the site. We are waiting for the delivery of the elevator.

Neighborhood Facility/Community Center-Franklin Township Trustees

Franklin Township took ownership of a building located at 218 Gougler Avenue, Kent in 1840. The building has housed the township government since that time. The meeting room is nearly the entire second floor of the building and is accessible only by a spiral staircase or the fire escape on the outside of the building. This makes the meeting room inaccessible to the elderly or handicapped. Release of funds from the Office of Community Development has been granted. RFQ's have been sent out by the Township. The township awarded a contract for architectural services on February 23rd, 2016. Architectural contract is in place and the architect is working on preparing the drawings and specifications. Project is currently out to bid. Bids are due by June 22, 2016. A pre-bid meeting is scheduled for June 7, 2016. Contract has been awarded and is in place. Notice to Proceed has been issued. Construction is underway and is expected to be complete by early December. The chair lift has been installed and will be inspected by the State on December 8, 2016. Any punch list items will be completed on December 9, 2016. **Project is complete.**



Historic Preservation – Phoenix Building

This is a second phase of 111 & 113 East Main Street of the Phoenix Building. A 6,000 sq. ft. roof needs to be replaced so interior work of six new apartments on two floors can move forward. Coleman Professional Services is working on securing their funds to leverage completion of the project. Kevin Coleman Services has approached the City of Ravenna to secure additional funding for this project. We are waiting on word from them to initiate the project. Coleman Professional Services have received additional funding from Ravenna City to help with cost of construction. A contract is being negotiated with the Architect. The architectural drawings and specifications are nearing completion. The project is currently out to bid. Bids are due by 2:00 p.m. on September 14, 2016. Bid opening was held 9/14/16. The Portage County Commissioners has awarded the project and the contracts are being circulated for signatures. A notice to proceed will be issued once the contract is in place. It is anticipated that construction will take 30 days to complete. **Project is complete.**

Other funds responsible for the balance of the contract are being processed. This project has been nominated for a Preservation Achievement Award. More information is listed on the Cleveland Restoration website.

Parks and Recreation Facilities – McElrath Improvement Corporation

Funds are being provided to make needed repairs to the concession stands and restrooms as well as to repair the actual baseball fields through the purchase of screened top soil. Staff met with township officials to talk about maintenance issues of the ballfields. We have received a proposal for the repair to the baseball fields. Work has begun. A proposal was not received for the plumbing repairs to the concession stands and restrooms therefore it had to be re-bid. Contract is in place with construction to begin within the next week. The ballfields have been completed. The plumbing repairs for the concession stand are nearing completion. **All work has been completed.**

Parking Facilities – Village of Garrettsville

A fire in the historical, commercial district of the Village of Garrettsville destroyed an entire block of buildings on 3/22/14. Funds are being provided to remove and pave the existing parking lot and to create an entrance to the parking lot located parallel to Main Street in the historic, commercial district in the village in order to eliminate blight to the area to benefit 1,410 persons. Release of funds has been received on this project. The Ohio Development Services have given the village for additional improvements. We are waiting for the Village of Garrettsville to initiate the project which should happen shortly. Bid specifications and cost estimates are nearing completion with project bid to go out early September. A pre-bid meeting will be held at 9:00 a.m. on September 12, 2016. Bids are due by 2:30 p.m. on September 28, 2016. It is anticipated the Portage County Commissioners will award the project sometime within the next week. Contracts for 3 contractors are being prepared and circulated for signatures. A notice to proceed will be issued once the contracts are in place. Contracts are in place for all 3 contractors and a notice to proceed has been issued. Construction will begin in the spring. **Project is underway.**



Public Utilities – Village of Garrettsville

As part of the parking facilities activity the village will be installing electric and replacing the 107 year old water lines which failed during the fire as part of furnishing a new utilities service corridor along the rear of the property parallel to Main Street. No CDBG funds are being contributed however; work will be completed in conjunction with the parking facilities report. An amendment is being processed to eliminate this activity. A public hearing was held on November 29, 2016 to finish the amendment process. **This activity has been cancelled.**

Fair Housing

Fair Housing services include landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County excluding the City of Kent.

2016 CDBG Formula Grant

Neighborhood Facilities/Community Center (Windham Community Center)

The Windham Village Community Center needs the following repairs:

- Replace existing failing asphalt roof with a new metal roof system
- Replace all gutters and downspouts
- Replace existing siding and paint exterior
- Add 3 new ADA Compliant exterior decks for ingress and egress
- Add new security lighting

An RFP was sent out for architectural services on March 31, 2017. RFP's are due by 2:30 p.m. on April 19, 2017. A contract was awarded for architectural services on April 25, 2017. The contract is being circulated for signatures.

Neighborhood Facility/Community Center (Mantua Center School)

Phase 2 will construct a slightly inclined walkway that leads from the handicapped accessible parking spots to the elevator as well as an entrance lobby to the elevator. Without the walkway to the elevator, elderly and handicapped individuals will be prevented from entering the Mantua Township Administration and community building's main building.

Drawings are being prepared and the project will go out to bid by mid-April. The project went out to bid on April 24, 2017. A pre-bid meeting was held on May 1, 2017. Bids are due by 2:30 p.m. on May 12, 2017.

Neighborhood Facilities/Community Center (Coleman Adult Day Services)

CDBG funds will be used to replace 215 lights of 21 different types located throughout the building, exterior walkways and parking.

An RFP is being prepared and it is anticipated to go out mid-April.



Public Facilities (City of Ravenna)

CDBG funds will be used to provide ADA handicap accessibility in LMI residential areas by installing and upgrading 45 curb ramps and 2073 linear feet of sidewalks.

Drawings and specifications are being prepared. Project will go out to bid at the beginning of June 2017.

Fair Housing

Fair housing services including landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent. There were 2 requests for assistance received in April.

FINANCE

RPC GENERAL FUND

April 1, 2017 Cash Balance	\$147,387.14
Receipts:	\$12,162.01
Expenditures:	\$34,585.95
April 30, 2017 Cash Balance	\$124,963.20

B-F-15 Formula Grant

April 1, 2017 Cash Balance	\$76,542.40
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
April 30, 2017 Cash Balance	\$76,542.40

LFPP Food Hub Feasibility Study

April 1, 2017 Cash Balance	\$0.00
Receipts:	\$2,839.65
Expenditures:	\$2,839.65
April 30, 2017 Cash Balance	\$0.00

LGIP Park Plan

April 1, 2017 Cash Balance	\$4,592.61
Receipts:	\$0.00
Expenditures:	\$3,901.31
April 30, 2017 Cash Balance	\$ 691.30



B-F-16 Formula Grant

April 1, 2017	\$708.40
Receipts:	\$0.00
Expenditures:	\$582.70
April 30, 2017 Cash Balance	\$125.70

B-D-16 New Horizons

April 1, 2017	\$1,900.00
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
April 30, 2017 Cash Balance	\$1,900.00

April 2017 Financial Statements

E. Beeman presented and reviewed the April 2017 financial statements. A motion was made by R. Messner to approve the April 2017 financial statements as presented and to recommend acceptance to the full Commission, motion seconded by M. Frederick. Motion carried unanimously.

Director's Report

Todd stated the City of Streetsboro has indicated they would like to go pay as you go instead of membership with the Portage County RPC. According to our By-Laws this would mean withdrawal from the RPC and a year's notice would be required. The Planner at the City of Streetsboro is citing work being done on their subdivision regulations and the length of time involved with the work on the zoning map as being the reason for the pay as you go position. Discussion held.

Todd reported that both he and J. DiPaola met with Mayor Broska and John Cieszkowski to discuss the City of Streetsboro remaining members for 2018. Problems with subdivision regulations revisions, length of time and misunderstandings discussed. The mayor would like to see the subdivision regulations completed by the end of this year. Todd reviewed subject for A. Orashan and M. Frederick who were not at the last meeting. The Mayor stated he wanted to remain a member of the Portage County RPC.

Todd reported personnel policy Chapters 1 & 2 revisions. Todd & Evelyn met with Denise Smith at the Prosecutor's office to go over some proposed changes. More on this next month. The personnel policies have not been updated since 1992 when they were initially established.

Todd will be reviewing our fee schedule and making adjustments if necessary.



Todd reported our part time GIS person will not be going full time until later this year.

There being no further business to come before the Committee a motion was made by A. Orashan to adjourn the meeting at 4:30 p.m. Seconded by R.Messenger. Motion carried unanimously.

Vice Chairman, Thomas A. Smith

Secretary, Todd Peetz, AICP

Minutes submitted for approval by: Secretary on June 14, 2017

Minutes
Portage County Regional Planning Commission
May 10, 2017

Portage County Regional Planning Commission dated May 10, 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	Hiram Twp., Steve Pancost	Hiram Vill., Rob Dempsey
Mantua Twp., Victor Grimm	Mantua Vill., Ben Prescott	Nelson Twp., Kevin Cihan
Paris Twp., Tom Smith	Randolph Twp., Victoria Walker	Rootstown Twp., Joe Paulus
Shalersville Twp., Nancy Vines	Suffield Twp., Mark Frisone	Sugar Bush Knolls, Jim Beal
Windham Twp., Rich Gano	PARTA, Clayton Popik	
Portage Park Dist., Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Alternates Present:

P.C. Commissioner Frederick Alternate, James Greener
Water Resources, Tia Rutledge
Suffield Twp., Adam Bey

Members Absent:

Freedom Twp., Jeffrey Derthick	Palmyra Twp., Sandy Nutter	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Windham Vill., Deborah Blewitt	P.C. Commissioner, Vicki Kline
County Engineer, Mickey Marozzi	Soil & Water, James Bielair	Streetsboro City, Glenn Broska

Staff Present:

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

Visitors Present:

Mr. & Mrs. R.L Sanders, Jan Oros, Tom Terhone & Susan Skrovan

The Regional Planning Commission meeting was called to order by Vice Chairman, T. Smith at 4:30 PM.

APPROVAL OF MINUTES APRIL 12, 2017

The April 12, 2017 minutes were presented. It was pointed out that since Kathleen Chandler was at the April RPC Meeting and is Sabrina Christian-Bennett's alternate, then Sabrina should not have been counted as absent. J. Kovacich made a motion to approve the April 12, 2017 minutes with the noted change. Motion was seconded by R. Patrick. Motion carried with 16 Yeas, 1 Abstention (A. Orashan).

SUBDIVISIONS

Replat of Sublots 193, 194, 195 and 196 in the "McElrath Park Allotment" on Sumner Street, Lot 12 S.D. in Ravenna Township, Cynthia Sanders, Applicant - Report presented by Haley Wachholz

Staff would recommend approval. J. Greener made a motion to approve per staff recommendations. Motion was seconded by R. Patrick. Motion carried with 17 Yeas.

Replat of Sublots 28-30 in the "Lakeview Estate Allotment" on Glenview Drive, Lot 32 in Suffield Township, Robert Crites, Applicant – Report presented by Haley Wachholz

Staff would recommend approval. J. Greener made a motion to approve per staff recommendations. Motion was seconded by K. Cihan. Motion carried with 18 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 June 14, 2017)

Staff would recommend an extension of time until June 14, 2017. R. Patrick made a motion to approve the extension of time until June 14, 2017. Motion was seconded by J. Kovacich. Motion carried with 18 Yeas.

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 (Approval of an Extension of Time until June 14, 2017)

Staff would recommend an extension of time until June 14, 2017. D. Messner made a motion to approve the extension of time until June 14, 2017. Motion was seconded by R. Dempsey. Motion carried with 18 Yeas.

ZONING

Rootstown Township Text & Zoning Amendments – Report presented by Todd Peetz

Amendment 1 – Section 350.03 (A) Permitted and Conditional Uses - Rootstown Township would like to recognize the existing single family dwellings in current C-2 Districts and eliminate their non-conforming status. There have been instances where residential use is found in the C-2 General Commercial. The conditionally permitted use designation would allow them to expand and make changes in their residential units and property. Staff would recommend approval as submitted.

Amendment 2 – Section 310.09 (C) Accessory Structures – Rootstown Township would like to match the existing height limits for accessory building in Section 310.07 (B). The purpose of the height limitations were intended to not overwhelm the lot. The height limits of 20' feet and then 25' feet were to make sure the focal point was on the primary structure and not the garage or the accessory structure in back as the focal point. The Township may want to consider the height of the primary structure as the maximum height up to 25' fee. Staff would recommend approval as submitted.

Amendment 3 & 4 – Amend Zoning Map from R-V Residential Village to C-2 General Commercial – Rootstown Township is changing the Zoning Map from R-V Residential Village to C-2 General Commercial to rezone the area north of Tallmadge Road and west of Hattrick Road. The proposed amendment is to address pre-existing uses that were later changes to Residential Village. The township is looking to get two parcels more in line with how they are actually being used. Staff would recommend approval of the proposed map amendment from R-V Residential Village to C-2 General Commercial.

J. Paulus made a motion to follow staff recommendations and approve the amendments. Motion was seconded by S. Pancost. Motion carried with 18 Yeas, 1 Nay (S. Abell).

Shalersville Township Text Amendment RE: Conditionally Permitted Use for Disaster Type Situations – Report Presented by Todd Peetz

Amendment 1 – Proposed amendment to address natural disaster situations where a residential structure is damaged or destroyed, that would allow a temporary structure for dwelling for a period of one (1) year with an option of one (1) additional year. Structure would have to be removed after the two (2) year period.

Staff would recommend approval. J. Greener made a motion to approve staff recommendations. Motion was seconded by R. Patrick. Motion Carried with 19 Yeas.

Franklin Township Text Amendment RE: Transient Lodging – Report Presented by Todd Peetz

Amendment 1 – Section 403.1 – Prohibited uses in Residential Districts – Add new section to the code that references “transient lodging” in the township.

Amendment 2 – Chapter 13 – Definitions – Proposed amendment defines what is considered transient lodging.

Staff would recommend approval. A. Orshan made a motion to approve staff recommendations and approve amendments. Motion was seconded by S. Abell. Motion carried with 19 Yeas.

Nelson Township Text Amendment RE: Temporary Signs; Medical Marijuana Cultivation and Process Facility – Report Presented by Todd Peetz

Amendment 1 – Section 608.2(B) – Conditional Uses – An applicant would like to submit an application to cultivate and process medical marijuana for medical purposes consistent with State law. As part of the application process the local government entity must approve of the use from a zoning stand point. Nelson Township is will to put medical marijuana cultivation and processing in their conditional use section of their C-1 Commercial Zoning Code.

Staff is recommending adding the following to the amendment “**Shall comply with all applicable Local, State and Federal rules and regulations**”. The request is being driven by an applicant that needs local government approval to submit an application. The State will only issue (30) Permits, if the license is not granted then we believe the township may want to reconsider this as a conditional use. Staff would recommend approval as amended.

Amendment 2 – Section 901.3 – Temporary Signs – The purpose of the zoning resolution is to allow members of the community to make the public aware of events and causes in the community.

Staff has submitted the temporary sign code from Suffield Township as an example. Nelson Township may want to use a document or format similar to help with the requirements. Also, staff would recommend coordination with the Portage County Prosecutor's Office especially with distance separation from polling place. Staff is recommending approval with review by the Portage County Prosecutor's Office prior to the Trustee's approval.

K. Cihan made a motion to approve with staff recommendations on both amendments. Motion was seconded by S. Pancost. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

April 2017 Work Program Report

- Subdivision Regulation Administration – There were 11 applications and 10 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 – Helping with a mapping task for the 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 – Text amendment and helped find Community Reinvestment Area information.
- 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 – Processed a text amendment for the April Meeting related to Architectural Design Guidelines. Attended their March Planning Commission Meeting.
- Shalersville Township – Processed a text amendment for the May Board 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.
- Suffield Township – Prepare a quote to do a 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) – Contract in place for PCRPC to coordinate the meetings. Also, on March 22nd, 2017 the Land Bank Board voted to have PCRPC work on a mapping project. PCRPC is awaiting that contract before mapping project can begin. Staff attended the April 26th, 2017 meeting at Reed Memorial Library. The next meeting is scheduled for Wednesday, May 24th at Neighborhood Development Services 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. We now have (2) applicants in the process.
- 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 will be 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. Staff received feedback on the maps and survey, which will be going out shortly. We are planning to have a community meeting the week of June 12, 2017.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A meeting was held on March 2nd, 2017 to discuss a possibility of a web based system. Next steering committee meeting is scheduled for May 4th at 6:00 PM.
- Celebrate Portage/Visioning in Portage (VIP) – The Committee met on March 23rd to continue planning for this year's events. The steering committee held a meeting on April 20th.

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 Appeals Hearing was held on April 10, 2017 and the variance was approved to allow the building to operate without any positive pressure smoke protective devices over the elevator hoist way door. Construction is nearing completion and the engineering for the elevator has been completed. The elevator is scheduled to be delivered to the site between June 5 and June 9, 2017. It will take five (5) weeks to install and approximately one (1) week for the contractor to finish the work once the elevator is installed. The electrical work has started and is nearing completion. A Change Order was completed extending the time in which construction has to be completed. All work must be completed by August 14, 2017.

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 – A pre-construction meeting was held on April 24, 2017. The concrete and electrical work was started. It is anticipated that the concrete work will take approximately two (2) weeks to complete. The asphalt work will be completed once the concrete and electrical work is completed.

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) – A contract was awarded for architectural services on April 25, 2017. The contract is being circulated for signatures.

Neighborhood Facilities/Community Center (Mantua Center School) – The project went out for bid on April 24, 2017. A pre-bid meeting was held on May 1, 2017. Bids are due by 2:30 p.m. on May 12, 2017.

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

Finance

April 2017 Financial Statement

T. Smith stated that the Executive Committee reviewed the April 2017 financial statements and recommends acceptance. J. Kovacich made a motion to approve the April 2017 financial statements as presented. Motion seconded by J. Greener. Motion carried with 20 Yeas.

DIRECTOR'S REPORT

Staff is currently working to update the personnel policies, which the Board will have to review and approve. The policies have not been updated since 1992.

Staff is also looking at the fee structure for site plan review for the subdivision regulations.

OTHER BUSINESS

Portage County Food Hub Feasibility Study (LFPP Grant) – Todd Peetz presented the recommendation and asked the Board to accept the study as presented. A. Orashan made a motion to accept the study. Motion was seconded by S. Pancost. Motion carried with 20 Yeas.

Next Meeting

T. Smith announced that the next Regional Planning Commission meeting will be held on June 14, 2017 at 4:30 p.m.

ADJOURNMENT

R. Patrick made a motion to adjourn the meeting at 5:25 p.m. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

Minutes approved at the June 14, 2017 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary

06/07/17

**PLEASANT LAKES AT BRIMFIELD SUBDIVISION
SUBLOT 76 REPLAT (PHASE 5)
BRIMFIELD TOWNSHIP, CREATING LOTS 79, 80, and 81.**

Case No. 17-11
Reviewed By: Haley Wachholz
Date Submitted: 4-28-17
Due: 6-14-17

APPLICANT: Prescott Pike One LLC
7510 East Pleasant Valley Rd.
Independence, Ohio 44131

REQUESTED ACTION & HISTORY:

The applicant seeks approval of a replat of Sublot 76 in Phase 4 of the Pleasant Lakes Subdivision, creating Sublots 79, 80 and 81. This further subdivision of Sublot 76 will coordinate with planned phasing of the apartment complex construction on the property.

The Regional Planning Commission reviewed the original Preliminary Plan for this subdivision in 2001. The plat of the eastern end of Sanctuary View Drive (off State Route 43) was reviewed and approved by the Planning Commission in October 2003. Phases I, II and III of Pleasant Lakes (2005-2007) platted the public roads, single family lots and condominium blocks, starting at the Howe Road end of the development. Phase 4 (August 2015) completed the connection of the east and west ends of Sanctuary View Drive. Added 2 new sublots for apartment complexes and one subplot for existing condominiums, and platted several additional blocks of open space.

The replat regarding Lots 79, 80 and 81 was originally received 8-1-16 this is a resubmittal of a previously approved final plat. This plat was not recorded within 90 days of approval therefore requires a resubmittal. According to the applicant no changes/revisions have occurred since the Planning Commission's approval in August 2016.

LOCATION: Vicinity Map (Exhibit 1)

The Pleasant Lakes at Brimfield Subdivision is located between Howe Road and the I-76, east of Sunny Brook Road and west of State Route 43. Sublot 76 was platted as part of Phase 4 and is east of the single-family homes on Ridge View Drive on the south of Sanctuary View Drive.

**SIZE &
ZONING:**

Sublot 76 Replat (Exhibit 2)

Sublot 76 is in the O-C, Open Space Conservation Zoning District; however, Pleasant Lakes was approved by the Brimfield Board of Zoning Appeals in 2001 as a Planned Unit Development under the 1996 zoning regulations. Township officials "grandfathers" Phase 4 of the development under the 1996 zoning for PUD.

In September 2014, the Brimfield Board of Zoning appeals (BZA) reviewed the developer’s application for a conditional zoning permit for the multi-family apartments of Phase 4.

Zoning requirements:

	Multi-family	Sublot 76 Replat		
	<u>PUD (1996)</u>	(Site Plan reviewed by Township)		
		<u>Lot 79</u>	<u>Lot 80</u>	<u>Lot 81</u>
Maximum density	6 units /acre			
Min. lot size	None	13.45 ac.	9.12 ac.	13.94 ac.
Lot frontage	None	60.00 ft.	358.96 ft.	60.00 ft.
Front setback	40 feet	>300 ft.	100.00 ft.	>1,100 ft.
Setback from adjacent Single-family residential	2x height if multi-family structure	35.00 ft.	35.00 ft.	35.00 ft.
Distance from zoning boundary or other structures	2x height of multi-family structure	35.00 ft.	35.00 ft.	35.00 ft.

Environmental Protection Overlay zoning (section 506.06): The current Brimfield zoning regulations include an Environmental Protection overlay applicable in all districts.

<u>Feature</u>	<u>Requirements</u>
Wetlands	25 feet from the edge of wetland left undisturbed and natural; 40 foot setback for buildings and pavement
Steep slopes 18-20%	70% to remain as permanent open space; no more than 30% may be graded, stripped of vegetation, or developed.
Steep slopes >25%	85% to remain as permanent open space; no more than 15% may be graded, stripped of vegetation, or developed.

Surrounding Zoning: Land in the immediate vicinity is zoned Open space Conservation (O-C), but because the land is in the Pleasant Lakes Subdivision, it is subject to Brimfield’s 1996 PUD regulations.

LAND USE: Site: Sublot 76 has been graded, water and sewer lines have been installed along with some pavement and structures. Since the submission on 8-2017 buildings have been added to the site.

Surrounding: Land use north/northwest of subplot 76 is medium density single-family residential. Land to the west/southwest is the subdivision’s open Construction of new

apartment buildings has started to the east of the site and I-76 forms the southern boundary.

UTILITIES: Portage County sanitary sewer and central water are available.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: From west to east, the soils on the site are Chili-Oshtemo complex on steep slopes (CtD with an area of Larkin loamy sand (LaC) on moderate slopes to the south. There is a small area of Carlisle muck (Cg) in the far southwest corner of subplot 76. The central portion of subplot 76 is Chili silt loam (CpC) on moderate slopes. Northeast of the Chili silt loam the soil is Chili loam (CnB) on gradual slopes.

- Chili-oshtemo complex, 12-18% slopes (CtD): these are moderately steep soils on hilly kames. There can be areas with 30-40% gravel in the subsoil in the subsoil resulting in droughty spots. The hazard of erosion is severe if the surface of the soil is disturbed. Slope is the major limitation to non-farm uses.
- Lakin loamy sand, 6-12% slopes (LaC): This is a sloping soil on kames on rolling landscapes. Slope is a major limitation to most non-farm uses.
- Carlisle muck (Cg): Wetness is the major limitation of this hydric soil. It is subject to subsidence if drained and is highly unstable for structures.
- Chili silt loam, 6-12% slopes (CpC): Runoff is rapid and the hazard of erosion is severe if the soil is disturbed. It has higher available water capacity than Chili loam. Slope is a major limitation to non-farm uses.
- Chili loam, 2-6% slopes (CnB): This soil readily absorbs water and has a moderate hazard of erosion on gradual slopes. There are few limitations.

Wetlands: There are four small wetlands on subplot 76 totaling 0.21 acres (November 2014 delineation). The developer received a permit from the Army Corps Of Engineers to impact 0.18 acres, leaving 3 wetlands on the site intact.

Flood Hazard: The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

Utilities: Central sewer and water are available from Portage County

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

	Approval	Conditional approval	Disapproval	No comment
<i>Chief Building Official:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>County Engineer:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Health Dept.:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Soil & Water Conservation Dist.:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tax Map:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Water Resources Dept.:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Brimfield Township:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The recommended changes have been made.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

Per 1996 **Planned Unit Development (PUD)** regulations:

746.1B.2 The Site Plan review by the Township will address density.

746.1B.5a/5b Setbacks related to structure height will be addressed at the township level.

Per current **Environmental Protection Overlay** zoning district:

506.06B/C The site Plan review by the Township will address preservation of steep slopes.

506.06D The required 25-foot setbacks (left in a natural state) and 40-foot setbacks (for paved surfaces or buildings) are shown around wetlands that are not being impacted and the recorded deed restrictions regarding wetlands, per the Army Corps permit, are not the replat.

ANALYSIS:

Physical constraints: The site of the proposed development has steep slopes that fall towards I-76 and the Plum Creek wetlands and floodplain. Soils on these slopes are subject to severe erosion when disturbed. Per the Environmental Protection Overlay zone regulations, impacts to these slopes should be minimized and the slopes should be left vegetated and largely untouched to prevent erosion into the wetlands and drainage ways. The developer has obtained the appropriate permits for impacts to wetlands from the Ohio EPA and the Army Corps of Engineers. The Army Corps of Engineers' permit indicated perpetual deed restrictions on remaining wetlands and streams and their immediate upland buffers must be filed to guarantee their preservation. These deed restrictions and the accompanying maps of the protected wetlands and upland buffers with metes and bounds descriptions were filed in December 2015. Additionally, the permit indicated the developer and upland buffers as the site is developed. Fencing must remain in place throughout the duration of the project

RECOMMENDATIONS: Staff recommends approval of the replat of subplot 76 in the Pleasant lakes Subdivision, Phase 4, to create sublots 79, 80, and 81.



Exhibit 1
Pleasant Lakes at Brimfield Replat
Brimfield Township

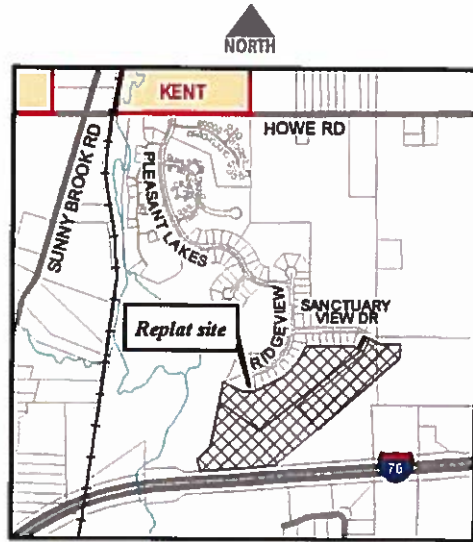


Exhibit 2

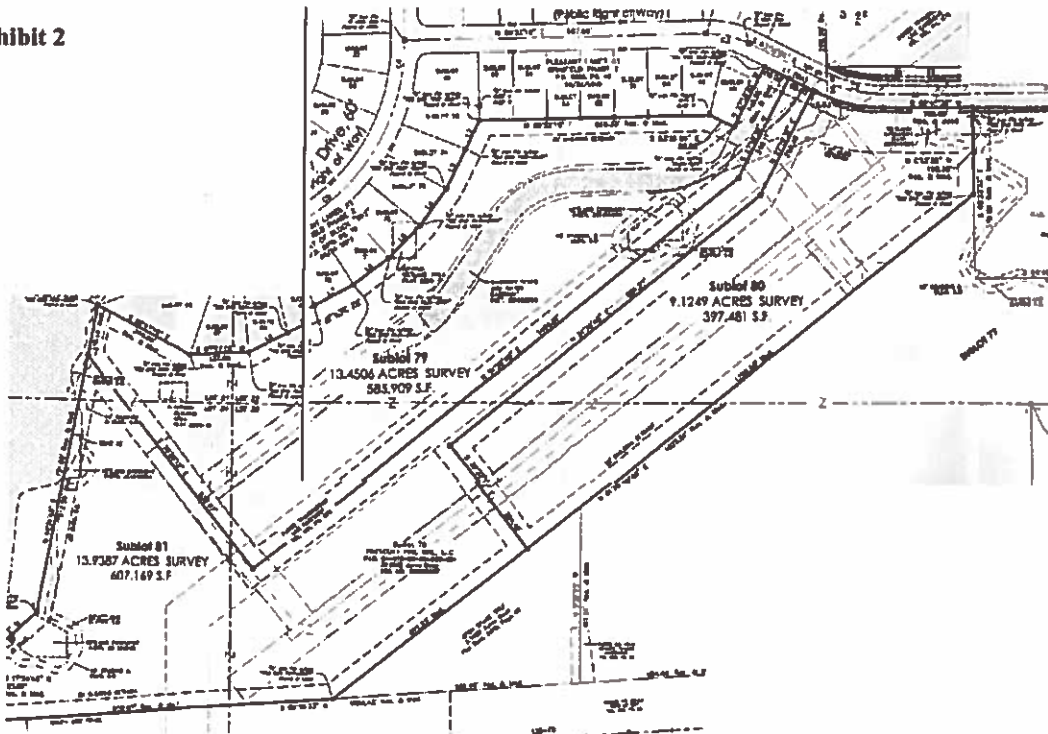
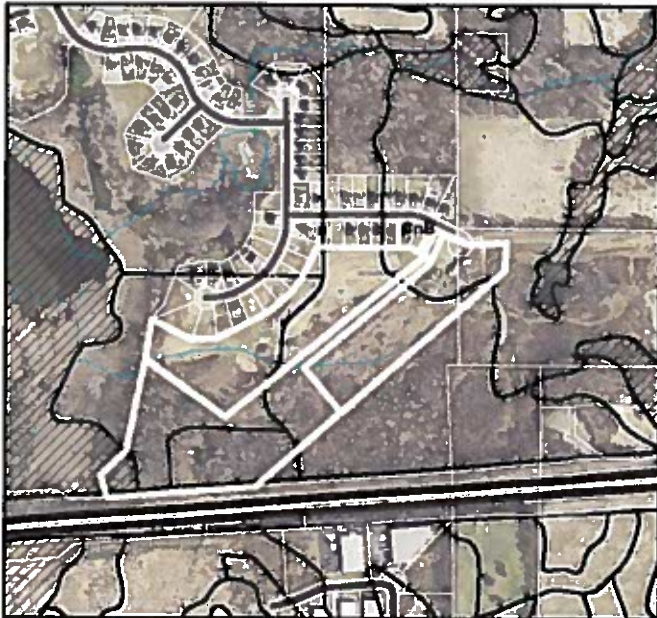


Exhibit 3

Soils, Wetlands & Flood Hazard Areas

Pleasant Lakes Replat



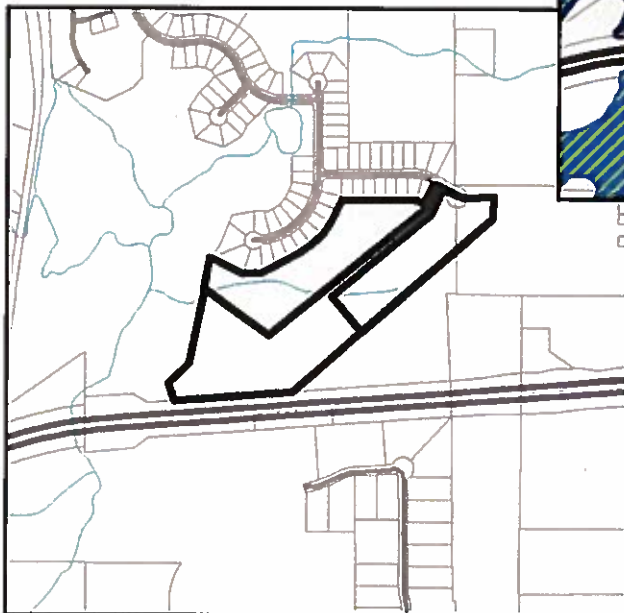
Portage County Soil Survey
Digital version, 2006.

 Hydric soils



Portage County Wetland Inventory, 2000.
(Not a delineation)

 Wetlands



FEMA Flood Insurance Rate Map, 2009

 Zone A, Flood Hazard Area

*There do not appear to be any hydric soils,
wetlands or flood hazard areas on the site.*