

**Minutes  
Portage County Regional Planning Commission  
March 8, 2017**

Portage County Regional Planning Commission dated March 8, 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
Hiram Vill., Rob Dempsey	Mantua Twp., Victor Grimm	Mantua Vill., Ben Prescott
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	Shalersville Twp., Nancy Vines	Sugar Bush Knolls, Jim Beal
Windham Vill., Deborah Blewitt	PARTA, Clayton Popik	
Portage Park Dist., Allan Orashan		
PC 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	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Streetsboro City, Glenn Broska	Windham Twp., Rich Gano	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi	PC Commissioner, Vicki Kline	

**Staff Present:**

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

**Visitors Present:**

Matthew Merchant	Robert Bossow	Brent Artman
John Lampe		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:35 PM.

**APPROVAL OF MINUTES FEBRUARY 8, 2017**

The February 8, 2017 minutes were presented. S. Bennett made a motion to approve the February 8, 2017 minutes as presented. Motion seconded by J. Kovacich. Motion carried with 18 Yeas.

**NOMINATING COMMITTEE REPORT (Election of Officers)** – Allan Orashan

The Nominating Committee met on Wednesday, February 8, 2017. There was a discussion on the Chairman and Vice Chairman positions for the board. A motion was made to nominate Jim DiPaola as Chairman and Tom Smith as Vice Chairman. Allan Orashan asked the board if there were any other nominations from the floor. There being no further nominations from the floor S. Bennett made a motion made a motion to elect Jim DiPaola as Chairman and Tom Smith as Vice Chairman. Motion was seconded by D. Messner. Motion carried with 18 Yeas.

**SUBDIVISIONS**

Replat of Sublots 1, 2, 3 and 4 of Block K in the “Ravenna Building Company Allotment No. 2” on Wilson and Lane Avenue, Lot 20 in Rootstown Township, Ed Wilson, applicant – Report presented by Haley Wachholz

The applicant is requesting to combine 4 smaller lots into 1. There are two existing structures that are proposed to be demolished that are currently extending into the right of way line on Wilson Avenue.

Staff recommends approval of the replat. T. Smith made a motion to approve staff recommendation. Motion seconded by J. Greener. Motion carried with 18 Yeas.

Replat of Sublots 10 and 11 in the “Butternut Ridge Subdivision” on Acorn Avenue, Lot 10 Brimfield Township, Bennett Land Title on William Anderson, applicant – Report presented by Haley Wachholz

The applicant is requesting to redraw Sublots 10 and 11. There is an existing structure on each lot. The proposed replat will move the lot line to a distance of 7ft. from the structure on lot 10 R. The setback line must be at least 5ft. so this is acceptable.

Staff recommends approval of replat. D. Messner made a motion to approve staff recommendations. Motion seconded by J. Greener. Motion carried with 17 Yeas. S. Bennett abstained.

Replat of Block B-R4 in the “Wintergreen Point Subdivision” on Misty Glen and Green Hill, Lot 43 in Rootstown township, Roots-1, LLC, applicant – Report presented by Haley Wachholz

The applicant requests approval to create 19 lots in the Wintergreen Point Subdivison. There are no existing structures on the proposed lots. There are no wetlands or floodplains in the proposed building area and all zoning and subdivision requirements have been met.

Staff recommends approval of replat. S. Bennett made a motion to approve staff recommendations. Motion seconded by J. Greener. Motion carried with 21 Yeas.

Replat of the East 50" of Sublots 89, 90 and 91 in "Cloverlawn Allotment" on Rose Street, Lot 43 S.D. in Ravenna Township, Randall Johnson, Applicant (Approval of an Extension of Time until April 12, 2017)

Staff would recommend an extension of time. D. Messner made a motion to approve an extension of time until the April 12, 2017. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

**ZONING**

Rootstown Township Text Amendment RE: Section 480.03.C (Wind Towers) & Section 610.2 Agricultural Use – Presented by Todd Peetz

Amendment 1 – At the February 7, 2017 Zoning Commission public hearing, a motion was passed unanimously to amend Section 480.03. When this amendment was processed there was a standard example for Townships to use. At the time Rootstown included the language in the book there was not an adjustment in this section, this change corrects that mistake.

Amendment 2 – The amendment would add "based on adequate documentation" to Section 610.02. The rationale is this would provide a tool for the Zoning Department to verify agricultural use on the applicant's property.

Staff recommends approval as submitted. S. Abel made a motion to approve staff recommendations. Motion was seconded by J. Kovacich. Motion carried with 21 Yeas.

Shalersville Township Text Amendment RE: Design Guidelines – Report presented by Todd Peetz

Amendment 1 – Architectural Guidelines – There is interest in the Shalersville Town Center area. Shalersville would like to be able to control new development so that it best serves the community interest. Regional Planning sent out a number of guidelines from around the state. Shalersville identified with the guidelines from Anderson Township, which is near Cincinnati, the Township would like their guideline to be similar to Anderson's. Currently, there is a moratorium on building in Shalersville Township as they work through this process. This is the first time that a Township has passed design guidelines in Portage County.

Staff would recommend approval with additions we added to the document per Shalersville. J. Kovacich made a motion to approve staff recommendations. Motion was seconded by N. Vines. Motion carried with 21 Yeas.

**EXECUTIVE COMMITTEE**

**Work Program**

February 2017 Work Program Report – Presented by Todd Peetz

- Subdivision Regulation Administration – There were 6 application and 21 lots created.

- Atwater Township – Working on Trails Grant for the Old School Park.
- Brimfield Township – Prepared Zoning Amendment for February Meeting.
- Franklin Township – Prepared Zoning Amendment for February Meeting.
- Mantua Township – Prepared Text and Zoning Amendment. Continue to assist in coordinating the Mantua Center School development plan.
- 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 – Architectural Review Design Guidelines, moving forward with the draft language. Draft text amendment language for the January Board meeting.
- Shalersville Township – Processed a text amendment for the March Board Meeting.
- Streetsboro City – Continue to work with Streetsboro staff about their comments to incorporate into their Subdivision Regulations. We met on February 21 to discuss changes that were needed before we could finalize them.
- 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. Haley provided some mapping at the February 22<sup>nd</sup> meeting. The director of the Land Bank contacted Regional Planning and asked for a price proposal to do (3) separate mapping projects. The next meeting is scheduled for March 22<sup>nd</sup> at the 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. We now have (2) applicants in the process.
- Food Hub – Local Food Promotion Program Grant – Steering Committee meeting is February 24th. The next Steering Committee meeting is scheduled for March 20, 2017 @ 1:30 PM. The project is anticipated to be completed by March 28, 2017.

- 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 March 2<sup>nd</sup>, 2017. Meeting with group to discuss a web based system.

Celebrate Portage/Visioning in Portage (VIP) – The next steering committee meeting will be held on March 23rd.

**Grant Activity**

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. Again, 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. Portage County Commissioner, Sabrina Christian- Bennett reminded membership that the Commissioners funded the grant writer position so that communities could utilize this assistance. Amy Craft spoke about the need for communities to submit project ideas to her so that she can be watching for the appropriate grants as they become available.

**February, 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. The goal is to have it installed by May or June 2017.

**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 is completed.

Parking Facilities – Garrettsville Parking Lot

The contracts are in place for all 3 contractors and a Notice to Proceed has been issued. Pre-Construction meeting will be scheduled once the contracts are in place. Then construction can begin.

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)*

*Neighborhood Facilities/Community Center (Mantua Center School)*

*Neighborhood Facilities/Community Center (Coleman Adult Day Services)*

*Public Facilities – City of Ravenna – ADA Handicap Accessibility in LMI Residential Areas*

Finance

February 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the February 2017 financial statements and recommends acceptance. A. Orashan made a motion to approve the February 2017 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Authorization to Enter into Contract with Coverall Cleaning Systems for Office Cleaning Services (Resolution No. 17-08)

T. Peetz presented Resolution No. 17-08, which allows Regional Planning to Enter into Contract with Coverall Cleaning Systems.

A. Orashan made a motion to approve Resolution No. 17-08. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

The state has gone to a Bi-Annual funding for the CDBG, which means have the counties will get funded in 2017 and the other half will be funded in 2018. Portage County falls into the 2018 CDBG funds. A letter has gone out to all the communities, agencies and organizations regarding the proposed change.

**OTHER BUSINESS**

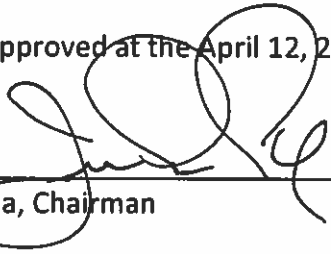
**Next Meeting**

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

**ADJOURNMENT**

S. Bennett made a motion to adjourn the meeting at 5:50 p.m. Motion seconded by B. Prescott. Motion carried with 22 Yeas.

Minutes approved at the April 12, 2017 Meeting.

  
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Jim DiPaola, Chairman

  
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Todd Peetz, Secretary