

# **AGENDA**

## **PORTAGE COUNTY REGIONAL PLANNING COMMISSION**

**WEDNESDAY, MAY 10, 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 April 12, 2017**

**III. SUBDIVISIONS**

- \*1. 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**
- \*2. Replat of Sublots 28-30 in the "Lakeview Estate Allotment" on Glenview Drive, Lot 32 in Suffield Township, Robert Crites, Applicant**
- \*3. 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 June 14, 2017)**
- \*4. 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)**

**IV. ZONING**

- \*1. Rootstown Township Text Amendment RE: Section 350.03.A (Permitted and Conditional Uses) and Section 310.09.C (Accessory Structures); Amend Zoning Map from R-V (Residential Village) to C-2 (General Commercial).**
- \*2. Shalersville Township Text Amendment RE: Conditionally Permitted use for Disaster Type Situations**
- \*3. Franklin Township Text Amendment RE: Transient Lodging**
- \*4. Nelson Township Text Amendment RE: Temporary Signs; Medical Marijuana Cultivation and Process Facility**

***\*Needs Action***

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

1. April 2017 Work Program Report
2. April 2017 CDBG Report

B. FINANCE

- \*1. April 2017 Financial Statements

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

- \*1. Portage County Food Hub Feasibility Study
2. Next Meeting – Wednesday, June 14, 2017 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

VIII. ADJOURNMENT

*\*Needs Action*



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Meeting called to order on April 12, 2017 at: 3:30 pm

In Attendance: J. Beal T. Smith S. Nutter  
J. DiPaola R. Messner

Absent: M. Frederick A. Orashan

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. The minutes of March 8, 2017 were presented. T. Smith made a motion to dispense of the reading of the minutes and to approve the minutes as presented, seconded by J. Beal. Motion carried unanimously

**WORK PROGRAM** as reported by T. Peetz

**Update of Portage County Subdivision Regulations**

Todd reported he met with assistant prosecutor, Charmine Ballard on April 13<sup>th</sup> to address legal questions posed by the Steering Committee.

**Planning Administration**

A total of 4 subdivision applications were submitted during the month of March 2017 creating 3 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.

**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.

**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.



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### **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.

### **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.

The next meeting is scheduled for May 4, 2017. A meeting was held with a web design firm by the name of Full Spectrum. They developed an interactive design concept which worked out well. Funds need to sought out to help pay for it.

### **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.

### **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



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**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 prepared a text amendment related to architectural design guidelines. Todd attended the March Planning Commission meeting.

**Shalersville Township**

Todd reported Shalersville Township have copied design guidelines from Anderson Township which is located outside Cincinnati. Todd sent a copy to Rootstown Township who is very interested in adopting the same guidelines for themselves. Staff reviewed Shalersville Township architectural design guidelines in March.

**Quarterly Zoning Inspectors Meeting**

Todd stated the next meeting will be Thursday, April 27 at 6:00 p.m. Better coordination between the building department, water resources and zoning inspectors was the topic.

**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.

**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 applicants who are in process of getting their septic systems replaced.

**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 anticipated to be completed by March 28, 2017.

Todd reported during the May Commission meeting an executive summary will be presented as well as the final report. Grant close out has begun.



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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 therefore 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.

#### **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 23<sup>rd</sup>, 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



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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



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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.

#### **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.

##### **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.

##### **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.





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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 end of April 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 3 requests for assistance received in March.

Todd noted Portage County will not be submitting a CDBG application for fiscal 2017 per the new rules stating it will be on a 2 year cycle. Portage County's 2 year cycle submission will not be until 2018. Todd will attend a meeting in Columbus on April 12 to glean more details. Todd stated he did attend the meeting on April 12 and according to officials at the state level they are working in status quo due to the new president. The state has not officially been notified with proposed budget cuts. Another new change will be to have half of the State of Ohio receive funds for 2017 and the other half would be eligible for funds in 2018. The 2018 funding will allow 6 projects and 2 critical infrastructure grant applications.

**FINANCE**

**RPC GENERAL FUND**

|                             |              |
|-----------------------------|--------------|
| March 1, 2017 Cash Balance  | \$132,111.57 |
| Receipts:                   | \$50,813.01  |
| Expenditures:               | \$35,537.44  |
| March 31, 2017 Cash Balance | \$147,387.14 |

**B-F-15 Formula Grant**

|                             |             |
|-----------------------------|-------------|
| March 1, 2017 Cash Balance  | \$99,930.48 |
| Receipts:                   | \$ 0.00     |
| Expenditures:               | \$23,388.08 |
| March 31, 2017 Cash Balance | \$76,542.40 |



**LFPP Food Hub Feasibility Study**

|                                    |               |
|------------------------------------|---------------|
| <b>March 1, 2017 Cash Balance</b>  | <b>\$0.00</b> |
| <b>Receipts:</b>                   | <b>\$0.00</b> |
| <b>Expenditures:</b>               | <b>\$0.00</b> |
| <b>March 31, 2017 Cash Balance</b> | <b>\$0.00</b> |

**LGIP Park Plan**

|                                    |                   |
|------------------------------------|-------------------|
| <b>March 1, 2017 Cash Balance</b>  | <b>\$4,592.61</b> |
| <b>Receipts:</b>                   | <b>\$0.00</b>     |
| <b>Expenditures:</b>               | <b>\$0.00</b>     |
| <b>March 31, 2017 Cash Balance</b> | <b>\$4,592.61</b> |

**B-F-16 Formula Grant**

|                                    |                   |
|------------------------------------|-------------------|
| <b>March 1, 2017</b>               | <b>\$8,063.51</b> |
| <b>Receipts:</b>                   | <b>\$0.00</b>     |
| <b>Expenditures:</b>               | <b>\$7,355.11</b> |
| <b>March 31, 2017 Cash Balance</b> | <b>\$708.40</b>   |

**B-D-16 New Horizons**

|                                    |                   |
|------------------------------------|-------------------|
| <b>February 1, 2017</b>            | <b>\$1,900.00</b> |
| <b>Receipts:</b>                   | <b>\$ 0.00</b>    |
| <b>Expenditures:</b>               | <b>\$ 0.00</b>    |
| <b>March 31, 2017 Cash Balance</b> | <b>\$1,900.00</b> |

**March 2017 Financial Statements**

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

**Director's Report**

Todd Peetz reported a Paris Township text amendment was not included on the agenda for today's full commission meeting and was not mailed out. Todd went over the text amendments re: property maintenance – unkempt lawns. Discussion held. It was decided a definition of what constitutes a yard/lawn is needed. T. Smith suggested it should be mowed a certain amount of feet from the foundation of all structures and a certain amount of feet from a public right of way. Todd suggested the following wording: the lawn is the grass seeded area



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around all structures and should be maintained at least a minimum of 50 feet of all structures and all right-of-ways. R. Messner suggested adding for personal, recreational and entertainment and relaxation area that is maintained. T. Smith stated it doesn't matter how you word it you would have a hard time winning a case in court. R. Messner suggested checking some homeowner associations for their definition of yard/lawn.

T. Peetz stated there is a replat located in Cloverlawn Allotment in Ravenna Township on today's agenda. The septic system needs replaced. Currently there is no water/sewer available however, within the next 4-5 years it will become available. A question was brought up by a board member why this homeowner was being made to replace a septic system that will be made to connect to sewer in a few years. Water resources stated there are no drawings, no design and no funding for the sewer at this time. J. DiPaola stated this address would not be one of the lots that would be in line for sewer. J. DiPaola stated there was discussion if you have a system that is functional you won't be forced to tap into sewer. It would have to be a newer system.

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 Mayor Broska, John Cieszkowski, Todd and Jim DiPaola will be meeting to iron things out.

Todd discussed with the committee budget issues for 2018. If the City of Streetsboro does not rejoin next year, CDBG funds will not be forthcoming for 2018, the Portage County Commissioners have stated they will not fund the Planners position are detriments to the 2018 RPC budget. Todd stated he looked at how other Regional Planning Commissions are funded as well as other planning commissions. It appears we are on point with other planning agencies. We are going to have to come up with creative financing for fiscal year 2018. R. Messner suggested asking all communities if they need a comprehensive plan or a possible update. We could also use a countywide comprehensive plan. Todd stated we could use the park tool we are developing through the LGIP grant and take it to other entities/counties. R. Messner asked how Regional Planning stacks up in price to other outside entities bidding on LUP, Zoning, and Comprehensive Plans. Todd stated we are usually half price.

There being no further business to come before the Committee a motion was made by T. Smith to adjourn the meeting at 4:25 p.m. Seconded by J. Beal. Motion carried unanimously.

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Chairman, Jim DiPaola

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Secretary, Todd Peetz, AICP

Minutes submitted for approval by: Secretary on May 10, 2017

**Minutes**  
**Portage County Regional Planning Commission**  
**April 12, 2017**

Portage County Regional Planning Commission dated April 12, 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    |
| Freedom Twp., Jeffrey Derthick | Garrettsville Vill., Rick Patrick | Hiram Vill., Rob Dempsey    |
| Hiram Twp., Steve Pancost      | 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 Twp., Rich Gano        | Windham Vill., Deborah Blewitt    | PARTA, Clayton Popik        |
| P.C. Commissioner, Vicki Kline |                                   |                             |

**Alternates Present:**

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

**Members Absent:**

County Engineer, Mickey Marozzi  
Streetsboro City, Glenn Broska  
Soil & Water, James Bierlair  
Portage Park Dist., Allan Orashan  
PC Commissioner, Sabrina Christian-Bennett

**Ex-Officio Members Present:** Janet Coen, NEOMED

|                              |             |            |           |           |
|------------------------------|-------------|------------|-----------|-----------|
| <b><u>Staff Present:</u></b> | T. Peetz    | E. Beeman  | A. Craft  | P. Friend |
|                              | H. Wachholz | P. Holland | E. Snyder |           |

**Visitors Present:** Randall Johnson

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

**APPROVAL OF MINUTES MARCH 8, 2017**

The March 8, 2017 minutes were presented. T. Smith made a motion to approve the March 8, 2017 minutes as presented. Motion seconded by J. Kovacich. Motion carried with 23 Yeas.

**CONFIRMATION OF THE 2017 EXECUTIVE COMMITTEE**

The board was asked to confirm the 2017 Executive Committee. R. Patrick made a motion to confirm the 2017 Executive Committee. Motion was seconded by J. Greener. Motion carried with 23 Yeas.

## **SUBDIVISIONS**

**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 - Report presented by Haley Wachholz**

Staff would recommend approval as long as required changes have been made and approved.

J. Greener made a motion to approve per staff recommendations. Motion seconded by J. Paulus. Motion carried with 25 Yeas.

**Replat of Sublots 193, 194, 195 and 196 in the "Cleveland Avenue Heights Allotment" on Sumners Street, Lot 12 S.D. in Ravenna Township, Cynthia Sanders, Applicant (Approval of an Extension of Time until May 10, 2017)**

Staff would recommend an Extension of time. R. Patrick made a motion to approve the extension of time until May 10, 2017. Motion was seconded by R. Dempsey. Motion carried with 25 Yeas.

## **ZONING**

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

**Amendment 1 – Architectural Guidelines** – There is a lot of development interest in Rootstown Township and it's the Townships desire to have control over new development guidelines to ensure the best interest for the community. Regional Planning Commission staff has completed the draft Architectural Guidelines and we will be working with possibly 7-8 local architects for comments and advice on a final set of Architectural Guidelines. However, this will take several months to complete so this would be a stop-gap measure until the final documents are ready for the Townships consideration.

Staff would recommend approval of the document per Rootstown's request. J. Paulus made a motion to approve staff recommendations. Motion was seconded by V. Kline. Motion carried with 25 Yeas.

**Paris Township Text Amendment RE: Adding Section 305.4 – Report Presented by Todd Peetz**

**Amendment 1 – Property Maintenance – Unkempt Lawns** – Paris Township is creating another nuisance criteria dealing with lawns that are not being cut or grass length is 12" inches and over. They have outlined a precise procedure on how violating owners or residents will be processed.

However, since what was submitted was more about process, maybe we should limit the proposed change to the violation and let the Township have their process internally.

Staff would recommend approval with the above recommended changes. J. Paulus made a motion to approve staff recommendations. Motion seconded by J. Kovacich. Motion Carried with 24 Yeas, 1 Nay (Steve Pancost).

## **EXECUTIVE COMMITTEE**

### **March 2017 Work Program Report**

- **Subdivision Regulation Administration** – There were 4 application and 3 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.
- Mantua Township – Prepared Text and Zoning Amendment. Continue to assist in coordinating the Mantua Center School development plan.
- Nelson Township – Help 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 March Board Meeting.
- Suffield Township – Working on a quote for a Land Use Plan.
- 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.
- Quarterly Zoning Inspectors (QZI) Meeting – The next meeting will be on Thursday, April 27<sup>th</sup> @ 6:00 PM at the Regional Planning Office. The topic will be coordinating building & development within the townships. The County Building Official along with the Water Resources Director will be presenting their suggestions.
- Portage County Land Reutilization Corporation (Land Bank) – Contracts for PCRPC to coordinate the meetings. On March 22<sup>nd</sup>, 2017 the Land Bank Board voted to have PCRPC work on a mapping project. PCRPC is awaiting that contract before mapping project can begin. The next meeting is scheduled for Wednesday, April 26<sup>th</sup> at Reed Memorial Library at 2:00 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 20<sup>th</sup>. 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 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 to discuss a possibility of a web based system. Next steering committee meeting is scheduled for May 4<sup>th</sup> at 6:00 PM.
- Celebrate Portage/Visioning In Portage (VIP) – The committee met on March 23<sup>rd</sup> to continue planning for this year’s events. The next steering committee meeting will be held on April 20<sup>th</sup>.

### **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.

### **March 2017 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. 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 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** – Contracts are in place for all 3 contractors and a Notice to Proceed has been issued. Pre-Construction meeting will be scheduled with all contractors. Construction will begin once this is complete.

**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) – An RFP was sent out for architectural services on March 31, 2017. RFP’s are due by 2:30 PM on April 19, 2017.*

*Neighborhood Facilities/Community Center (Mantua Center School) – The drawings are being prepared and the project will go out to bid by mid-April.*

*Neighborhood Facilities/Community Center (Coleman Adult Day Services) – The RFP is being prepared and we are anticipating it going out to bid by mid-April.*

*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 at the end of April.*

**Finance**

**March 2017 Financial Statement**

J. DiPaola stated that the Executive Committee reviewed the March 2017 financial statements and recommends acceptance. V. Kline made a motion to approve the March 2017 financial statements as presented. Motion seconded by S. Pancost. Motion carried with 25 Yeas.

**DIRECTOR’S REPORT**

Nothing major to report at this time, but Todd thanked the staff of Regional Planning for working hard to complete their task and keeping things moving forward. He also thanked the board for their continued support of the agency.

**OTHER BUSINESS**

**Next Meeting**

J. DiPaola announced that the next Regional Planning Commission meeting will be held on May 10, 2017 at 4:30 p.m.

**ADJOURNMENT**

J. Paulus made a motion to adjourn the meeting at 5:10 p.m. Motion seconded by R. Patrick. Motion carried with 25 Yeas.

Minutes approved at the May 10, 2017 Meeting.

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Jim DiPaola, Chairman

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Todd Peetz, Secretary



**REPLAT of SUB-LOTS 28, 29, & 30  
of the LAKEVIEW ESTATES ALLOTMENT, SUFFIELD.**

**Case No.** 17-08  
**Reviewed By:** Haley Wachholz  
**Date Submitted:** 4-01-17  
**Due:** 5-10-17

**APPLICANT:** Robert G. Crites  
1072 Glenview Dr. Mogadore, Oh 44260

**REQUESTED ACTION:** The applicant is requesting to add additional acreage to the existing properties.

**LOCATION:** **Vicinity Map (Exhibit 1)**  
The Lakeview Estates allotment is located West of Rt. 43 and South of Rt. 224. The properties are also just north of a branch of Wingfoot Lake.

**SIZE & ZONING: (Exhibit 2)**

**Site zoning:**

|                    | <u>Required</u> | <u>30 R</u> | <u>28 R</u> |
|--------------------|-----------------|-------------|-------------|
| Min. lot size*     | 1.5 ac.         | 1.3565 ac.  | 1.6828 ac.  |
| Min. frontage      | 60.0 ft.        | 100 ft.     | 71 ft.*     |
| Min. lot width     | 150.0 ft.       | 100 ft.     | 72 ft.      |
| Front yard setback | 50.0 ft.        | 70 ft.      | 70 ft.      |
| Side yard          | 15 ft.          |             |             |

\* Built in 1973 pre-zoning

**Zoning:** The replat site is in the (R1) residential zoning category.

**LAND USE:** **Site:** There are two existing structures on these lots, Both are single family homes.

**Surrounding:** Land surrounding the replatted lot is also zoned (R1) residential with areas to the south zoned as Industrial (I) surrounding Wingfoot Lake.

**UTILITIES:** Portage County sanitary sewer and central water are not available.

**PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):**

**Soils:** Soils on lots 28, 29 & 30 are mostly (Pg) Pits and gravel with a section of (Cg) Carlisle muck.

- Carlisle muck (Cg): This soil type is very poorly drained and typically forms marshes. This soil type has little to no slope and a high water table, this is also a hydric soil.

- Pits, gravel (Pg): This soil type represents non-native soil and is 100% gravel pits. No additional information is provided for this type.

**Wetlands:** According to the Portage County Wetland Inventory, there do not appear to be wetlands on the site.

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

**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 checked="" type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
|   | No authority in areas with central sewer.   |                                     |                          |                                     |
| <i>Soil &amp; Water Conservation Dist.:</i> | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Tax Map:</i>                             | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| <i>Water Resources Dept.:</i>               | <input checked="" type="checkbox"/> Central sewer is not available from PCWR. Central water is not available. |                                     |                          |                                     |
| <i>Suffield Township:</i>                   | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |

**COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:**

The following changes must be made for the replat to meet Subdivision Regulations:

- 316.1- Township lot needs correcting
- 316.24 – Approval by Tax Map
- 317.3- location of existing Buildings

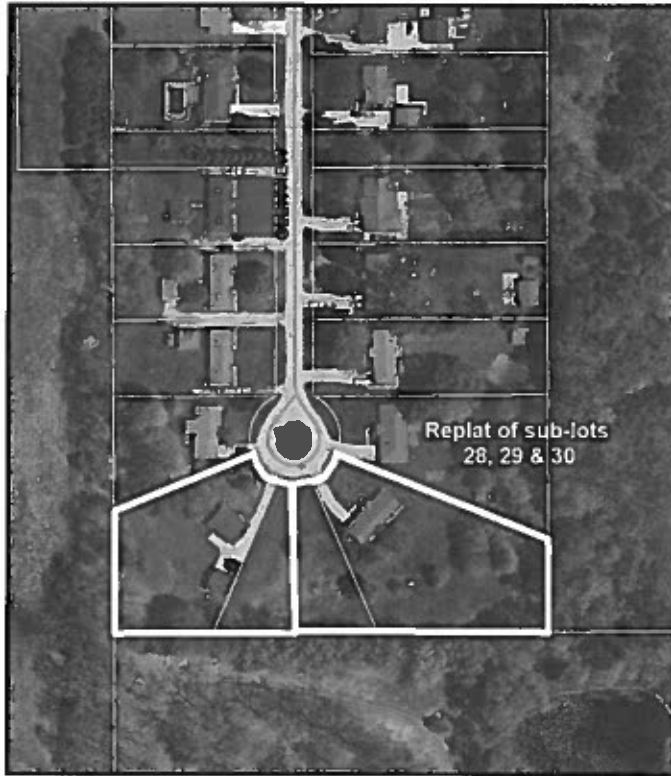
**COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:**

The replatted lot meets zoning requirements as the homes were built in 1973.

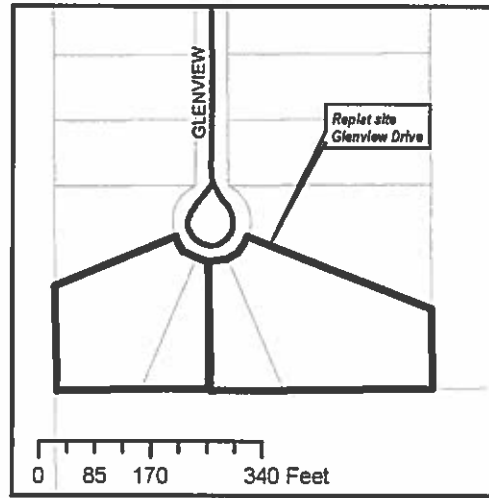
**ANALYSIS:** The purpose of this replat is to divide property between the existing two property owners in order to create additional acreage to the two bordering properties. There are several map corrections from tax map which need to be addressed prior to approval.

**RECOMMENDATIONS:** Staff recommends approval if all the comments have been met. If comments have not been satisfied by 5/10/2017, we either recommend extension of time or disapproval.

Exhibit 1



# Lakeview Estates Suffield Township



Feet  
0 100 200 400

Exhibit 2  
Replat

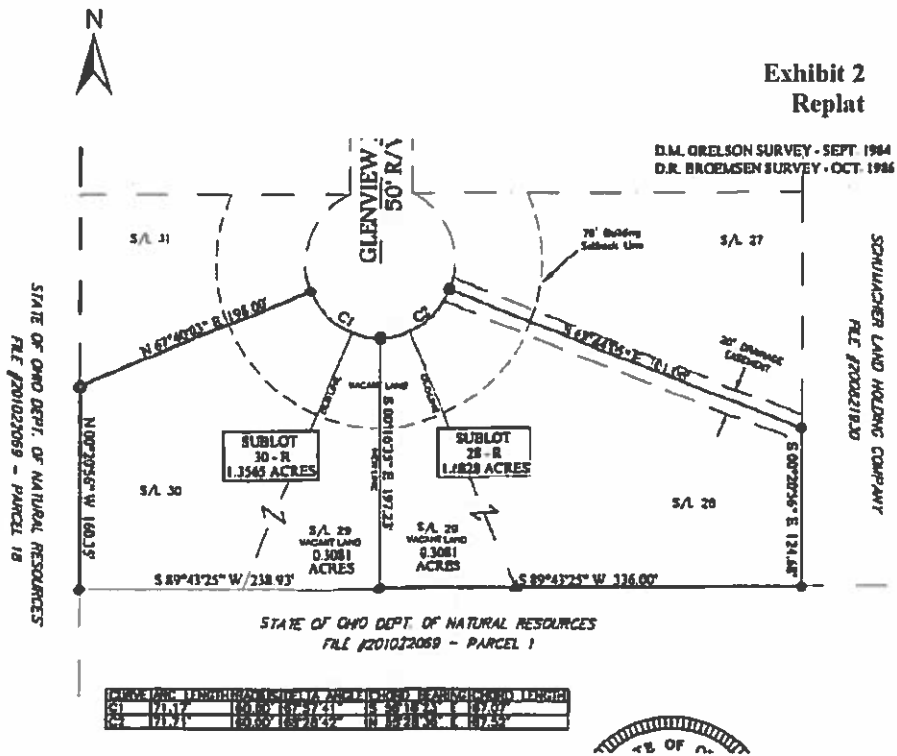
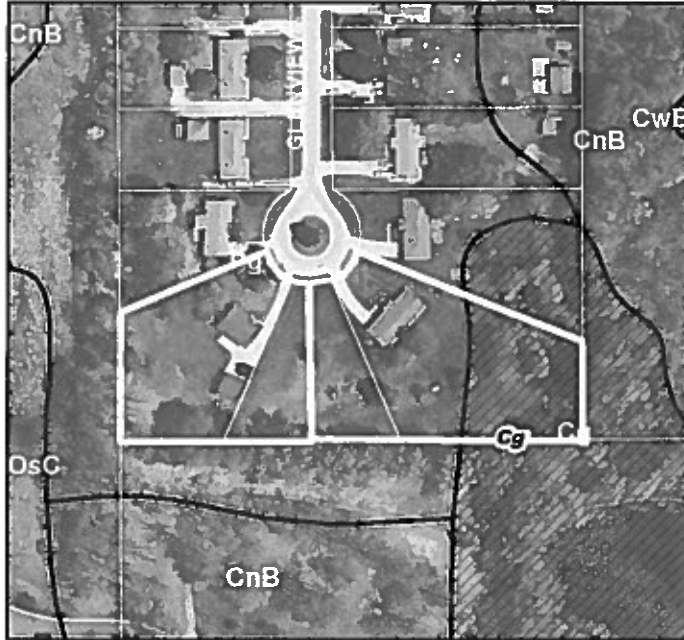


Exhibit 3

# Soils, Wetlands, Flood Hazard Areas & Priority Conservation Areas

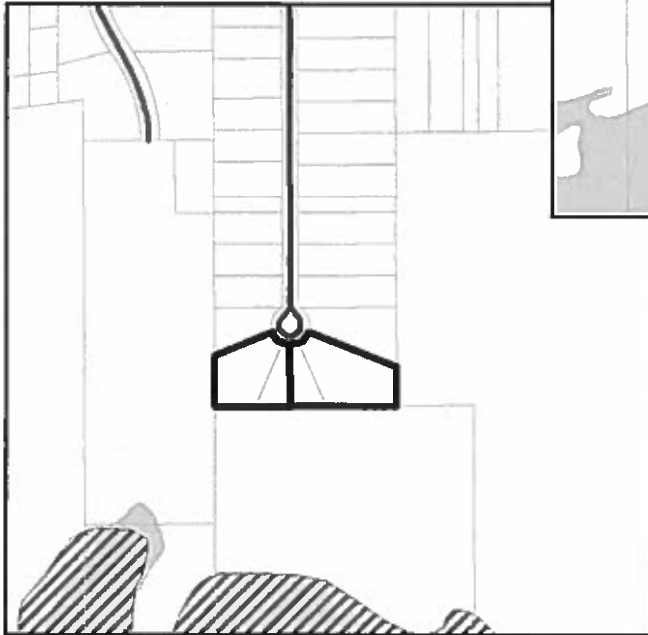
Lakeview Estates  
Suffield Township



Portage County Soil Survey  
Digital version, 2006.

 Hydric soils

0 270 540 1,080 Feet





FEMA Flood Insurance Rate Map, 2013

Wetlands & Priority Conservation Areas



 Wetlands

 Flood Zone A  
 Flood Zone AE

**REPLAT of SUB-LOTS 193, 194, 195 & 196,  
of the MCEL RATH PARK EXTENSION, RAVENNA.**

**Case No.** 17-07  
**Reviewed By:** Haley Wachholz  
**Date Submitted:** 3-31-17  
**Due:** 5-10-17

**APPLICANT:** Cynthea Brea Sanders  
6758 Sumner Rd. Ravenna, Oh 44266

**REQUESTED ACTION:** The applicant is requesting to combine 4 sublots for the purpose of constructing a new home.

**LOCATION:** **Vicinity Map (Exhibit 1)**  
The McElrath Park extension is located off of Cleveland Rd. near the border of Ravenna city. The replat's location is between Fairfield St. and McElrath St. off of Cleveland Rd. with Infirmary Rd. to the West.

**SIZE & ZONING: (Exhibit 2)**

**Site zoning:**

|                | <u>Required</u> | <u>10 R</u> |
|----------------|-----------------|-------------|
| Min. lot size* | .2 ac.          | .4886 ac.   |
| Min. frontage  | 80.0 ft.        | 100 ft.     |
| Min. lot width | 80.0 ft.        | 100 ft.     |

\* Lot does not meet current zoning acreage requirements.

**Zoning:** The replat site is in the residential low zoning category.

**LAND USE:** **Site:** There are no existing structures on these lots.

**Surrounding:** Land surrounding the replatted lot is zoned (RH) residential high with surrounding areas zoned as commercial residential (CR) along Cleveland Rd. and Rt. 14.

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

**PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):**

**Soils:** Soils on lots 193, 194, 195 & 196 are all Canfield-Urban land complex (CfB) with 2 to 6 percent slopes.

- Canfield-Urban land complex, 2-6% slopes (CfB): This soil type is moderately well drained, formed from till. This soil type has no frequency of ponding or flooding.

05/04/17

**Wetlands:** According to the Portage County Wetland Inventory, there do not appear to be wetlands on the site.

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

**COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:**

|   | Approval  | Conditional approval                | Disapproval              | No comment                          |
|---|---|-------------------------------------|--------------------------|-------------------------------------|
| <i>Chief Building Official:</i>             | <input 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"/>            |
|   | No authority in areas with central sewer.   |                                     |                          |                                     |
| <i>Soil &amp; Water Conservation Dist.:</i> | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <i>Tax Map:</i>                             | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| <i>Water Resources Dept.:</i>               | <input checked="" type="checkbox"/> Central sewer is available from PCWR. Central water is available. |                                     |                          |                                     |
| <i>Ravenna Township:</i>                    | <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |

**COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:**

The following changes must be made for the replat to meet Subdivision Regulations:

- 316.1- Name of subdivision, township, and Township lot
- 316.24- Approval of Tax Map

**COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:**

The replatted lot does meet zoning requirements.

**ANALYSIS:** The purpose of this replat is to combine four sublots into one for the purpose of creating a new family home.

**RECOMMENDATIONS:** Staff recommends approval if all the comments have been met. If comments have not been satisfied by 5/10/2017, we either recommend extension of time or disapproval.

Exhibit 1

# McElrath Park Ravenna Township

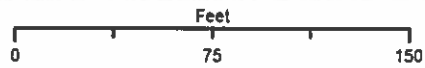
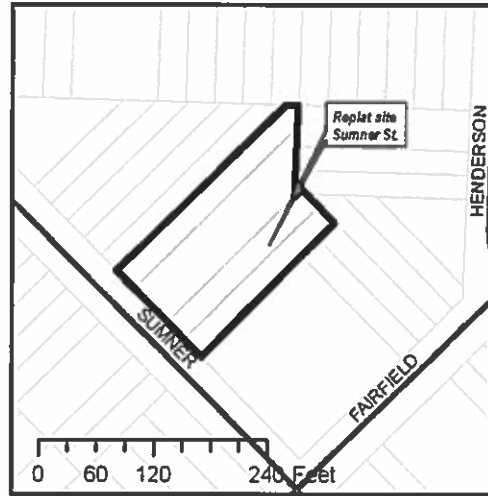


Exhibit 2  
Replat

OWNERS ADDRESS:  
CYNTHIA B. WELAND  
1213 SHADOLAWN DRIVE  
RAVENNA, OH 44288  
  
RECORDED IN:  
FILE #201608948

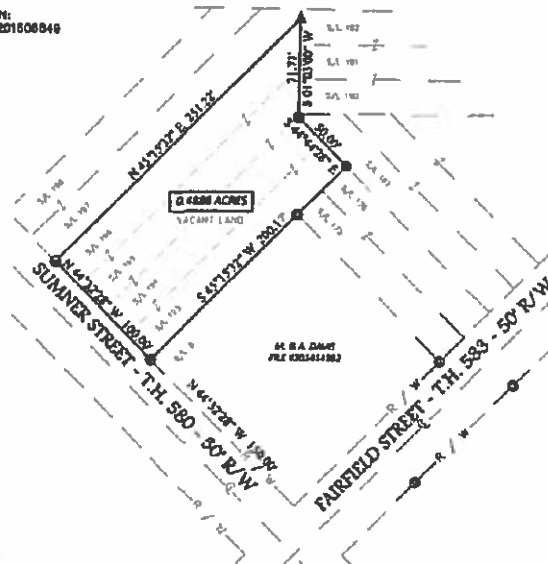


Exhibit 3

# Soils, Wetlands, Flood Hazard Areas & Priority Conservation Areas

McElrath Park  
Ravenna Township



Portage County Soil Survey  
Digital version, 2006.

 Hydric soils

0 265 530 1,060 Feet





FEMA Flood Insurance Rate Map, 2013

Wetlands &  
Priority Conservation Areas



 Wetlands

 Flood Zone A  
 Flood Zone AE