

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 Hatrick 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.

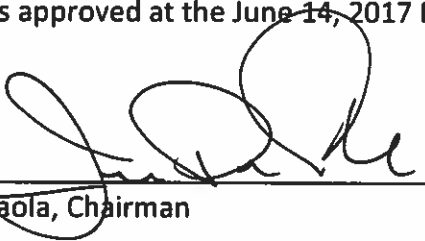
Next Meeting

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