

**Minutes  
Portage County Regional Planning Commission  
November 14, 2018**

Portage County Regional Planning Commission dated November 14, 2018 at 4:35 p.m. The meeting was held in the Portage County Administration Building, 449 South Meridian Street, Ravenna.

**Members Present:**

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Ciccozzi
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan
Palmyra Twp., Sandy Nutter	Randolph Twp., Victoria Walker	Ravenna Twp., Jim DiPaola
Ravenna City, Frank Seman	Rootstown Twp., Joe Paulus	Suffield Twp., Adam Bey
Windham Twp., Rich Gano	Windham Vill., Deborah Blewitt	Sugar Bush Knolls Vill., Jim Beal
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Portage Park District, Allan Orashan
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Mike Kerrigan		

**Alternates Present:**

P.C. Commissioner Kerrigan Alternate, Jim Greener

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	G. Miller
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**Members Absent:**

Mantua Twp., Victor Grimm	Paris Twp., Ed Samec	Shalersville Twp., Ronald Kotkowski
Streetsboro City, Glenn Broska	Soil & Water, James Bierlair	
County Engineer, Mickey Marozzi		

**Public Present**

Dan Spicer, Paris Township

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

**APPROVAL OF OCTOBER 10, 2018 MEETING MINUTES**

The October 10, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

## SUBDIVISIONS

Replat of Sublots 4, 5 and 6 in the "Trade Winds No. 1" on Tallmadge and Hunters Ridge Drive, Lot 28 in Brimfield Township, Jacob Reuting, applicant

The applicant is requesting approval to combine three lots into one in order to build a fence. Currently there is a single-family home on the lot.

Staff recommends approval of the replat as submitted. A motion was made by D. Blewitt to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 24 Yeas.

Replat of Sublots 25-R, 27 and 28 in the "Olde Mill Run Allotment" on Bryar Court, Jeffrey Feciuch, applicant

The applicant is requesting approval to split a lot between two lots so that they have enough room for a septic system and to construct a single-family home.

There are a number of items that need to be corrected before staff can recommend approval of the replat and they are as follows:

- Approval from the Tax Map Department
- Owner's signatures are needed on the replat
- Location map needs to be added
- All existing structures need to be shown on the replat

Staff recommends an extension of time until December 12, 2018 in order to allow time to correct the items that were in non-compliance with the P.C. Subdivision Regulations.

A motion was made by V. Kline to approve an extension of time until December 12, 2018. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

Replat of Blocks D-R and the Addition of the Speedway (Block Q" in the "Brimfield Crossings Subdivision" on State Route 43, Lots 32 and 33 in Brimfield Township, Speedway, LLC., applicant.

A motion was made by R. Gano to approve an extension of time until December 12, 2018. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

Preliminary Plan of "Cranberry Creek (Phase 3 & 4)" on Sandy Lake and Lynn Road, Lots 10 & 11 and 26 & 27 in Brimfield Township, Cranberry Farms, LLC., applicant

A motion was made by M. Hlad to accept the preliminary plan for review. Motion seconded by J. Greener. Motion carried with 24 Yeas.

## ZONING

Charlestown Township Rezoning from Residential to Business on State Route 5 – Report presented by T. Peetz

### Amendment No. 1

Charlestown Township is proposing to rezone 14 properties located along State Route 5 to be rezoned from R-1, Residential to B-1, Business. The proposed amendment is to allow for the existing development of mostly commercial uses along State Route 5 to be consistent with the zoning district. The existing properties are primarily a fuel and gas operation, mining and other miscellaneous commercial.

The surrounding area to the north and west are predominantly residential and to the south and east are mostly vacant or mining on the north side of State Route 5. There are three property owners in the subject rezoning.

It is not anticipated at this time that additional traffic will be created with the zoning change.

The proposed zoning change is in keeping with the current uses in the area. Staff would recommend approval of the rezoning of 14 parcels from R-1, Residential to B-1, Business. A motion was made by V. Kline to follow staff recommendation. Motion seconded by D. Blewitt. Motion carried with 24 Yeas.

Rootstown Township Text Amendment – Report presented by T. Peetz

### Amendment No. 1

Rootstown Township is proposing the following under Section 310.08.C, Attached Garage Required:

- C. Attached Garage Required: Every dwelling unit except a multi-family unit shall have an attached or detached, enclosed garage with a minimum area of 240 square feet. On new construction without an attached garage, the first detached structure shall be considered a garage. Any additional structures shall be considered accessory buildings. All detached garages shall meet the requirements of an accessory building.

The beginning of Section 310.08 states “all dwelling units shall be erected, altered, moved, maintained or occupied only in accordance with the following”. Therefore, a dwelling without an attached garage cannot be altered unless the proposed alteration includes an attached garage. The proposed change would allow such dwellings to be conforming as long as they had an attached garage or detached garage.

Staff recommends approval of the proposed amendment to Section 310.08.C. as proposed.

Amendment No. 2

Rootstown Township is proposing under Section 350.07.A and 370.06.A to allow the height of buildings in the R-O, V-C, C-1, C-2 and C-3 Districts of up to 50 feet except in the C-3 District, taller structures may be approved by the Board of Zoning Appeals as a conditional use.

Section 350.07.A is the height regulation for commercial districts, and Section 370.06.A is the height regulation for industrial districts. Since these regulations were last amended in 1999, the Fire Department has purchased a ladder truck and is now equipped to handle a building of this height in the event of a fire.

Staff recommends approval of the amendment as proposed.

Amendment No. 3

Rootstown Township is proposing a new definition for Automobile Service Station. The definition proposed is as follows:

**“MOTORIZED VEHICLE SERVICE CENTER (See also gasoline Station): A building, part of a building, structure or space which is used for the retail sale of lubricants and motor vehicle accessories, the routine maintenance and service and the making of repairs to motor vehicles, except that repairs described as major repairs in MOTORIZED VEHICLE AUTO REPAIR GARAGE shall not be permitted.”**

Staff recommends approval of the proposed amendment as proposed.

A motion was made by J. Paulus to follow staff recommendations for Amendments No. 1 – 3. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

Randolph Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Randolph Township is proposing add a definition of “shipping containers”. Randolph Township is proposing the following definition:

Shipping/Storage Container: These vessels are such as were originally designed for or used in the packing, shipping, movement or transportation of freight, articles, goods or commodities. These include but are not limited to standardized re-usable containers such as: cargo containers, transport containers, shipping containers, portable site storage containers, Portable On-Demand Storage units (PODS), railroad cars, and titled vehicles. Shipping/storage containers are classified as accessory structures.

There is not one standard definition of either a shipping container or accessory structure. Shipping/storage containers being an accessory structure can be further regulated on size and number. The sections that address accessory structures may want to have a limit in size or number to help track any misuse of accessory structure(s) and shipping/storage containers. The accessory structures should

also address the location of accessory structures i.e. not permitted in the front yard or only allowed in the rear yard.

Staff recommends approval of the proposed amendment. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by R. Dempsey. Motion carried with 24 Yeas.

## **EXECUTIVE COMMITTEE**

### **Work Program**

#### **October, 2018 Work Program Report**

Todd presented the October 2018 Work Program Report.

- **Update of Portage County Subdivision Regulations** – A meeting was held in November to review and finalize the comments. The next meeting is scheduled for December 4, 2018.
- **Brimfield Township** – Staff is looking at updating the zoning districts to determine if there is an opportunity to reduce or realign them so they do not have as many zoning districts. Staff also updated their zoning map.
- **Hiram Township** – Actively is looking for grant opportunities to support projects they would like grant funding for.
- **Mantua Township** – Staff is continuing to help with coordination of the Mantua Center School Development Plan.
- **Mantua Village** – They are considering an income survey to be able to apply for a CDBG grant.
- **Randolph Township** – Staff assisted with language for storage containers.
- **Ravenna City** – Staff has continued to work on finalizing their Land Use Plan. The next meeting will be held with City Council and is to be determined.
- **Ravenna Township** – Staff is assisting the Township with their JEDD. Staff is also assisting the Township with potential zoning amendments.
- **Shalersville Township** – Staff assisted with some map updates and other data gathering for their records.
- **City of Streetsboro** – A Master Plan Community Meeting was held on September 13<sup>th</sup> and the 20<sup>th</sup>. The next meeting will be held on November 13, 2018 with their Planning Commission.
- **Suffield Township** – Todd attended a meeting on October 10<sup>th</sup> with their Planning Commission relating to their Land Use Plan and the next meeting will be held on November 14, 2018.

- Windham Village – Staff has completed the first draft of their Land Use Plan.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We have 11 applications in process and 7 home sewage repairs have been completed.
- Local Government Innovation Fund County-Wide Parks and Recreations Collaboration and Coordination Plan – We are combining financial resources from another grant for the creation of an interactive website. The grant has been extended until December 31, 2018.
- Local Government Innovation Fund Marketing and Branding (Planning) Grant – Staff will be requesting an extension on this grant.
- Celebrate Portage!/Visioning In Portage (VIP) – The next meetings won't start until January 2019.

#### Grant Report

##### 2018 CDBG Critical Infrastructure Grant (Ravenna City) - \$500,000

The application was not funded. An in person technical meeting was held with the State on November 7, 2018 to discuss the application. The application is due by November 16, 2018.

##### 2018 CDBG Critical Infrastructure Grant (Windham Village) - \$285,700

The application was funded and we are waiting on the grant agreement.

##### ODNR: Nature Works Grant – Garrettsville Village – Palmyra Township

The Nature Works Grants submitted on behalf of the Village of Garrettsville and Palmyra Township was funded.

#### October 2018 CDBG Report

##### 2018 Community Development Allocation Grant

The grant agreement has been signed by the Commissioners and returned to OCD. An environmental review will be required to be completed for each activity in order to obtain release of funds.

##### 2018 CDBG Critical Infrastructure Grant – Windham Village

Once the grant agreement is signed an environmental review will be completed for each activity in order to obtain release of funds.

## Finance

### October, 2018 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the October, 2018 financial statements and recommends acceptance.

J. Paulus made a motion to approve the October, 2018 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 24 Yeas.

### Authorization to Enter into an Agreement with the Portage County Prosecutor's Office for Legal Services for 2018 (Resolution No. 18-13)

Todd presented Resolution No. 18-13 which is authorization to enter into an agreement with the Portage County Prosecutor's Office for legal services for an amount not to exceed \$10,000.

A motion was made by K. Cihan to approve entering into contract with the Portage County Prosecutor's Office for legal services. Motion seconded by A. Orashan. Motion carried with 24 Yeas.

## OTHER BUSINESS

### Appointment of Vice Chairman Pro Tempore – J. DiPaola

J. DiPaola noted that he has appointed S. Bennett to replace Tom Smith as Vice Chairman Pro Tempore to finish out the term.

### Shipping Containers - Fox 8 News – J. DiPaola

J. DiPaola said there was a report about shipping containers on Fox 8 News. J. DiPaola said that it was noted that shipping containers are going to be the next tiny home. They were saying on the news that a shipping container can be made into a house in a matter of days.

Shipping containers do not meet any square footage requirements in most of the townships that do have square footage requirements in their zoning regulations.

J. Paulus also said that some of the shipping containers have radioactive chemicals embedded in them and that it cannot be cleaned out. J. Paulus said that if a person gets a brand new one they are okay but if it is used then there could be chemicals embedded in it.

### Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on December 12, 2018 at 4:30 p.m. and will be held at the Reed Memorial Library.

**DIRECTOR'S REPORT**

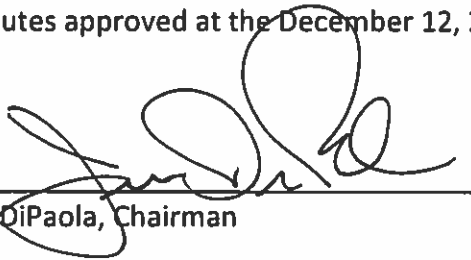
**Sale of 122, 124, 126 and 128 North Prospect Street, Ravenna**

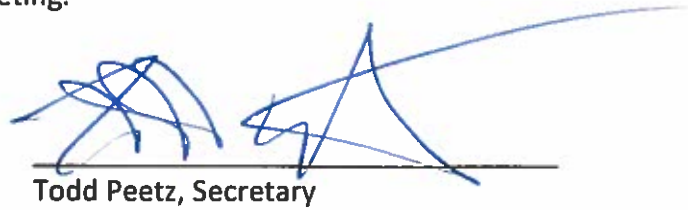
Todd said he was not sure as to when the sale of the building will go back out to bid however in the meantime we are anticipating renting out the facility until it's sold.

**ADJOURNMENT**

J. DiPaola adjourned the meeting at 5:10 p.m.

Minutes approved at the December 12, 2018 Meeting.

  
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Jim DiPaola, Chairman

  
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Todd Peetz, Secretary