

# AGENDA

## PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, NOVEMBER 8, 2017

REGIONAL PLANNING COMMISSION MEETING ROOM

124 NORTH PROSPECT STREET

RAVENNA

4:30 P.M.

I. CALL TO ORDER

II. STREETSBORO MEMBERSHIP

III. \*APPROVAL OF OCTOBER 11, 2017 MEETING MINUTES

IV. SUBDIVISIONS

- \*1. Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC., applicant (Approval of an extension of time until December 13, 2017)
- \*2. Plat of "Cranberry Creek (Phase 2)" on Lynn Road, Lot 10 in Brimfield Township, Cranberry Farm, LLC.
- \*3. Replat of Sublots 12-R and 14 in the "Cuyahoga Valley Homesites Subdivision No. 1" on Sheldon Road, Lot 24 in Mantua Township, Bennett Land Title on behalf of Steven and Sharon Dudas, applicant
- \*4. Replat of Block B-R5 in the "Wintergreen Point Subdivision" on Rootstown Road, Lot 43 in Rootstown Township, Roots-1, LLC., applicant
- \*5. Replat of Sublots 3, 4, 5 and 6 in Block "J" in the "Ravenna Building Company Allotment No. 2" on Sandy Lake Road, Lot 20 in Rootstown Township, Harold Adkins, applicant
- \*6. Replat of Sublots 113 and 114 in the "Butternut Ridge (Phase 5)" on Buckeye Blvd., Lot 10 in Brimfield Township, Joni Lantz and Corinne Heraud, applicant

*\*Needs Action*

V. ZONING

- \*1. Rootstown Township Text Amendment Re: Section 370.07 (Parking Setback); Section 420.09 (Sign Regulations); Section 520.02 (Zoning Commission); Section 530.02 (Board of Zoning Appeals); Section 620.02 (Development Plan Review); Section 660.07 (Zoning Amendment Tracking Form)

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

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

B. FINANCE

- \*1. October 2017 Financial Statements
- \*2. Authorization to enter into Contract with the State of Ohio Auditor and Perry & Associates, CPA's A.C. to Conduct an Audit for Fiscal Years 2016 and 2017 for the Portage County Regional Planning Commission (Resolution No. 17-11)
- \*3. 2017 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 17-12)
- \*4. 2017 Regional Planning Commission Appropriation Adjustment (Resolution No. 17-13)

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

- 1. Next Meeting – Wednesday, December 13, 2017 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

IX. ADJOURNMENT

*\*Needs Action*

# City of Streetsboro

Administrative Offices  
(330) 626-4942



Mayor's Office  
(330) 626-3661 Fax

October 26, 2017

James DiPaola, Chairman  
Portage County Regional Planning Commission  
124 N. Prospect Street  
Ravenna, Ohio 44266

**Re: Streetsboro Membership in PCRPC**

Dear Mr. DiPaola:

Enclosed is a certified copy of Streetsboro City Council Resolution No. 2017-120, declaring the City's intention to withdraw from membership in the Portage County Regional Planning Commission effective January 1, 2018. The Commission's staff has been aware of the City's intent to withdraw from membership since at least April of 2017. Therefore, I am requesting that the Commission waive the "one fiscal year" notice requirement contained in Section XIII of the Commission's bylaws in order to permit the City to terminate its membership at the end of this year.

I am requesting that this matter be calendared for the Commission's November 8<sup>th</sup> meeting. Thank you in advance for your cooperation. If there are any questions, please feel free to contact me.

Sincerely,

Glenn M. Broska  
Mayor

c: Todd Peetz, PCRPC Executive Director  
John Cieszkowski, Planning Director  
Caroline Kremer, Clerk of Council

# RECORD OF RESOLUTIONS

Dayton Legal Bank, Inc. Form No. 20043

Resolution No. 2017-120

Passed October 9, 2017

A RESOLUTION DECLARING THE CITY'S INTENTION TO WITHDRAW FROM MEMBERSHIP IN THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION EFFECTIVE DECEMBER 31, 2017, AUTHORIZING THE MAYOR TO NEGOTIATE SUCH WITHDRAWAL, AND DECLARING AN EMERGENCY IN ORDER TO EXPEDITE THE NEGOTIATIONS.

WHEREAS, on September 12, 2017 the Streetsboro Planning Commission voted unanimously to recommend that the City withdraw from membership in the Portage County Regional Planning Commission,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Streetsboro, Portage County, Ohio, that:

**SECTION 1:** This Council declares that it is the City's intention to withdraw from membership in the Portage County Regional Planning Commission effective December 31, 2017. The Mayor is authorized to negotiate such withdrawal, including a mutually agreed waiver of any membership rules or notice requirements that are contrary to the City's intent as stated herein.

**SECTION 2:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public except as authorized by Section 121.22(G)(4) of the Ohio Revised Code, in compliance with all legal requirements, to the extent applicable, including Chapter 107 of the Codified Ordinances.

**SECTION 3:** This resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, convenience and welfare of the residents of this City for the reason that the Council wishes to expedite the withdrawal negotiations, and provided it receives the affirmative vote of three-fourths of the members elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force at the earliest period allowed by law.

PASSED:

9 Oct 2017  
Date

Stephen A. Michniak  
Stephen A. Michniak, President of Council

ATTEST:

Caroline L. Kremer  
Caroline L. Kremer, Clerk of Council

APPROVED:

10/11/17  
Date

Glenn M. Broska  
Glenn M. Broska, Mayor

Prepared and approved as to legal content by:

Paul A. Janis  
Paul A. Janis, Law Director

Date Submitted to Mayor for Approval: 10-11-17

Returned: 10-11-17

Sponsored by: Planning Director

I, Caroline Kremer, Clerk of Council of the City of Streetsboro, Portage County, Ohio and in whose custody the records of City Council are kept, do hereby certify that the attached is a true and correct copy of Res No 2017-120.

IN WITNESS WHEREOF, I have set my hand and affixed the official seal of the City of Streetsboro this 20<sup>th</sup> day of October, 2017.

Caroline Kremer  
Signature, Title

**Minutes  
Portage County Regional Planning Commission  
October 11, 2017**

Portage County Regional Planning Commission dated October 11, 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., Wendi O'Neal	Franklin Twp., Sam Abell
Garrettsville Vill., Rick Patrick	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 Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Nancy Vines	Suffield Twp., Mark Frisone
Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal	P.C. Commissioner, Vicki Kline
PARTA, Frank Hairston	Water Resources, Tia Rutledge	Portage Park District, Allan Orashan
P.C. Commissioner Frederick Alternate, James Greener		

**Alternates Present:**

Suffield Twp., Adam Bey

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	A. Craft
H. Wachholz			

**Members Absent:**

Freedom, Jeffrey Derthick	Hiram Vill., Robert Dempsey	Ravenna City, Frank Seman
Streetsboro City, Glenn Broska	Windham Vill., Deborah Blewitt	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi	P.C. Commissioner, Sabrina Christian-Bennett	

**Visitors Present:**

S. Burkholder	D. Burkholder	S. Skrovan
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The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

**APPROVAL OF SEPTEMBER 13, 2017 MEETING MINUTES**

The September 13, 2017 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by F. Hairston. Motion carried with 20 Yeas.

## **SUBDIVISIONS**

**Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC.**

R. Patrick made a motion to approve an extension of time until November 8, 2017. Motion seconded by J. Greener. Motion carried with 20 Yeas.

**Replat of Sublots 19 – 20 in the "Country View Estates (Phase 3)" on Country View Drive, Lot 12 in Brimfield Township, Donald and Susan Burkholder, applicant – Report presented by Haley Wachholz**

The applicant is requesting approval to combine two lots into one lot in order to construct a single-family home.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations have been corrected therefore staff recommends approval of the Replat.

J. Kovacich made a motion to follow staff recommendation. Motion seconded by B. Prescott. Motion carried with 20 Yeas.

**Replat of Block "A" and Block "B" in the "Atwater Station" on Cedar, Hickory and Fair Street, Lots 90 and 98 in Atwater Township, Ruth and Donald McDonald. Applicant – Report presented by Haley Wachholz**

The applicant is requesting approve to combine two lots into one lot. There is an existing structure on the eastern boundary of Block "B" on Hickory Street.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations has been corrected therefore staff recommends approval of the Replat.

J. Greener made a motion to follow staff recommendation. Motion seconded by V. Kline. Motion carried with 20 Yeas.

**Plat of "Cranberry Creek (Phase 2)" on Lynn Road, Lot 10 in Brimfield Township, Cranberry Farm, LLC., applicant**

B. Prescott made a motion to approve an extension of time until November 8, 2017. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

**Replat of Sublots 13-R and 14 in the "Cuyahoga Valley Homesites Subdivision No. 1" on Sheldon Road, Lot 24 in Mantua Township, Bennett Land Title on behalf of Steven and Sharon Dudas, applicant**

B. Prescott made a motion to approve an extension of time until November 8, 2017. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

Replat of Block BR-5 in the "Wintergreen Point Subdivision" on Rootstown Road, Lot 43 in Rootstown Township, Roots-1, LLC., applicant

B. Prescott made a motion to approve an extension of time until November 8, 2017. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

Replat of Sublots 3, 4, 5 and 6 in Block "J" in the "Ravenna Building Company Allotment No. 2" on Sandy Lake Road, Lot 20 in Rootstown Township, Harold Adkins, applicant

B. Prescott made a motion to approve an extension of time until November 8, 2017. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

**ZONING**

Rootstown Township Text Amendment – Courtesy Review Re: Chapter 340, Residential Lake District Regulations – Report presented by Todd Peetz

After the Regional Planning Commission and the Rootstown Township Zoning Commission provided their recommendations further modifications were made to satisfy the resident concerns who live in the Lake District areas.

Staff met with Rootstown representatives and the Sapp Wood Shores homeowner representatives to discuss the proposed modifications. The modifications addressed the concerns raised with the setbacks and setbacks from private driveways, accessory structures and the platting process or creating a formal condominium association. These communities were constructed long before zoning, subdivision regulations and condominium regulations were developed. Any further development would meet the R-2 zoning requirements, which as of today surround these three communities.

Staff would agree that the additional modifications are helpful to the residents and would recommend that we acknowledge the proposed changes in the affirmative as this is only a courtesy review.

**EXECUTIVE COMMITTEE**

**Work Program**

**September, 2017 Work Program Report**

Todd presented the September 2017 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting will be set up to discuss the comments from the Portage County Prosecutor's Office. Public meeting will then be set up.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.

- Ravenna City – A community meeting was held on September 19, 2017 for the land use plan. Staff has also continued to help with the newly established JEDD.
- Ravenna Township – Staff has continued to help with the newly established JEDD.
- Rootstown Township - Staff is working worked with the Township Officials and the residents to create a Lake District Zoning District for 3 areas in Rootstown Township (Sandy Lake, East Muzzy Lake and Sappwood Shores).
- Streetsboro City – Staff is continuing to work with them on their subdivision regulations and are waiting feedback on the changes made back in March.
- Suffield Township – Todd met with the Zoning Commission on September 20, 2017 to discuss the land use plan.
- Windham Village – Todd met with Village Officials on September 11, 2017 to discuss the land use plan.
- Portage County Land Reutilization Corporation (Land Bank) – A meeting was held on September 28, 2017 and the next meeting will be held on October 16, 2017 at 2:30 p.m. at Neighborhood Development Services office.
- Portage County Storm Water Program - We have a total of 7 households that have requested assistance with their septic system.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – The next Steering Committee meeting will be held on October 19, 2017 at the RPC offices. The only component left to complete is the website.
- Celebrate Portage!/Visioning in Portage (VIP) – The next steering committee meeting will be held on January 25, 2017.

#### Grant Activity

Amy Craft continues to work on grant applications. Board members are encouraged to notify RPC staff with any grants they have interest in pursuing or projects they have planned that a grant may assist in funding.



## **September, 2017 CDBG Report**

### **2015 Community Development Allocation Grant**

#### **Neighborhood Facility/Community Center – Mantua Township Elevator**

Installation of the elevator has started and it is anticipated that it will be completed by the end of October.

### **2016 Community Development Allocation Grant**

#### **Neighborhood Facilities/Community Center (Windham Community Center)**

Project was awarded by the Commissioners on September 26, 2017. The contracts are currently being circulated for signatures.

#### **Neighborhood Facilities/Community Center (Mantua Center School Elevator Lobby)**

Construction is nearing completion. Once the installation of the elevator is completed the contractor will complete the interior work in the lobby.

#### **Public Facilities (Ravenna City Sidewalks)**

A Notice to Proceed has been issued and a pre-construction meeting was held on September 22, 2017. Construction is anticipated to start on October 9, 2017 and it is estimated that it will take approximately 3 weeks to complete the work.

## **Finance**

### **September 2017 Financial Statement**

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

### **Next Meeting**

J. DiPaola announced that the next Regional Planning Commission meeting will be held on November 8, 2017 at 4:30 p.m.

## **DIRECTOR'S REPORT**

- Todd presented information on the State Capital Budget. Appropriations are provided for the repair, reconstruction and construction of capital assets of State agencies, colleges/universities and school districts. Funds may be allocated for community projects of local or regional

interest. There are no matching funds required. Requests must be submitted by November 15, 2017 if anyone interested in applying.

- Two vacancies need to be filled on the Executive Committee. One of the vacancies will be filled today and the other will be filled at the next RPC meeting.

It was recommended by J. DiPaola that S. Bennett be appointed to replace M. Frederick. R. Patrick made a motion to appoint S. Bennett to the Executive Committee. Motion seconded by V. Kline. Motion carried with 22 Yeas.

- The Personnel Policies are in need of a major update.
- Todd stated that he met with the Commissioners last week regarding RPC finances. The Executive Committee recommended that two letters be written to the Commissioners for two different requests. The Commissioners were receptive.

### **ADJOURNMENT**

W. O'Neal made a motion to adjourn the meeting at 5:05 p.m. Motion seconded by B. Prescott.

Minutes approved at the November 8, 2017 Meeting.

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Jim DiPaola, Chairman

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Todd Peetz, Secretary



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Meeting called to order on October 11, 2017 at: 3:00 pm

In Attendance: J. Beal T. Smith S. Nutter  
A. Orashan J. DiPaola

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:13 p.m. The minutes of September 13, 2017 were presented. A. Orashan made a motion to dispense with the reading of the minutes and to approve the minutes noting 1 correction on page 3 Parking Facilities-Village of Garrettsville. The sentence should read: **The Ohio Development Services have given the Village additional funding for improvements**, (the word funding was omitted) seconded by T. Smith. Motion carried unanimously.

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

**Update of Portage County Subdivision Regulations**

Todd reported he met with new assistant prosecutor, David Garnier on August 18<sup>th</sup> to address legal questions posed by the Steering Committee. David will continue his review.

**Planning Administration**

A total of 16 subdivision applications were submitted during the month of September 2017 creating 72 new lots.

**Mantua Township**

Staff is continuing to help with coordination of the Mantua Center School development plan.

**Mantua Village**

The RPC was asked to consider helping with JEDD information.

**Ravenna City**

Staff met with city officials to discuss their land use plan and to look into more specific areas of the city. A community meeting was held on Tuesday, September 19<sup>th</sup> from 5:00 pm. to 8:00 p.m. Continue to help with newly established JEDD at meeting held on September 21, 2017.

**Ravenna Township**

Staff is assisting the city and township officials with their newly established JEDD. A meeting was held on September 21, 2017 with the township and Ravenna City officials.

**Rootstown Township**

A new zoning district (Lake District) has been developed for 3 areas in Rootstown. All 3 areas were pre-zoning. Discussion held. The 3 areas are Sandy Lake, East Muzzy Lake and Sappwood Shores. Staff reviewed a text amendment re: section 150.02.B Definition of lot; Section 210.01



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### **Ravenna City Land Use Plan**

Staff has been collecting data and mapping key elements of the City. Staff met with the Mayor in October and we are working closely with the City's core group to develop goals, objectives and strategies. Feedback was received on the mapping and approximately 50 surveys have been returned. This project is 95% complete.

### **LGIP County-wide Parks and Recreation Collaboration and Co-ordination Plan**

The next steering committee meeting will be held on October 19<sup>th</sup> at the RPC offices. This project is 90% complete.

### **Neighborhood Facility/Community Center – Mantua Township Elevator**

Ohio Edison has installed the electrical poles as requested by the township. All of the elevator parts have been manufactured. Canton Elevator will start to assemble and install the elevator the first week in August. It is estimated that it will take 5 weeks to complete the installation of the elevator and approximately a week for the general contractor to complete the final work. Due to the timing staff has asked for an additional 2 months to complete the work from the Ohio Department Services. Ohio Department Services approved the request for an additional 2 months to complete the project. The end date for construction will be October 31, 2017.

### **2016 CDBG Formula Grant**

#### **Neighborhood Facilities/Community Center (Windham Community Center)**

The Windham Village Community Center needs the following repairs:

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

An RFP was sent out for architectural services on March 31, 2017. RFP's are due by 2:30 p.m. on April 19, 2017. A contract was awarded for architectural services on April 25, 2017. The contract is being circulated for signatures. Contract is in place for architectural services. The work specifications are nearing completion and it is anticipated that the project will go out to bid by mid-August. Bid opening was held on September 13. Project was awarded by the Portage County Commissioners on September 26, 2017. The contracts are being circulated for signatures.

#### **Neighborhood Facility/Community Center (Mantua Center School)**

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

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



**LGIP Park Plan**

September 1, 2017 Cash Balance	\$ 51.78
Receipts:	\$5,000.00
Expenditures:	\$4,753.09
September 30, 2017 Cash Balance	\$ 298.69

**B-F-16 Formula Grant**

September 1, 2017	\$32,960.56
Receipts:	\$ 0.00
Expenditures:	\$18,166.48
September 30, 2017 Cash Balance	\$14,794.08

**B-D-16 New Horizons**

September 1, 2017	\$1,747.76
Receipts:	\$0.00
Expenditures:	\$0.00
September 30, 2017 Cash Balance	\$1,747.76

**LGIP Branding/Marketing**

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

**September 2017 Financial Statements**

E. Beeman presented and reviewed the September 2017 financial statements. A motion was made by J. Beal to approve the September 2017 financial statements as presented and to recommend acceptance to the full Commission, motion seconded by A. Orashan. Motion carried unanimously.

**Director's Report**

T. Peetz reported the State Capital Budget is in progress. The time limit for submission is November 15, 2017. T. Smith noted Nopec energy related grants will be announced soon. J. Beal stated his village would like to change the street lights to LED lighting. T. Smith stated their number one goal with these grants is energy efficiency. Discussion held.

T. Peetz reported H. Wachholz will be going to full time status effective 10/23/17. She will not take advantage of the health insurance at this time.



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to the 6<sup>th</sup> floor of the County Administration Building is still good and what would be their terms/conditions.

There being no further business to come before the Committee a motion was made by A. Orashan to adjourn the meeting at 4:32 p.m. Seconded by T. Smith. 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 November 8, 2017