

# AGENDA

## PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, OCTOBER 11, 2017

REGIONAL PLANNING COMMISSION MEETING ROOM

124 NORTH PROSPECT STREET

RAVENNA

4:30 P.M.

I. CALL TO ORDER

II. \*APPROVAL OF SEPTEMBER 13, 2017 MEETING MINUTES

III. 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 November 8, 2017)
- \*2. Replat of Sublots 19-20 in the "Country View Estates (Phase 3)" on Country View Drive, Lot 12 in Brimfield Township, Donald & Susan Burkholder, Applicant
- \*3. 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
- \*4. Plat of "Cranberry Creek (Phase 2)" on Lynn Road, Lot 10 in Brimfield Township, Cranberry Farm, LLC, Applicant (Approval of an Extension of Time until November 8, 2017)
- \*5. 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 (Approval of an Extension of Time until November 8, 2017)
- \*6. Replat of Block B-R5 in the "Wintergreen Point Subdivision" on Rootstown Road, Lot 43 in Rootstown Township, Roots-1, LLC (Approval of an Extension of Time until November 8, 2017)

*\*Needs Action*

- \*7. Replat of Sublots 3, 4, 5 & 6 in Block "J" in the "Ravenna Building Co. Allotment No. 2" on Sandy Lake Road, Lot 20 in Rootstown Township, Harold Adkins, Applicant (Approval of an Extension of Time until November 8, 2017)

IV. ZONING

- \*1. Rootstown Township Text Amendment – Courtesy Review RE: Chapter 340, Residential Lake District Regulations

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

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

B. FINANCE

- \*1. September 2017 Financial Statements

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

- 1. Next Meeting – Wednesday, November 8, 2017 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

VIII. ADJOURNMENT

*\*Needs Action*

**Minutes**  
**Portage County Regional Planning Commission**  
**September 13, 2017**

Portage County Regional Planning Commission dated September 13, 2017 at 4:35 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                            | Franklin Twp., Sam Abell          | Freedom Twp., Jeffrey Derthick |
| Hiram Twp., Steve Pancost                              | Hiram Vill., Robert Dempsey       | Mantua Twp., Victor Grimm      |
| Nelson Twp., Kevin Cihan                               | Palmyra Twp., Sandy Nutter        | Paris Twp., Tom Smith          |
| Randolph Twp., Victoria Walker                         | Ravenna City, Frank Seman         | Shalersville Twp., Nancy Vines |
| Rootstown Twp., Joe Paulus                             | Sugar Bush Knolls, Jim Beal       | Windham Vill., Deborah Blewitt |
| Water Resources, Tia Rutledge                          | Portage Park Dist., Allan Orashan | PARTA, Clayton Popik           |
| P.C. Commissioner Kline Alternate, Terry Montz         |                                   |                                |
| P.C. Commissioner Frederick Alternate, James Greener   |                                   |                                |
| P.C. Commissioner Bennett Alternate, Kathleen Chandler |                                   |                                |

**Members Absent:**

|                                 |                                   |                             |
|---------------------------------|-----------------------------------|-----------------------------|
| Brimfield Twp., Dick Messner    | Garrettsville Vill., Rick Patrick | Mantua Vill., Ben Prescott  |
| Ravenna Twp., Jim DiPaola       | Suffield Twp., Mark Frisone       | Windham Twp., Rich Gano     |
| County Engineer, Mickey Marozzi | Streetsboro City, Glenn Broska    | Soil & Water, James Bielair |

**Staff Present:**

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

**Visitors Present:**

Tom Terhune, Nelson Township  
Susan Skrovan, Mantua Township & Hiram Village

The Regional Planning Commission meeting was called to order by Vice Chairman, Tom Smith at 4:35 PM.

**APPROVAL OF MINUTES AUGUST 9, 2017**

The August 9, 2017 minutes were presented. J. Kovacich made a motion to approve the August 9, 2017 minutes. Motion was seconded by T. Montz. Motion carried with 20 Yeas (1 Abstention; K. Cihan).

**Note:** Nancy Vines noted that on page 2 of the Special Executive Committee Minutes of August 23 in mentions that Shalersville Township and Mantua Township are collaborating on a JEDD. Nancy stated that this is the first Shalersville has heard of the JEDD. Tom Smith asked Lisa to strike that from the minutes.

## **SUBDIVISIONS**

**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 October 11, 2017)**

Staff would recommend approval of an Extension of Time until October 11, 2017. J. Greener made a motion to follow staff recommendation. Motion was seconded by T. Montz. Motion carried with 21 Yeas.

**Replat of Sublots 21-23 in the "Bear Hollow Home Sites Allotment No. 1" on Lake and Ravine Drive, Lot 27 in Deerfield Township, Correct Properties, LLC, Applicant**

Staff recommends approval of the replat as submitted. T. Montz made a motion to follow staff recommendation. Motion was seconded by J. Greener. Motion carried with 21 Yeas.

**Replat of Sublots 19-20 in Country View Estates (Phase 3) on Country View Drive, Lot 12 in Brimfield Township, Donald & Susan Burkholder, Applicant (Approval of an Extension of Time until October 11, 2017)**

Staff would recommend approval of an Extension of Time until October 11, 2017. J. Kovacich made a motion to follow staff recommendation. Motion was seconded by T. Montz. Motion carried with 21 Yeas.

**Replat of Block "A" and Block "B" in the "Atwater Station" on Cedar, Hickory and Fair Street, Lots 90-98 in Atwater Township, Ruth and Donald McDonald, Applicant (Approval of an Extension of Time until October 11, 2017)**

Staff would recommend approval of an Extension of Time until October 11, 2017. J. Kovacich made a motion to follow staff recommendation. Motion was seconded by K. Chandler. Motion carried with 21 Yeas.

## **ZONING**

**Shalersville Township Rezoning from L1-D (Light Industrial) to R-2 (Low Density Residential), Ravenswood Golf Club, Inc., Applicant – Presented by Todd Peetz**

The proposed rezoning area is south of the Portage County Regional Airport. The proposed amendment consists of 110.84 acres and the purpose is to allow property owners to sell their land for residential land use. The major concern is the proximity of the property to the Portage County Regional Airport. Current residential properties are approximately ½ mile from the runway. This rezoning request will potentially place homes within 1/3 mile of the airport runway. Staff would recommend disapproval of the proposed map amendment. The commission discussed the potential for an alternative of allowing a part of the area to be approved for residential. J. Beal said that the commission should not vote for an alternative without having the owner of the property submit an alternative. J. Beal recommended the board follow staff recommendations and deny the request. Tom Smith asked Nancy Vines how the Shalersville Township Trustees and Zoning Commission feel about the rezoning request.

Nancy said they would like it denied as requested, however, they did discuss the potential for approving building along Lake Rockwell and part of Infirmary Road as long as a buffer is maintained between the airport and residential property.

A. Orashan made a motion to follow staff recommendation. Motion was seconded by J. Greener. Motion carried with 21 Yeas.

**Rootstown Township Text & Map Amendment RE: Section 150.02.B; (Definition of Lot) Section 210.01 – Add Lake District; Add Chapter 340, Residential Lake District Regulations; Create L-D District – Presented by Todd Peetz**

**Amendment 1 – Section 150.02**

Amendment is to recognize the pre-existing residential developments in Lake Districts and allow the lots to conform to the Township's definition. Staff recommends approval.

**Amendment 2 – Section 210.01**

Amendment is to add "Lake District" as a new residential district to the zoning code. Staff recommends approval.

**Amendment 3 – Map Amendments from R-2 Residential to L-D Lake District Residential**

Amendment is to recognize the pre-existing residential developments around Sandy and Muzzy Lakes. Staff recommends approval.

J. Paulus made a motion to follow staff recommendation. Motion was seconded by J. Kovacich. Motion carried with 21 Yeas.

**Nelson Township Rezoning Commercial to R-2 Residential on State Route 88, Susan Troyer Guy, Applicant – Presented by Todd Peetz**

Amendment 1 – Amend Zoning Map from C-1 Community Commercial to R-2 Residential. This is a reduction of potential development intensity. Staff would recommend approval.

K. Cihan made a motion to follow staff recommendation. Motion was seconded by J. Paulus. Motion carried with 21 Yeas.

**EXECUTIVE COMMITTEE**

**August 2017 Work Program Report**

- **Subdivision Regulation Administration** – There were 15 applications and 10 lots created.
- **Brimfield Township** – Helping with a mapping task for one of their projects.
- **Mantua Township** – Continue to assist in coordinating the Mantua Center School development plan.

- Mantua Village – Staff has been asked to assist with JEDD information.
- Ravenna City – Met to discuss the land use plan and also look into more specific areas of the City. We are also working to assist the City of Ravenna with their JEDD.
- Ravenna Township - We are also working to assist Ravenna Township with their JEDD.
- Rootstown Township – Worked on a Lake Zoning District for developments on Muzzy and Sandy lakes. Staff met with the Township to discuss zoning language and potential options. We processed a text and map amendments for the September meeting.
- Shalersville Township – Staff provided additional information on outside sales.
- City of Streetsboro – RPC staff revised changes to Streetsboro about their comments to the Subdivision Regulations on March 24th. Staff met on March 29th to discuss changes that were needed before they are finalized. We are waiting on a response to the latest submission of Subdivision Regulations changes. We revised a flow chart for their subdivision regulations.
- Windham Village – Staff submitted a Critical Infrastructure Grant application and are moving forward with the Village in preparing a land use plan.
- Quarterly Zoning Inspectors (QZI) Meeting – The next meeting date has not been determined yet.
- Portage County Land Reutilization Corporation (Land Bank) – Staff attended the August 28, 2017 meeting at Reed Memorial Library. The next meeting is scheduled for Thursday, September 28, 2017 at Reed Memorial Library at 2:30 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – \$500,000 has been set aside to repair and replace home sewer systems. This is a (3) pronged program to help homeowners with the problem of high cost to repair or replace their home sewer system. One project has been completed and another contract is being circulated for signatures.
- 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 has received feedback on the maps and survey, which will be going out shortly. A community meeting has been scheduled for September 19, 2017 at the Reed Memorial Library.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A steering committee meeting was held on August 24, 2017. The next meeting is scheduled for October 19, 2017.

- Celebrate Portage/Visioning in Portage (VIP) – The steering committee held a meeting on July 6, 2017. The events started the last week in August with the Car Show being held August 30<sup>th</sup>. September 2<sup>nd</sup> was the Runway Festival at the Airport and the dinner was held on September 7<sup>th</sup>. The Volunteer Day was held Saturday, September 9<sup>th</sup>.

### Grant Activity Update

Amy Craft continues to work on grant applications. There are several applications due in September. 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.

### August 2017 CDBG Report

#### 2015 Community Development Allocation Grant

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

Installation of the elevator has started and it is estimated that it will take 5 weeks to complete the installation and approximately a week for the general contractor to finish.

Parking Facilities – Garrettsville Parking Lot – All work is completed.

#### Administration and Implementation of the CDBG Grant - \$53,800

Final Performance Report is due by October 31, 2017. Because the Mantua Township Elevator Project will not be completed by August 31, 2017 an extension was requested until October 31, 2017 and approved.

#### 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) – Project went out to bid on August 20, 2017. Bids were due on September 6, 2017 however the bid opening was extended until 2 PM on September 13, 2017 to allow the architect time to re-evaluate the cost estimate advertised.

Neighborhood Facilities/Community Center (Mantua Center School) – Construction is nearing completion. The door for the lobby has been ordered and is anticipated to be delivered on the site next week. The roof has been installed and the door and remainder of the work will be completed once the installation of the elevator is completed.

Public Facilities – City of Ravenna – ADA Handicap Accessibility in LMI Residential Areas – Contractor had to obtain new bond. The contract has gone back to the Prosecutor's office for signature. Once signed by the Prosecutor's office, the contract will be forwarded to the Commissioners for signatures. A Notice to Proceed will be issued and a pre-construction meeting will be held once the contract has been signed by the Commissioners.

**Fair Housing - \$7,000**

There were 10 requests for assistance received in August.

**Finance**

**August 2017 Financial Statement**

T. Smith stated that the Executive Committee reviewed the August 2017 financial statements and recommends acceptance. J. Kovacich made a motion to approve the August 2017 financial statements as presented. Motion seconded by T. Montz. Motion carried with 21 Yeas.

**DIRECTOR'S REPORT**

**Streetsboro** – Todd attended the Streetsboro Planning Commission meeting on September 12<sup>th</sup>. The planner discussed the desire to leave Regional Planning. They read the resolution they prepared to submit to City Council at their next meeting. Once that is approved they will submit a copy to Regional Planning.

**Mantua Township** – Todd informed the Commission that the Mantua Township is in need of a new zoning inspector. Their current zoning inspector is retiring at the end of the month.

**OTHER BUSINESS**

**Next Meeting**

T. Smith announced that the next Regional Planning Commission meeting will be held on October 11, 2017 at 4:30 p.m.

**ADJOURNMENT**

J. Kovacich made a motion to adjourn the meeting at 5:25 p.m. Motion seconded by T. Smith. Motion carried with 21 Yeas.

Minutes approved at the September 13, 2017 Meeting.

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Thomas Smith, Vice-Chairman

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Todd Peetz, Secretary





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Meeting called to order on September 23, 2017 at: 3:30 pm

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

Absent: J. DiPaola

Staff: T. Peetz E. Beeman

T. Smith opened the meeting at 3:30 p.m. The minutes of August 9, 2017 were presented. J. Beal made a motion to dispense with the reading of the minutes and to approve the minutes as presented, seconded by A. Orashan. Motion carried unanimously.

The minutes of the Special Meeting of August 23, 2017 were presented. J. Beal made a motion to accept the minutes as presented, seconded by A. Orashan. Motion carried with 1 abstention S. Nutter.

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

**Update of Portage County Subdivision Regulations**

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

**Planning Administration**

A total of 15 subdivision applications were submitted during the month of August 2017 creating 10 new lots.

**Brimfield Township**

Staff provided mapping assistance for one of their projects.

**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.

**Nelson Township**

Staff reviewed a rezoning from Commercial to R-2 Residential on State Route 88, Susan Troyer Guy, applicant. This item is today's full Commission agenda for review today.

**Randolph Township**

Staff processed a map amendment in August.



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### **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 has been set for Tuesday, September 19<sup>th</sup> from 5:00 pm. to 8:00 p.m. Continue to help with newly established JEDD.

### **Ravenna Township**

Staff is assisting the city and township officials with their newly established JEDD. A meeting will be held with the property owners on September 21, 2017.

### **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 Add Lake District; Add Chapter 340, Residential Lake District Regulations; Create L-D District. These items are on today's full Commission agenda for review.

### **Shalersville Township**

Staff processed a rezoning from L1-D light industrial to R-2 low density residential, Ravenswood Golf Club, Inc. applicant. It is on today's full Commission for review.

### **Suffield Township**

Todd reported staff did begin the update to their Land Use Plan. A meeting is set on 9/20/17 with the Zoning Commission.

### **Streetsboro City**

RPC staff submitted revised changes to Streetsboro staff about their comments pertaining to their subdivision regulations on March 24<sup>th</sup>. We met on March 29<sup>th</sup> to discuss the changes that are needed before we could finalize them. A flow chart for the subdivision regulations was revised. We are still awaiting comments from their planner to finish the subdivision regulations.

### **Windham Village**

Todd reported staff has begun preparing a Land Use Plan for the village.

### **Portage County Land Reutilization Corporation (Land Bank)**

Todd reported staff is working on mapping requests from the land bank. The next land bank meeting is scheduled for September 28<sup>th</sup> at the Reed Memorial Library at 2:30 p.m.

### **Portage County Storm Water Program**

We have a total of 3 applicants are on the list at this time. The first contract is in place. Work has been completed and an invoice received for payment from the contractor. We have a total of 2 applicant's contracts that are in process of approval. Once they have been reviewed and certified by the county auditor construction will begin.



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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 survey which will be going out shortly. A community meeting is scheduled for September 9<sup>th</sup> at the Reed Memorial Library.

### **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.

### **Celebrate Portage**

Todd stated the events for this year did well. The dinner will be held on September 7. Recipients who received a \$500 grant to help fund activities were Mantua Township, Rootstown Township, Habitat for Humanity, and the Mantua Potato Fest.

### **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.

### **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 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. Project is underway and is nearing completion. Project is now complete.

### **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.

#### **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 p.m. on May 12, 2017. Contract was awarded. Construction is underway. The block color has been selected and is anticipated to take approximately 3 weeks for the block to be manufactured and delivered to the site.

#### **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.

An RFP is being prepared.

#### **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 beginning of June 2017. Bid opening was held on July 5, 2017, the Commissioners have awarded the project. Contracts have been signed and are being circulated for signatures. A notice to proceed will be issued and a pre-construction meeting will be held once the contract has been signed by all parties.

#### **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 10 requests for assistance received in August.



**FINANCE**  
**RPC GENERAL FUND**

|                              |             |
|------------------------------|-------------|
| August 1, 2017 Cash Balance  | \$89,548.76 |
| Receipts:                    | \$ 9,530.25 |
| Expenditures:                | \$34,746.59 |
| August 31, 2017 Cash Balance | \$64,332.42 |

**B-F-15 Formula Grant**

|                              |             |
|------------------------------|-------------|
| August 1, 2017 Cash Balance  | 46,571.00   |
| Receipts:                    | \$ 0.00     |
| Expenditures:                | \$17,526.60 |
| August 31, 2017 Cash Balance | \$29,044.40 |

**LGIP Park Plan**

|                              |         |
|------------------------------|---------|
| August 1, 2017 Cash Balance  | 51.78   |
| Receipts:                    | \$0.00  |
| Expenditures:                | \$0.00  |
| August 31, 2017 Cash Balance | \$51.78 |

**B-F-16 Formula Grant**

|                              |             |
|------------------------------|-------------|
| August 1, 2017               | \$2,936.80  |
| Receipts:                    | \$41,400.00 |
| Expenditures:                | \$11,376.24 |
| August 31, 2017 Cash Balance | \$32,960.56 |

**B-D-16 New Horizons**

|                              |            |
|------------------------------|------------|
| August 1, 2017               | \$3,538.31 |
| Receipts:                    | \$0.00     |
| Expenditures:                | \$1,790.55 |
| August 31, 2017 Cash Balance | \$1,747.76 |

**LGIP Branding/Marketing**

|                              |        |
|------------------------------|--------|
| August 1, 2017               | \$0.00 |
| Receipts:                    | \$0.00 |
| Expenditures:                | \$0.00 |
| August 31, 2017 Cash Balance | \$0.00 |



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**August 2017 Financial Statements**

T. Peetz presented and reviewed the August 2017 financial statements. A motion was made by A. Orashan to approve the August 2017 financial statements as presented and to recommend acceptance to the full Commission, motion seconded by S. Nutter. Motion carried unanimously.

**Director's Report**

T. Smith asked if Todd had heard anything from the Portage County about next year's funding. Todd stated no.

Todd stated he talked to Jack Kohl regarding a commercial appraisal for this building. He indicated \$225,000 would be the high end of what the building would be worth. Discussion held.

Todd attended the City of Streetsboro Zoning Commission meeting on 9/12/17 where they did vote to leave the membership of the Regional Planning Commission. They did indicate the funds would be better used to hire a part time person for the City of Streetsboro planning department. The attorney for the City did tell the Zoning Commission to withdraw is a procedural process they would need to follow. Discussion held. Todd reported he felt the meeting went well and the RPC left on good terms.

Todd reported Mantua Township Zoning Inspector is retiring so if anyone knows someone who might be interested send them their way.

Todd reported Amy Craft's husband Chris passed away suddenly. A staff member offered to donate some of their sick time to Amy however; our personnel policies are silent on this issue. The Portage County HR department stated it did not meet the criteria to allow for time donation. The Prosecutor's office stated it would set precedence for future problems. Todd stated the county does have a program which could help with grief counselling. A. Orashan stated we should follow our personnel policies that are in place and not deviate from them.

Todd reported our GIS person has not graduated with her Masters Degree so she may be held at part time status until that happens. T. Smith stated the full time status should be held contingent on her obtaining her degree.

There being no further business to come before the Committee a motion was made by A. Orashan to adjourn the meeting at 4:30 p.m. Seconded by J. Beal. Motion carried unanimously.

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Vice Chairman, Thomas A. Smith

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Secretary, Todd Peetz, AICP

Minutes submitted for approval by: Secretary on October 11, 2017

**COUNTRY VIEW ESTATES SUBDIVISION – PHASE 3  
REPLAT No. 1 CREATING LOT 19A**

**Case No.** 17-27  
**Reviewed By:** Haley Wachholz  
**Date Submitted:** 8-28-17  
**Due:** 9-28-17 (ext. of time until 10-11-17)

**APPLICANT:** Donald R. & Susan L. Burkholder  
5061 Shermanwood Dr.  
Kent, Oh 44240

**REQUESTED ACTION & HISTORY:**

The applicant requests a review of the replat of Country View Estates creating subplot 19A from sublots 19 and 20. The purpose of the replat is to create a new family home.

**LOCATION: Vicinity Map (Exhibit 1)**

The Country View Estates subdivision is located south of Meloy Rd. in the Northeast quadrant of Brimfield Twp. The subplot to be created is located off of Country View Dr. in the Northern part of the subdivision.

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

**Site zoning:**

^ Lot size reflects preliminary plan

|                | <u>Required</u> | <u>19 R</u> |
|----------------|-----------------|-------------|
| Min. lot size  | 1 ac.           | .6452 ac.   |
| Min. frontage  | 125.0 ft.       | 234.75 ft.  |
| Min. lot width | 67.5 ft.        | 139.71 ft.  |

**Zoning:** The replat site is in the Medium Density Residential (R-2) zoning category.

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

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

**Soils:** In order from highest percentage of subdivision to lowest soils on the replat site are Chili Silt Loam (CpB) with 2 to 6 % slopes and Wooster Silt Loam (WuC) with 6 to 12 % slopes.

- Chili Silt Loam, 2-6% slopes (CpB): This soil type is well drained, formed from outwash. This soil type has no frequency of ponding or flooding and is not a hydric soil.
- Wooster Silt Loam, 6-12% slopes (WuC): This soil type is well drained, formed from till. This soil type has no frequency of ponding or flooding and is not a hydric soil.

10/05/17

**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:**

|   | <b>Approval</b>                     | <b>Conditional approval</b> | <b>Disapproval</b>       | <b>No comment</b>        |
|---|-------------------------------------|-----------------------------|--------------------------|--------------------------|
| <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"/> |
| <i>Soil &amp; Water Conservation Dist.:</i> | <input type="checkbox"/>            | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Tax Map:</i>                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Water Resources Dept.:</i>               | <input checked="" type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Brimfield 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:

316.22- Approval by township zoning inspector  
*Approved*

**COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:**

The replatted lot does not meet zoning requirements, however, it is in compliance with the preliminary plans approved for Country View Estates.

**ANALYSIS:** The purpose of this replat is to combine 2 sublots (sublots 19 and 20) into one for the purpose of building a single family home. There are no restrictions due to soils and water and sewer are available on the property. The replat location is within the Country View Estates subdivision and will have a greater acreage than the majority of the other parcels in the subdivision.

**RECOMMENDATIONS:** Staff recommends approval since all comments have been met.



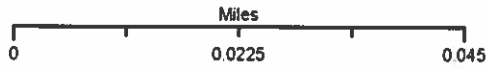


Exhibit 1

# Atwater Station Block A and Block B

Brimfield Township

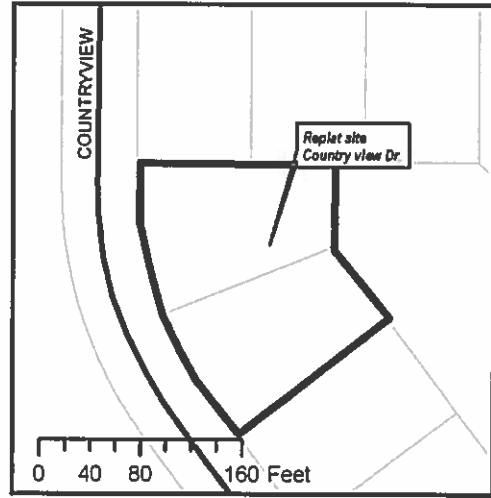


Exhibit 2  
Replat

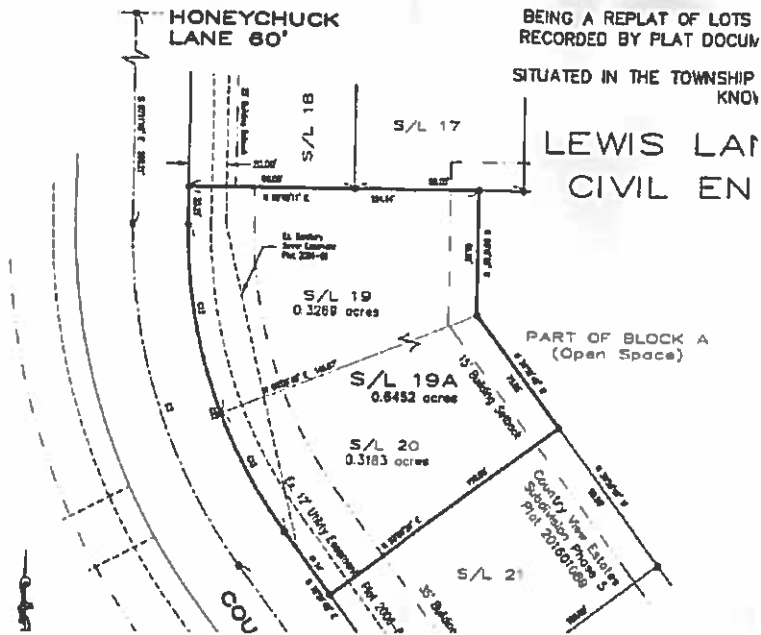
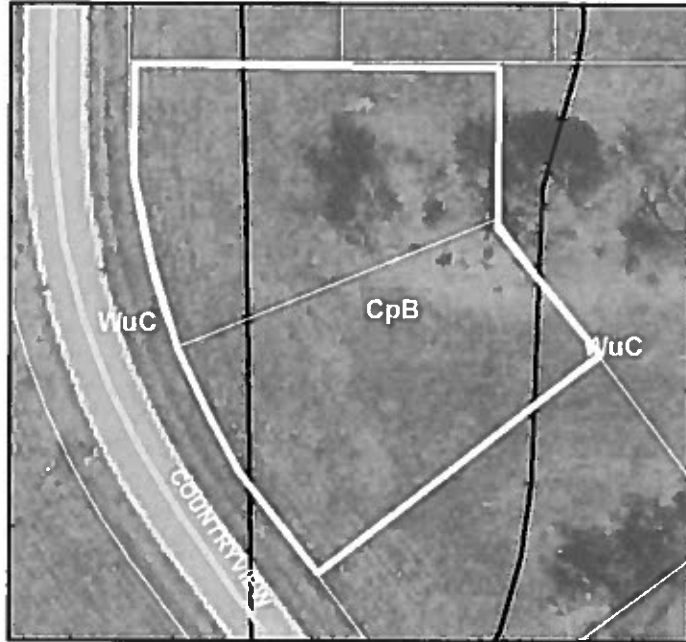


Exhibit 3

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

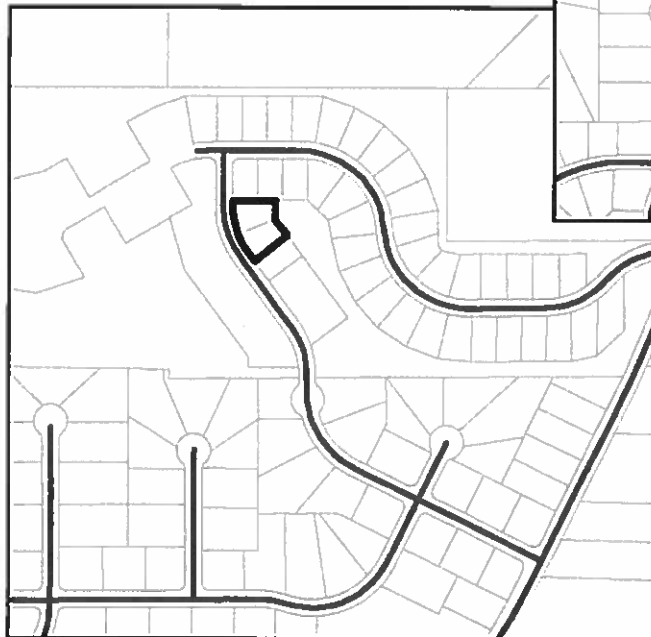
Countryview Estates  
Replat No. 1  
Brimfield Township



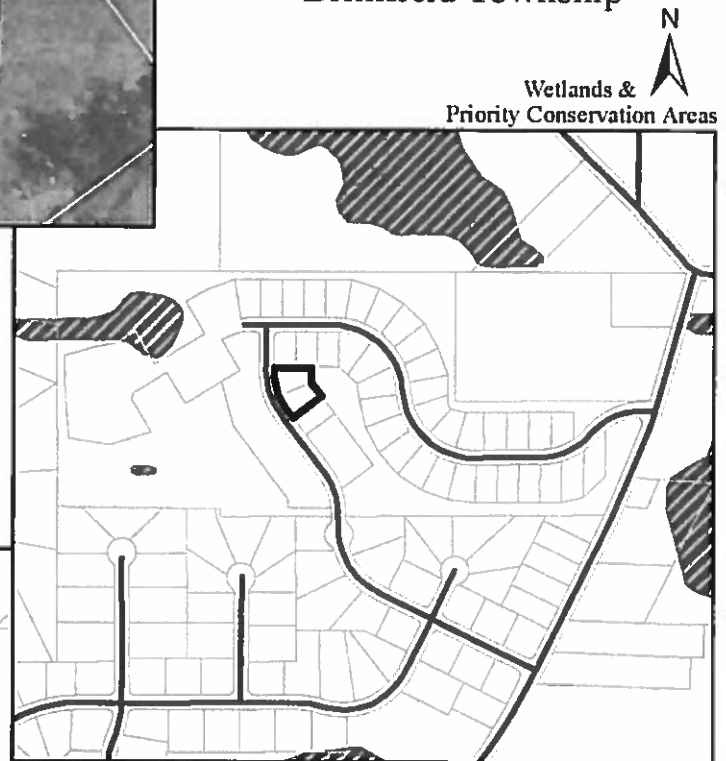
Portage County Soil Survey  
Digital version, 2006.

 Hydric soils

0 345 690 1,380 Feet



FEMA Flood Insurance Rate Map, 2013



Wetlands & Priority Conservation Areas

 Wetlands

 Flood Zone A

 Flood Zone AE

10/05/17

**REPLAT OF BLOCK "A" and BLOCK "B"  
of the REPLAT of SUBLOTS 7-12 & 21-26  
of ATWATER STATION**

**Case No.** 17-24  
**Reviewed By:** Haley Wachholz  
**Date Submitted:** 8-31-17  
**Due:** 10-1-17 (ext. of time until 10-11-17)

**APPLICANT:** Ruth A. McDonald, Donald E. McDonald  
6313 York St.  
Atwater, Oh 44201

**REQUESTED ACTION & HISTORY:**

The applicant requests a review of the replat of Atwater Station whose purpose is to combine the two properties into one.

**LOCATION: Vicinity Map (Exhibit 1)**

The proposed replat is located North of Waterloo Rd. and East of Pennsylvania Line LLC. The property is off of Cedar Street in the Atwater Station subdivision.

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

**Site zoning:**

|                | <u>Required</u> | <u>10 R</u> |
|----------------|-----------------|-------------|
| Min. lot size  | 2.5 ac.         | 1.1993 ac.  |
| Min. frontage  | 200 ft.         | 264.05 ft.  |
| Min. lot width | 100 ft.         | 198.00 ft.  |

**Zoning:** The replat site is in the Residential (R-1) zoning category.

**LAND USE: Site:** There is an existing structure on these lots located on the Eastern boundary of Block "B" on Hickory St.

**Surrounding:** Land surrounding the replatted lot is zoned (B-1) Business commercial to the South, A section to the West along Bank St. Classified as Industrial and areas to the North also classified as R-1 residential.

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

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

**Soils:** The entirety of the property is classified as Mahoning silt Loam (MgB) with 2 to 6 percent slopes.

- Mahoning Silt Loam, 2-6% slopes (MgB): This soil type is somewhat poorly drained, formed from Till. This soil type has no frequency of ponding or flooding and is not a hydric soil.

**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"/> |
| <i>Soil &amp; Water Conservation Dist.:</i> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input 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"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Atwater 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:

- 316.15- Building setback lines
- 316.24- Approval of Tax Map
- 316.22- Approval by Township zoning inspector

**COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:**

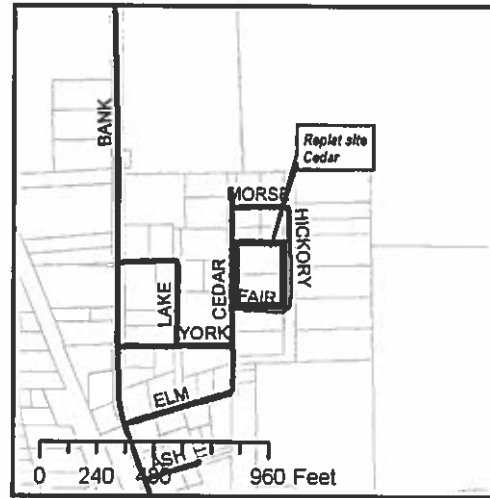
The replatted lot does not meet zoning requirements, however, it is decreasing the non-conformity.

**ANALYSIS:** This replat will fulfill the combination of 2 sublots into one. There are no physical restraints on this property and the comments are in regard to Tax map and zoning approval. Conditional approval by Tax map is due to several minor labeling errors including, the wrong deed number and a few misspellings.

**RECOMMENDATIONS:** Staff recommends an approval once all comments have been met.



Exhibit 1  
**Atwater Station  
Block A and Block B**  
Atwater Township



Miles  
0 0.0275 0.055



Exhibit 2  
**Replat**

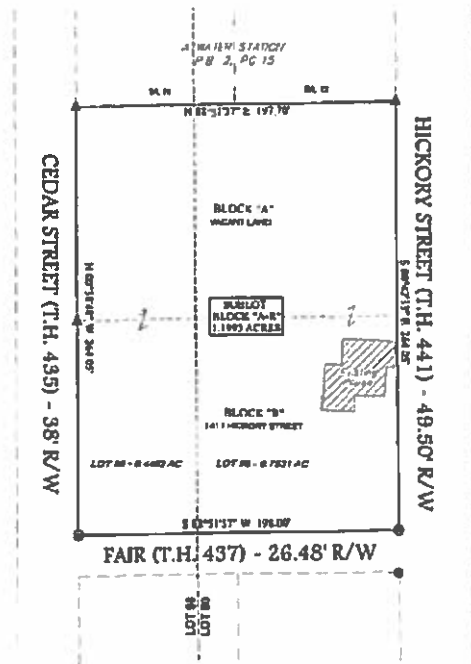
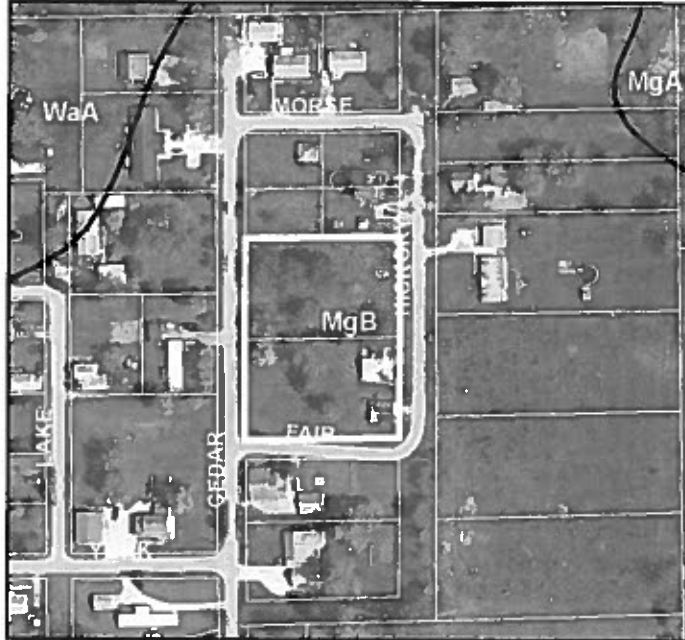


Exhibit 3

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

Atwater Station  
Block A and Block B  
Atwater Township



Portage County Soil Survey  
Digital version, 2006.

 Hydric soils

0 410 820 1,640 Feet





FEMA Flood Insurance Rate Map, 2013

Wetlands & Priority Conservation Areas



 Wetlands

 Flood Zone A  
 Flood Zone AE