

**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.

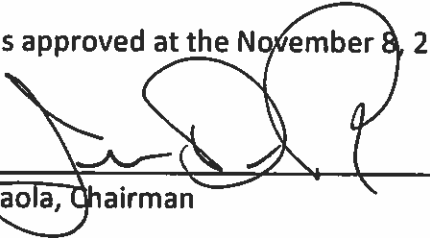
It was recommended by J. DiPaola that S. Bennett be appointed to replace M. Frederick. R. Patrick made a motion to appoint S. Bennett to the Executive Committee. Motion seconded by V. Kline. Motion carried with 22 Yeas.

- 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