

**Minutes
Portage County Regional Planning Commission
May 9, 2018**

Portage County Regional Planning Commission dated May 9, 2018 at 4:40 p.m. The meeting was held in the Portage County Regional Planning Commission Meeting Room, 124 North Prospect Street, Ravenna.

Members Present:

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| Atwater Twp., John Kovacich | Brimfield Twp., Michael Hlad | Franklin Twp., Sam Abell |
| Freedom, Jeffrey Derthick | Garrettsville Vill., Rick Patrick | Hiram Twp., Steve Pancost |
| Hiram Vill., Robert Dempsey | Mantua Twp., Victor Grimm | Mantua Vill., Paula Tubalkain |
| Nelson Twp., Kevin Cihan | Palmyra Twp., Sandy Nutter | Paris Twp., Tom Smith |
| Ravenna City, Frank Seman | Suffield Twp., David Vartenuk | Windham Twp., Rich Gano |
| Sugar Bush Knolls Vill., Jim Beal | Windham Vill., Deborah Blewitt | PARTA, Clayton Popik |
| Water Resources, Tia Rutledge | Portage Park District, Allan Orashan | |
| Shalersville Twp., Ronald Kotkowski | | |
| P.C. Commissioner, Sabrina Christian-Bennett | | |
| P.C. Commissioner, Vicki Kline | | |
| P.C. Commissioner Mike Kerrigan | | |

Alternates Present:

P.C. Commissioner Kerrigan Alternate, Jim Greener

Staff Present:

| | | | |
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| T. Peetz | E. Beeman | L. Reeves | A. Craft |
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Members Absent:

| | | |
|---------------------------------|------------------------------|----------------------------|
| Randolph Twp., Victoria Walker | Ravenna Twp., Jim DiPaola | Rootstown Twp., Joe Paulus |
| Streetsboro City, Glenn Broska | Soil & Water, James Bierlair | |
| County Engineer, Mickey Marozzi | | |

Public Present

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| Robert Bossow | Susan Skrovan |
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The Regional Planning Commission meeting was called to order by Vice Chairman, Tom Smith.

APPROVAL OF APRIL 11, 2018 MEETING MINUTES

The April 11, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by R. Kotkowski. Motion carried with 24 Yeas

NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Allan Orashan

Allan Orashan announced that the Committee (Allan Orashan, Sandy Nutter and Jim Beal) met on April 11, 2018. It was their recommendation to re-nominate Jim DiPaola for Chairman and Tom Smith as Vice-Chairman. Allan asked if there were any other nominations from the floor and none were given.

R. Patrick made a motion to accept the nominating committee's recommendation of Jim DiPaola, Chairman and Tom Smith, Vice-Chairman. Motion seconded by S. Bennett. Motion carried with 24 Yeas

SUBDIVISIONS

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

Staff recommends an extension of time until June 13, 2018. Discussion was held with the Executive Committee as to whether or not a special meeting should be held to act on the Plat. The Executive Committee said they did not want to set precedence and said they did not want to hold a special meeting to act on this Plat.

A motion was made by M. Kerrigan to approve an extension of time until June 13, 2018. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

Replat and Variance for the Replat in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant – T. Peetz

A motion was made by M. Kerrigan to approve an extension of time until June 13, 2018. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

Replat of Sublots 1, 2, 3, 4 and 5, 6, 7, 8 of Block "G" in the "McElrath Park Allotment" on Hopkinson, Lot 11 S.D. in Ravenna Township, P.C. Land Reutilization Corporation, applicant – T. Peetz

The applicant has requested the application to be withdrawn from review. A motion was made by A. Orashan to withdraw the application from review. Motion seconded by M. Kerrigan. Motion carried with 24 Yeas.

Replat of Sublots 9, 10, and 11 of Block "G" in the "McElrath Park Allotment" on Garfield Road and Hopkinson, Lot 11 S.D. in Ravenna Township, P.C. Land Reutilization Corporation, applicant – T. Peetz

The applicant has requested the application to be withdrawn from review. A motion was made by A. Orashan to withdraw the application from review. Motion seconded by M. Kerrigan. Motion carried with 24 Yeas.

Replat of Sublots 4, 5, 6 and 22, 23, 24 in Block "N" in the "McElrath Park Allotment" on Sumner Street and McElrath Avenue, Lot 11 and 12 S.D. in Ravenna Township, P.C. Land Reutilization Corporation, applicant – T. Peetz

A motion was made by M. Kerrigan to approve an extension of time until June 13, 2018. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

Replat of Sublots 18, 19 and 20 in Block "H" in the "McElrath Park Allotment" on Terrill Street, Lot 12 S.D. in Ravenna Township, P.C. Land Reutilization Corporation, applicant – T. Peetz

The applicant has requested the application to be withdrawn from review. A motion was made by A. Orashan to withdraw the application from review. Motion seconded by M. Kerrigan. Motion carried with 24 Yeas.

Replat of Block BR-6 in the "Wintergreen Point Subdivision" on Green Hill and Blackberry Lane, Lot 43 in Rootstown Township, Roots-1, LLC., applicant – Report presented by T. Peetz

The applicant is requesting approval to create 12 lots (Lots 76 – 87) from Block BR-6. The lots are located near Lake Hodgson and off of Misty Glen.

There is water and sewer available to the lots. The replatted lots meet zoning requirements. There were no physical limitations identified for this site.

There were no corrections needed to the replat. Staff recommends approval of the replat as submitted. A motion was made by S. Bennett to follow staff recommendation. Motion seconded by R. Dempsey. Motion carried with 24 Yeas.

Replat of Sublots 188, 189, 205 and 206 in the "Leonard Subdivision" on Cox Drive and Edmund Drive, Lot 35 in Franklin Township, Kathleen Tennant, applicant – Report presented by T. Peetz

The applicant is requesting approval to combine sublots 188, 189, 205 and 206 to create Sublot 205-R. The proposed lot is located in the old Brady Lake Village area that has recently been merged with Franklin Township. The new lot will be accessed from Cox Road.

There is sewer available to the property. According to the Portage County Wetland Inventory there do not appear to be wetlands on any of these parcels. The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations has been corrected therefore staff recommends approval of the replat. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by S. Bennett. 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 M. Kerrigan to approve an extension of time until June 13, 2018. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

Replat of Sublots 19 and 20 in the "Brady Lake United Methodist Church Land Allotment" on West Shore Drive, Lot 39 in Franklin Township, William T. Bush, applicant – T. Peetz

A motion was made by M. Kerrigan to approve an extension of time until June 13, 2018. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

Replat of Sublots 55 and 56 in the "Strong Allotment" on Youngstown Avenue, Lot 2 in Deerfield Township, Roman Swerdan, applicant – T. Peetz

A motion was made by M. Kerrigan to approve an extension of time until June 13, 2018. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing to amend Section 310.09.B of the Zoning Resolution. The change will allow recreational vehicles in the front set back as long as it is not in the right-of-way. The concern by the Township is that there are many property owners who are storing recreational vehicles in their driveways and this amendment would recognize that rather than city them for a zoning violation.

Staff recommends approval of the proposed text amendment.

Amendment No. 2

Rootstown Township is proposing to amend Section 310.09.F of the Zoning Resolution to allow recreational vehicles to be parked in the front yard or in a driveway. The existing regulations were considered to be unenforceable due the excessive number of properties in violation. The lot sizes in 1a were adjusted because the majority of the neighborhoods and residential developments have lot sizes up to 0.75 acres.

Staff recommends approval of the proposed text amendment.

Todd mentioned that he received a phone call from someone regarding Section 310.09.B (Fences, Walls). In the schedule it shows zero for the front, side and rear setbacks. On rural roads the lot goes to the middle of the road. Rootstown Township may want to take a look at this section.

A motion was made by R. Gano made a motion to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 24 Yeas.

EXECUTIVE COMMITTEE

Work Program

April, 2018 Work Program Report

Todd presented the April 2018 Work Program Report.

- **Franklin Township** – Amendments that will include Brady Lake Zoning in their Zoning Resolution will be presented at the June RPC.
- **Freedom Township** –Staff is also working with the Township on language for a proposed text amendment.
- **Mantua Township** – Staff is continuing to help with coordination of the Mantua Center School development plan.
- **Palmyra Township** – Staff has been working with the Township on a Nature Works Park Grant that is due by June 1, 2018.
- **Paris Township** – Staff has been working with the Township on a NOPEC grant.
- **Ravenna City** – Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD. Staff will be meeting in May to go over the final draft.
- **Ravenna Township** – Staff is working with them on their JEDD and also met with the Zoning Commission on April 18, 2018.
- **City of Streetsboro** –A Master Plan Community Meeting was held on April 19, 2018 for the update to their Master Plan. The next meeting will be a community meeting and will be held on May 3, 2018. The next Master Plan Community Meeting will be held on May 17, 2018.
- **Suffield Township** – Todd attended a Planning Commission meeting related to their land use plan.

- Windham Village – Staff has been working with the Village on a land use plan. Staff assisted the Village in applying for a Target of Opportunities Designation. Windham Village and Township were both accepted as a Target of Opportunity.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We have two new applicants and we are anticipating up to 15 more from the P.C. Health Department later in June.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – The only component left to complete is the website. We are combining financial resources from another grant for the creation of the website. The grant has been extended to December 31, 2018.
- Local Government Innovation Fund – Marketing and Branding (Planning) Grant – An open meeting to discuss with communities is being scheduled soon.

The P.C. Sheriff Department received \$30,000 from JAG Grant for 10 Mobile Data Terminal computers.

Worked with the Director of Technology for the Courts for submission of a Supreme Court of Ohio Grant. They received \$21,146.60 in grant funds that will support technology improvements for the Common Pleas Court-General Division, Common Pleas Adult Probation, Probate Court and Juvenile Court.

April, 2018 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

Installation of the elevator has been completed by Canton Elevator; however, the Township needs to have the required fire alarm/elevator monitoring devices installed and the contractor will need to complete the punch list items for the lobby. Once the work is completed, the contractor will contact the State to request the inspection.

Also met with the Commissioners on April 19, 2018 about obtaining RLF funds to cover what is owed by the Township.

2016 Community Development Allocation Grant

Neighborhood Facilities/Community Center (Windham Community Center)

Construction has been completed. However, there are a few punch list items that either the Village or the contractor have to complete and were delayed due to weather limitations.

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

Construction has been completed. The architect has inspected the work and the contractor is working on completing the items that were on the punch list.

Neighborhood Facilities/Community Center (Adult Day Services)

The specifications are being prepared for the RFP.

Public Facilities (Ravenna City Sidewalks)

All work has been completed.

2018 Community Development Allocation Grant

The Commissioners received and selected the following proposals to be included in the CDBG Allocation Grant:

| # | Agency/Organization | Grant Amount | Other Funds | Project Description |
|---|----------------------------------|--------------|-------------|--|
| 1 | Portage Private Industry Council | \$77,400 | \$4,100 | Run a waterline that will enable the Ravenna Head Start Facility to provide services to children and families in both Head Start and Early Head Start. |
| 2 | City of Ravenna | \$133,300 | \$6,710 | Replace 565 linear feet of 49-year old deteriorated concrete roadway between Franklin Street and North Diamond Street. |
| 3 | Family & Community Services | \$85,000 | \$5,000 | Replace 80-ton Trane Chiller system that provides air conditioning at 705 Oakwood Street, Ravenna. |
| 4 | Coleman Professional Services | \$38,100 | 0 | 4155 State Route 14, Edinburg: Remove and replace carpeting from the living area and the bedrooms, Replace kitchen sink and faucet, Replace dishwasher, Replace hot water heater, replace tub/shower and faucet in both bathrooms, replace bathroom sink, vanity and faucets in both bathrooms, replace supply lines and toilets, grab bars, new fans and paint both bathrooms, install grab bars in the showers, Ramp and deck repairs. 5982 Rhodes Road, Franklin Township: Ramp/ Deck repairs |
| 5 | Windham Township | \$55,000 | 0 | Demolition and asbestos abatement of an old church located at 10352 Silica Sand Road, Windham Township. |
| 6 | Fair Housing | \$10,000 | 0 | Provide Landlord/Tenant information, |

| | | | |
|----------------------------|-----------------------|------------------|--|
| | | | <i>discrimination complaints, training, posters and brochures will be provided to the residents in Portage County excluding the City of Kent. The Analysis of Impediments will be updated and is due by July 2019.</i> |
| 7 | <i>Administration</i> | <i>\$87,200</i> | <i>0</i> |
| | | | <i>Administration and implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.</i> |
| TOTAL GRANT REQUEST | | \$486,000 | \$15,810 |

The public hearing will be held on June 7, 2018 at 10:30 a.m. The grant application is due to the Ohio Development Services Agency, Office of Community Development by 11:59 p.m. on June 15, 2018.

Finance

April, 2018 Financial Statement

T. Smith stated that the Executive Committee reviewed the April, 2018 financial statements and recommends acceptance. J. Kovacich made a motion to approve the April, 2018 financial statements as presented. Motion seconded by M. Kerrigan. Motion carried with 24 Yeas.

RPC Fee Schedule – T. Peetz

This was tabled until the June 13, 2018 RPC Meeting.

OTHER BUSINESS

Next Meeting

T. Smith announced that the next Regional Planning Commission meeting will be held on June 13, 2018 at 4:30 p.m.

DIRECTOR’S REPORT

- Several interviews were conducted to replace Patrick Holland. A decision will be made by the end of the week.
- The Commissioners sent a letter stating that they would provide free rent plus utilities. The only question is for how long we will receive free rent. The building appraised at \$372,500 and we owe approximately \$180,000 to USDA. We also owe the Commissioners approximately \$62,000 for 2 loan payments that were made by them. It will cost approximately \$3,000 to move our office to the administration building. According to the Ohio Revised Code the Commissioners will be required to go through a bid process in order to sell the building. When it goes out to bid the estimate will include all costs associated with the move.

ADJOURNMENT

S. Bennett made a motion to adjourn the meeting at 5:25 p.m. Motion seconded by T. Smith.

Minutes approved at the June 13, 2018 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary