

**Minutes
Portage County Regional Planning Commission
November 8, 2017**

Portage County Regional Planning Commission dated November 8, 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
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., Tom Smith	Randolph Twp., Victoria Walker	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Shalersville Twp., Nancy Vines
Sugar Bush Knolls, Jim Beal	Windham Vill., Deborah Blewitt	PARTA, Clayton Popik
Water Resources, Tia Rutledge		
P.C. Commissioner Sabrina Christian-Bennett		
P.C. Commissioner Kline Alternate, Terry Montz		
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	P. Holland		

Members Absent:

Mantua Twp., Victor Grimm	Mantua Vill., Ben Prescott	Windham Twp., Rich Gano
Streetsboro, Glenn Broska	Portage Park Dist., Allan Orashan	Soil & Water, James Bierlair
P.C Engineer, Mickey Marozzi		

Visitors Present:

David Broemsen John Cieszkowski John Chapman Wayne Graves Allan Wiley

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

STREETSBORO MEMBERSHIP

Portage County Regional Planning Commission Chairman, Jim DiPaola addressed membership regarding the letter that was received from the City of Streetsboro Mayor, Glenn Broska notifying Portage County Regional Planning of the City of Streetsboro's decision to withdraw from the commission effective January 1, 2018.

The city is asking Regional Planning to waive the "one fiscal year" notice requirement in the Commission's bylaws. Jim DiPaola asked representatives from the City of Streetsboro if they had anything further to add regarding the request and John Cieszkowski spoke briefly regarding the city's decision to leave the planning commission. Jim DiPaola asked if there were any questions or comments. There was a brief discussion regarding the time frame, which Vice-Chairman, Tom Smith pointed out would begin on January 1, 2018 as stated in the City of Streetsboro's letter from Mayor Broska and end on December 31, 2018, thus fulfilling the "one fiscal year" notice requirement.

J. Paulus made a motion to disapprove the City of Streetsboro's request to waive the "one fiscal year" notice requirement. Motion was seconded by J. Kovacich. Motion carried with 21 Yeas.

APPROVAL OF OCTOBER 11, 2017 MEETING MINUTES

The October 11, 2017 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by K. Cihan. Motion carried with 21 Yeas.

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 December 13, 2017)

J. Kovacich made a motion to approve an extension of time until December 13, 2017. Motion seconded by D. Blewitt. Motion carried with 22 Yeas.

Plat of "Cranberry Creek (Phase2)" on Lynn Road, Lot 10 in Brimfield Township, Cranberry Farm LLC, Applicant – Report presented by Haley Wachholz

The applicant is requesting a review of the plat for phase 2 of the Cranberry Creek Subdivision for the purpose of an additional 35 single family lots. All previous requirements and comments have been met and staff recommends approval.

T. Smith made a motion to follow staff recommendation for approval. Motion seconded by J. Greener. 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

The applicant requests a replat of Sublots 13-R and 14 to one lot. All requirements have been addressed except for minor labeling errors pointed out by Tax Map. Staff recommends approval once these corrections have been met.

J. Greener made a motion to follow staff recommendation for approval. Motion seconded by R. Patrick. Motion carried with 21 Yeas, 1 Abstention (S. Bennett)

Replat of Block B-R5 in the "Wintergreen Point Subdivision" on Rootstown Road, Lot 43 in Rootstown Township, Roots-1, LLC, Applicant (Approval of an extension of time until December 13, 2017)

J. Paulus made a motion to approve an extension of time until December 13, 2017. Motion seconded by R. Dempsey. 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

The applicant is requesting a replat of Sublots 3, 4, 5 & 6 in Block "J" to create 2 separate building lots. Staff recommends approval if all requirements have been met.

S. Bennett made a motion to follow staff recommendations for approval. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

Replat of Sublots 113 and 114 in the "Butternut Ridge (Phase 5) on Buckeye Blvd., Lot 10 in Brimfield Township, Joni Lantz & Corinne Heraud, Applicant

The applicant is requesting a replat of Sublots 113 and 114 in order to create 1 building lot. All requirements have been met and staff recommends approval.

W. O'Neal made a motion to follow staff recommendations for approval. Motion seconded by K. Cihan. Motion carried with 22 Yeas.

ZONING

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 & 620.7 (Development Plan Review); Section 660.07 (Zoning Amendment Tracking Form) – Report presented by Todd Peetz

Amendment 1 – Section 370.07 – Parking Setback

Change is to make G-1 parking setback consistent with other commercial/industrial districts. Staff would recommend approval of text change, however, before Township approves they may want to review for potential road expansions where general industrial zoning may exist.

Amendment 2 – Section 420.09 – Sign Regulations

Change is in regards to political signs and Zoning Department does not enforce political signs as they are considered a form of protected speech.

Staff would recommend approval; however, since this is a freedom of speech issue, staff would recommend Township seek legal counsel.

Joe Paulus suggested amending change to make all political signs exempt.

Amendment 3 – Section 520.02 – Zoning Commission

Change is to take out "members of the Zoning Commission shall serve without compensation". This is outdated as members do receive compensation from the Trustees.

Amendment 4 – 530.02 – Board of Zoning Appeals

Change is to take out “members of the Board of Zoning Appeals shall serve without compensation”. This is outdated as members do receive compensation from the Trustees.

Amendment 5 – Section 620.02 – Development Plan Review

Change is to remove references to the Planned Commercial Overlay District, which was previously removed from the Zoning Resolution.

Amendment 6 – Section 620.07 – Development Plan Review

Change here is also to remove references to the Planned Commercial Overlay District, which removed earlier this year.

Amendment 7 – Section 660.07 – Zoning Amendment Tracking Form

Change is being made to update the term to “township fiscal officer” instead of “township clerk”.

Staff would recommend approval of all amendments with recommendations.

J. Paulus made a motion to follow staff recommendations and approve. Motion was seconded by J. Kovacich. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

Work Program

October 2017 Work Program Report

Todd presented the October 2017 Work Program Report.

- Update of Portage County Subdivision Regulations – Met with the Assistant Prosecutor’s office on October 9th and addressed legal questions posed by the steering committee. We plan to have a steering committee meeting in November or December to review and finalize their comments.
- Subdivision Regulation Administration – There were 11 applications and 10 lots created.
- Franklin Township – Staff met with Franklin Township to compare Brady Lake Village zoning to the Township’s and to discuss land use for Village owned property.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Ravenna City – Staff met with city to discuss their proposed JEDD on October 11th. Also staff is continuing to finalize their land use plan and prepared a scope of services for a bike plan.
- Ravenna Township – Staff met with the Township and City of Ravenna for a meeting on October 11th to discuss the 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 Sapwood Shores). Staff met with Township in October to consider text language.
- Suffield Township – Staff attended their Planning and Zoning Commission meeting on October 11th.
- Windham Village – Staff is moving forward with a land use plan for the Village.
- Portage County Land Reutilization Corporation (Land Bank) – A meeting was held on October 16, 2017 and the next meeting will be held on November 13, 2017 at 2:30 p.m. at Neighborhood Development Services.
- 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 – A steering committee meeting was held on November 2nd. The next Steering Committee meeting will be held on January 11, 2018.
- Celebrate Portage!/Visioning in Portage (VIP) – The next steering committee meeting will be held on November 15, 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. Members can review the Grant Activating Log at the end of the October 2017 Work Program handout.

October 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 or November.

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

October 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the October 2017 financial statements and recommends acceptance. T. Montz made a motion to approve the October 2017 financial statements as presented. Motion seconded by D. Blewitt. Motion carried with 22 Yeas.

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 Portage County Regional Planning Commission (Resolution No. 17-11)

T. Peetz presented Resolution No. 17-11, which allows Portage County Regional Planning Commission 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 an amount not to exceed \$5,000.

R. Patrick made a motion to approve Portage County Regional Planning Commission entering 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 an amount not to exceed \$5,000. Motion seconded by T. Montz. Motion carried with 22 Yeas.

2017 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 17-12)

T. Peetz presented Resolution No. 17-12, which allows for an increase in the 2017 Appropriation for the operation of the Portage County Regional Planning Commission from \$452,245 to \$453,994.

J. Kovacich made a motion to approve the 2017 Appropriation Increase for the operation of the Portage County Regional Planning Commission from \$452,245 to \$453,994. Motion seconded by T. Montz. Motion carried with 22 Yeas.

2017 Portage County Regional Planning Commission Appropriation Adjustment (Resolution No. 13)

T. Peetz presented Resolution No. 17-13, which allows for \$1,000 in 2017 Appropriations to be transferred from Travel/Training to the following: \$4.00 to Contract Services; \$150.00 to Maintenance/Repairs; and \$846.00 to Health Insurance.

J. Paulus made a motion to approve 2017 Portage County Planning Commission Appropriation Adjustment of \$1,000 from Travel/Training to Contract Services, Maintenance/Repairs and Health Insurance. Motion seconded by K. Cihan. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

- An orientation for Portage County Regional Planning Commission membership will be held in February 2018.
- Todd is planning to have a Community Meeting for all member communities to attend in March 2018 to compile a list of needs.
- Following the December 13th RPC Full Board Meeting we will have a "End of the Year" Celebration catered by Terry Montz.

OTHER BUSINESS

J. DiPaola talked about scheduling a meeting with Portage County Building Department to discuss medical marijuana and electronic gaming.

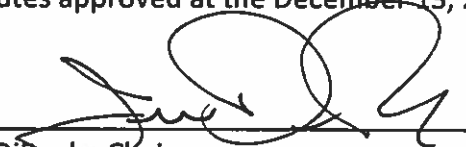
Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on December 13, 2017 at 4:30 p.m.

ADJOURNMENT

R. Patrick made a motion to adjourn the meeting at 5:20 p.m. Motion seconded by J. Kovacich.

Minutes approved at the December 13, 2017 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary