

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 Infirmery 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 an 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 30th. September 2nd was the Runway Festival at the Airport and the dinner was held on September 7th. The Volunteer Day was held Saturday, September 9th.

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 12th. 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.

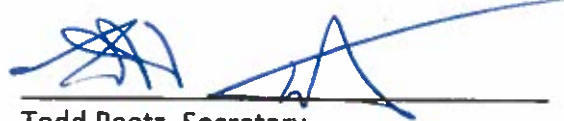
ADJOURNMENT

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.



Thomas Smith, Vice-Chairman



Todd Peetz, Secretary