

**Minutes
Portage County Regional Planning Commission
August 8, 2018**

Portage County Regional Planning Commission dated August 8, 2018 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	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey	Mantua Twp., Victor Grimm
Mantua Vill., Paula Tubalkain	Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Windham Twp., Rich Gano	Windham Vill., Deborah Blewitt	Shalersville Twp., Ronald Kotkowski
PARTA, Clayton Popik	Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
P.C. Commissioner, Mike Kerrigan		
P.C. Commissioner, Sabrina Christian-Bennett		

Alternates Present:

P.C. Commissioner Kerrigan Alternate, Jim Greener

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Miller
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Members Absent:

Brimfield Twp., Mike Hlad	Freedom, Jeffrey Derthick	Nelson Twp., Kevin Cihan
Randolph Twp., Victoria Walker	Suffield Twp., Adam Bey	Soil & Water, James Bierlair
Streetsboro City, Glenn Broska	County Engineer, Mickey Marozzi	P.C. Commissioner, Vicki Kline

Public Present

Susan Skrovan

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

APPROVAL OF JULY 11, 2018 MEETING MINUTES

The July 11, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by J. Paulus. Motion carried with 19 Yeas.

SUBDIVISIONS

Replat of Sublots 19 – 22 in the “Hazel Hartzell Allotment No. 2” on Hartzell Road and Hazel Wood Drive, Lot 1, Deerfield Township, Amy Slis, applicant

The applicant is requesting approval to combine four lots into one which will allow them to construct a residential home on the lot.

The owner is still working with the Health Department to obtain approval for a septic system. The applicant is requesting an extension of time until September 12, 2018.

A motion was made by R. Patrick to approve an extension of time until September 12, 2018. Motion seconded by R. Dempsey. Motion carried with 19 Yeas.

Replat of Sublots 17-AR, 17-BR, 17-Cr & 17-DR in the “Lakeview Gardens Subdivision” on Summit Road and Hodgson Drive, Lot 41 S.D. in Ravenna Township, Hasna Noui, applicant

The applicant is requesting approval to combine four sublots into 1 lot to allow them to put in a swimming pool.

The lot fronts on both Summit Road and Hodgson Drive. There were no physical limitations identified for this site.

Staff recommends approval of the replat as presented. A motion was made by R. Kotkowski. Motion seconded by J. Kovacich. Motion carried with 19 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

The applicant is requesting an extension until November 14, 2018. A motion was made by S. Bennett to approve an extension of time until November 14, 2018. Motion seconded by J. Paulus. Motion carried with 19 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing to define trailers in a manner consistent with Section 4501.01.M of the Ohio Revised Code.

The last sentence of the proposed language is in addition to what is in the Ohio Revised Code. It would appear to set a minimum standard that would be consistent with the Ohio Revised Code definition and could clearly be understood by the owner of the trailer in question that trailer needs to be in an operable condition.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Rootstown Township is proposing add a definition of “Inoperable Trailers/Recreational Vehicles” in a manner consistent with the Rootstown Township Zoning Resolutions existing definition of “Inoperable Motor Vehicle.”

The amendment further clarifies the intent found in the first amendment. The changes add information to make sure that there is very little subjectivity as to what an inoperable trailer or recreational vehicle is.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by S. Nutter. Motion carried with 19 Yeas.

EXECUTIVE COMMITTEE

Work Program

July, 2018 Work Program Report

Todd presented the July 2018 Work Program Report.

- Brimfield Township – Staff updated their zoning map.
- Franklin Township – Staff updated their zoning map.
- Hiram Township – Actively looking for grant opportunities to support projects they would like staff to help find grant funding for.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Mantua Village – They are considering an income survey to be able to apply for grants.
- Ravenna City – Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD. Staff met with the Planning Commission on July 31, 2018 to discuss their Land Use Plan. The next meeting will be held with City Council and is to be determined.
- Ravenna Township – Staff assisting the Township and the City of Ravenna with their JEDD. Staff is assisting the Township with potential zoning amendments and has met with the Township Zoning Commission. Their next meeting will be held on August 15, 2018.

- City of Streetsboro – The next Master Plan Community Meeting will be held on August 9, 2018.
- Suffield Township – Todd met with the Planning Commission on July 11, 2018 relating to their Land Use Plan and the next meeting will be held on September 9, 2018.
- Windham Village – Staff has completed the first draft of their Land Use Plan.
- Quarterly Zoning Inspectors (QZI) Meeting – The next meeting has not been scheduled yet. Anyone with any recommendations for a topic is to let Todd know.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We have two new applicants and are anticipating up to 15 more from the Health Department.
- Portage County Land Reutilization Corporation (Land Bank) – A meeting was held on July 9, 2018. The next meeting will be held on October 10, 2018 at 1:00 p.m. at the Reed Memorial Library.
- 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.
- Celebrate Portage!/Visioning in Portage (VIP)
 - August 29, 2018 – Ravenna Car Show
 - August 31, 2018 and September 1, 2018 – Runway Fest
 - September 6, 2018 – Awards Dinner
 - September 13, 2018 – Volunteer Day (to be held in Windham Village)

July, 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.

2016 Community Development Allocation Grant

Neighborhood Facilities/Community Center (Adult Day Services)

A detailed onsite study was completed. The specifications have been completed for the RFP and the RFP has been sent out to various electrical contractors. The RFP will be due by 2:00 p.m. on August 22, 2018.

2018 Community Development Allocation Grant

An email was received today from OCD requesting minor corrections to the grant application.

Finance

July, 2018 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the July, 2018 financial statements and recommends acceptance.

J. Paulus questioned why under "Computer Services" it shows \$1,200 and why we were not using the County for computer services. Todd said MAI Computing has been maintaining/servicing our computers since we moved into the building. The County only services our phones. Todd stated that once we move over to the administration building we will be switching over to the County. MAI Computing and the County will be working together to get RPC through the transition.

S. Bennett made a motion to approve the July, 2018 financial statements as presented. Motion seconded by R. Patrick. Motion carried with 19 Yeas.

OTHER BUSINESS

Commissioners Meeting

A meeting will be held with the Commissioners on August 14, 2018 to discuss the Countywide Comprehensive Plan. One of the benefits of having a Comprehensive Plan is that it can help obtain grants for the County. The other thing that will be discussed is the need for a grant writer which is not in next year's budget. The question is whether a grant writer would be under RPC or under the County. Todd stated that if the communities feel that a grant writer is in need they should contact the Commissioners and let them know.

Sale of 122, 124, 126 and 128 North Prospect Street, Ravenna

The Portage County Commissioners is out for bid. The minimum bid was set at \$299,999. Bids are due by 2:00 p.m. on September 12, 2018.

Moving RPC Office

Todd said he received 2 quotes from 2 moving companies to move our office over to the administration building. One quote was for \$2,600 and the other quote received was for \$3,200. We are anticipating moving towards the end of September on a Saturday.

The RPC meetings will be held at the Reed Memorial Library for the month of October and December.

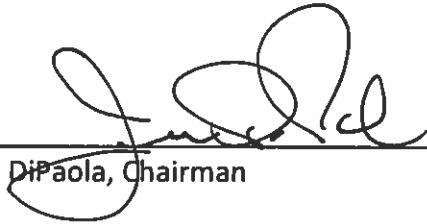
Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on September 12, 2018 at 4:30 p.m.

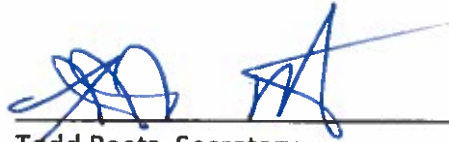
ADJOURNMENT

Allan Orashan made a motion to adjourn the meeting at 5:32 p.m. Motion seconded by J. Beal.

Minutes approved at the September 12, 2018 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary