

**Minutes  
Portage County Regional Planning Commission  
December 12, 2018**

Portage County Regional Planning Commission dated December 12, 2018 at 4:35 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

**Members Present:**

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Ciccozzi
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., D. Kemble
Ravenna Twp., Jim DiPaola	Ravenna City, Frank Seman	Rootstown Twp., Joe Paulus
Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal	Shalersville Twp., Ronald Kotkowski
Windham Twp., Rich Gano	PARTA, Clayton Popik	Water Resources, Tia Rutledge

Portage Park District, Allan Orshan  
P.C. Commissioner, Vicki Kline  
P.C. Commissioner, Sabrina Christian-Bennett  
P.C. Commissioner, Mike Kerrigan

**Alternates Present:**

P.C. Commissioner Kerrigan Alternate, Jim Greener

**Staff Present:**

T. Peetz                                      E. Beeman                                      L. Reeves                                      G. Miller

**Members Absent:**

Randolph Twp., Victoria Walker	Streetsboro City, Glenn Broska	Soil & Water, James Bierlair
Windham Vill., Deborah Blewitt	County Engineer, Mickey Marozzi	

**Public Present**

John Walsh                                      M. Schmahl

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

**APPROVAL OF NOVEMBER 14, 2018 MEETING MINUTES**

The November 14, 2018 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 25 Yeas.

## SUBDIVISIONS

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

A motion was made by K. Cihan to approve an extension of time until February 13, 2019. Motion seconded by F. Seman. Motion carried with 25 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 J. Kovacich to approve an extension of time until January 9, 2019. Motion seconded by K. Cihan. Motion carried with 25 Yeas.

Replat of Sublots 25-R, 27 and 28 in the "Olde Mill Run Allotment" on Bryar Court, Jeffrey Feciuch, applicant – Report presented by Todd Peetz

An extension of time was approved last month in order to allow time for the surveyor to make the needed correction. The following items needed to be corrected:

- Approval from the Tax Map Department
- Owner's signatures are needed on the replat
- Location map needs to be added
- All existing structures need to be shown on the replat

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.

A motion was made by R. Dempsey to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 25 Yeas.

Variance to Section 420, Blocks of the Portage County Subdivision Regulations for "Cranberry Creek (Phase 3 and 4)" Cranberry Farm, LLC., applicant – Report presented by Todd Peetz

JIM DIPAOLA "Todd." TODD PEETZ: "I'll swear to tell the whole truth and nothing but the truth. But, this is a variance request for Cranberry Creek. This is Phase 3 and this is Phase 4 and we will talk about after or if the variance is approved. So, basically what is the variance for . . . at this intersection all the way back to here, the current Subdivision Regulations say 900 feet. The current length of this is 1,239 feet. It's an extension of 339 feet. It's really not too outrageous but one of things that we are also considering in the Subdivision Regulations update is, which we will talk about in a little bit . . . we are looking at hopefully beginning to submit it for public comment in February and then the Commissioners in April . . . is extending the cul-de-sac length from 900 feet to 1,200 feet.

We did have to go to Brimfield Township before it could come to us and Brimfield Township recommended approval of not only this variance but also the other one which we are about to discuss and then also the fire chief for Brimfield didn't have a problem with it . . . with the increase in length.

Really there isn't a lot more to say about this. We do have some requirements that have to be met as far as all variances go. Did I make a copy of it? I thought I did. Maybe I didn't. Oh yes . . . Okay I did, on page, look at your page 2 under Justification for the Variance there is "A", "B", "C" and "D". We concur with all 3 or actually all 4 of those comments. There was actually a fifth one but it wasn't really applicable. The first one is topographical or other conditions peculiar to the site. What you are not seeing on this site is the wetlands that are here and here and all the way around here and then what the applicant or the owner of the property is proposing to do will help Brimfield Township as far as the road that comes out here. So, there really isn't a lot of open space and they are avoiding wetlands by doing this configuration.

I do have and we talked about the preliminary plan which is on the agenda next . . . I do have a preliminary plan that was done in 2006, I think it was . . . to show you the design of that which was different and was designed probably more inefficient use of the property. This is probably the more efficient use of the property.

Again, we support the variance change. The County Engineer didn't have a problem either."

JIM DIPAOLA: "Would anybody for the developer like to speak?" JOHN WALSH "John Walsh" JIM DIPAOLA: "Does the testimony you are about to give the truth?" JOHN WALSH: "Yes." JIM DIPAOLA: "Thank you. State your name and address please." JOHN WALSH: "John Walsh, GBC Design 565 White Pond Drive, Akron, Ohio. Mr. Peetz did a great job at explaining it. I guess I could answer any questions that anyone might have." JIM DIPAOLA: "Thank you.

Does anybody have any questions for the developer? Hearing none I entertain a motion to grant or not grant the variance." MIKE HLAD: "I will make the motion." RICH GANO: "I'll second." JIM DIPAOLA: "We have a motion to grant the variance. All in favor?" EVERYONE: "Aye." JIM DIPAOLA: "Anyone opposed. All right the variance is approved."

Preliminary Plan of "Cranberry Creek (Phase 3 & 4)" on Sandy Lake and Lynn Road, Lots 10 & 11 and 26 & 27 in Brimfield Township, Cranberry Farms, LLC., applicant – Report presented by Todd Peetz

The applicant is requesting approval of a preliminary plan for Phase 3 and 4 for a Planned Residential Development known as Cranberry Creek and consisting of 77 single-family homes. The property is located on the northwest corner of Sandy Lake and Lynn Roads in Brimfield Township. The access is off of Sandy Lake Road.

The wetlands appear to be along the Brimfield Ditch and there is a small wetland in the northern portion of the site. According to the FEMA Flood Map there is a flood hazard area along the Brimfield Ditch which largely corresponds to the hydric soils in that area.

Staff recommends *conditional approval* of the preliminary plan with the following conditions:

- The County Engineer would like to see storm sewer easements at 30 feet and also mentioned that a variance to the length of the cul-de-sac was needed.
- Ownership and maintenance of the open space as well as maintenance must be addressed. Also, need Covenants and Restrictions for the open space.
- Need updated Wetland Delineation and permit number noted on the Plat.
- Address the concerns with Soil & Water Conservation Office regarding the retention ponds.

Jim Greener stated that the County Engineer has been working with the developer regarding maintaining sediment pond #1 and 2. J. Greener had concerns about having to go through homeowner yards to get to the ponds. J. Greener stated that they do not like to go through homeowner's yards in order to do any maintenance in and around the ponds. J. Greener said he would like to see easements shown on the Plat to get to the ponds located in Phases 3 and 4. John Walsh said they could do that. John Walsh thought that the adjoining subdivision (Sugar Maple) had access to one of the ponds. John Walsh said he would consult with them to confirm whether or not they have access to it.

V. Kline made a motion to follow staff recommendation. Motion seconded by S. Bennett. Motion carried with 25 Yeas.

Replat of Sublots 8 and 9 in the "Ravenna Building Company Allotment No. 2" in Block "Q" on Muzzy Avenue, Lot 20 in Rootstown Township, Mark Hirst, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combine two lots into one. The lots that front on Muzzy Avenue is just south of Sandy Lake Road and West of State Route 44 in Rootstown Township.

Staff recommends approval of the replat as submitted. J. Paulus made a motion to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 25 Yeas.

Replat of Sublots 20 and 21 in the "Roland Hills Subdivision" on Roland Hills Drive, Lot 71 in Brimfield Township, Steve Bable, applicant – Report presented by Todd Peetz

The applicant is requesting approval to replat 2 lots so that the applicant's daughter can construct a house on proposed Sublot 21-R.

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 as corrected. M. Hlad made a motion to follow staff recommendation. Motion seconded by S. Bennett. Motion carried with 25 Yeas.

**ZONING**

Shalersville Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Shalersville Township is proposing to add the following to Section 368, Residential Uses in LI-D (Light Industrial District):

ANY LOTS LOCATED IN THE L-I DISTRICT THAT WERE BEING USED FOR RESIDENIAL PURPOSES PRIOR TO OCTOBER 16, 2018, SHALL BE DEEMED A VALID NON-CONFORMING USE AND FALL WITHIN THE PROVISIONS OF ARTICLE V OF THIS RESOLUTION (HEREINAFTER "PRE-EXISTING RESIDENIAL USES.) FURTHER, THESE PRE-EXISTING . . ."

Staff recommended the Township consult with the Prosecutor's Office to verify the date that should be used. The understanding of this language was to acknowledge that residential uses were pre-existing at the time of the zoning amendment o Light Industrial and to allow existing uses to continue to function under the A/R-R, Residential District Regulations.

#### Amendment No. 2

Previously all variances were addressed the same. In the new version there are "use" variances and "area" variances and you may have a situation where it could be both. Staff had discussed variance issues with the Township before and the Township had heard a discussion at one of the zoning inspector's meetings where the Prosecutor's Office recommended the separation. Staff recommends adding the word "granting" to 2 (c) and recommends the Prosecutor's Office review the proposed language.

R. Kotkowski said they have done some training with Chris Meduri from the Prosecutor's Office about how to go about granting or not granting a variance. R. Kotkowski encourages any township that hasn't trained their Board of Zoning Appeals to have a session with Chris Meduri to help the Board of Zoning Appeals understand what they are doing. J. Paulus agreed with R. Kotkowski and said it would give the Board of Zoning Appeals a lot of control and understanding on why they are making their decision. P. Tubalkain questioned if a Village could use the same language and or have the training. Todd said the criteria could be used by a Township or a Village. Todd said he would be happy to review their variance requirements. Todd said he wasn't sure the Prosecutor's Office would be willing to provide the Village with the same training however the Village Solicitor should be able to provide some guidance to the Village's Board of Zoning Appeals. J. Paulus stated that Rootstown Township used Chad Murdock rather than the Prosecutor's Office.

A motion was made by V. Grimm to follow staff recommendation. Motion seconded by A. Orashan. Motion carried with 25 Yeas.

#### SUFFIELD TOWNSHIP LAND USE PLAN – Report presented by Todd Peetz

Todd presented the final draft of the Suffield Township Land Use Plan. The Land Use Plan was made available on RPC's website at [www.pcrpc.org](http://www.pcrpc.org).

Todd said he is anticipating the Streetsboro Comprehensive Plan will be presented at the January 2019 Regional Planning Commission meeting, the Ravenna City Land Use Plan to be presented at the February 2019 meeting and the Windham Village Land Use Plan to be presented at the March 2019 meeting.

A motion was made by A. Orashan to accept the plan as presented. Motion seconded by A. Bey. Motion carried with 25 Yeas.

## EXECUTIVE COMMITTEE

### Work Program

#### November, 2018 Work Program Report

Todd presented the November 2018 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting was held on December 11, 2018 to review and finalize the comments. The next meeting is scheduled for January 15, 2019. Todd said he is looking at having a community meeting in February 2019 and then meeting with the Commissioners in March or April 2019.
- Hiram Township – Actively is looking for grant opportunities to support projects they would like grant funding for.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School Development Plan.
- Ravenna City – Staff has continued to work on finalizing their Land Use Plan. The next meeting will be held with City Council and is to be determined.
- Ravenna Township – Staff is assisting the Township with their JEDD. Staff is also assisting the Township with potential zoning amendments that will be presented at the January 2019 Regional Planning Commission meeting.
- Shalersville Township – Staff assisted with some map updates and other data gathering for their records. Staff will be attending their Zoning Commission meeting on December 13, 2018.
- City of Streetsboro – A Master Plan Community Meeting was held on December 11, 2018.
- Suffield Township – Todd attended a meeting on November 14, 2018 with their Planning Commission relating to their Land Use Plan and the next meeting will be held on December 18, 2018.
- Windham Village – Staff has completed the first draft of their Land Use Plan.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We have 11 applications in process and 7 home sewage repairs have been completed.
- Local Government Innovation Fund County-Wide Parks and Recreations Collaboration and Coordination Plan – We are combining financial resources from another grant for the creation of an interactive website. The grant has been extended until December 31, 2018.

- Local Government Innovation Fund Marketing and Branding (Planning) Grant – Staff will be requesting an extension on this grant.
- Celebrate Portage!/Visioning In Portage (VIP) – The next meetings won't start until January 2019.

### Grant Report

Todd stated that this may be the last month the grant report will be completed since we no longer have a grant writer. RPC can still assist communities with obtaining any grants that are needed using TA hours that are available.

### November 2018 CDBG Report

#### 2018 Community Development Allocation Grant

The grant agreement is in place and an environmental review will need to be completed for each activity in order to obtain release of funds.

The activities within this grant are as follows:

#### Water Facility Improvements – Ravenna Head Start Waterline

Funds are being used to run a waterline that will enable the Ravenna Head Start Facility to tap into the City of Ravenna water system.

#### Demolition/Clearance – Windham Township Demolition

Funds are being used to dismantle and haul-off a former church and to pump, crush and fill the septic system and to fill grade and seed the site.

#### Neighborhood Facility – Coleman Rehab

Funds will be used as follows

#### Edinburg House

1. Remove all carpeting from the living area and bedrooms. Install new plank flooring and new base trim all over.
2. Replace kitchen sink and faucet.
3. Replace dishwasher.
4. Replace front porch decking surface, install new hangers and repair hand rail.
5. Replace hot water tank with 50 gallon electric and install new sub panel for power.
6. Replace tub/shower and faucet in both bathrooms.

7. Replace bathroom sink with new sink and vanity, faucets and shut-off valves.
8. Replace supply lines, toilets, grab bars, new fans and paint both bathrooms.
9. Replace upper bath sink with new handicap wall sink and faucet.
10. Install grab bars in showers.
11. Install new plywood decking on the ramp/porch.

#### Rhodes Road House

1. Demo decking and ramp and dispose of the old wood.
2. Install new decking, ramp and steps using existing post

#### Neighborhood Facility/Community Center – F&CS Chiller System

Funds will be used to replace the 80-ton chiller system to prevent the inevitable unit failure and replace it before it breaks down completely, leaving the building located at 705 Oakwood Street without air conditioning.

#### Street Improvements – Highland Avenue Concrete Replacement

Funds will be used replace approximately 565 linear feet of deteriorated concrete roadway on West Highland Avenue between North Diamond Street and Franklin Street.

#### 2018 CDBG Critical Infrastructure Grant – Windham Village

The grant agreement is in place and an environmental review will need to be completed for each activity in order to obtain release of funds.

#### 2018 CDBG Critical Infrastructure Grant - Ravenna City

The application was resubmitted in the amount of \$500,000 in November. It will be the beginning of January 2019 before we will know whether or not it was funded.

#### Finance

##### November, 2018 Financial Statement

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

J. Kovacich made a motion to approve the November, 2018 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 25 Yeas.



Authorization to Enter into an Agreement with the Portage County Board of Commissioners for Administration of the 2018 Critical Infrastructure Grant Program Funds for the Village of Windham (Resolution No. 18-15)

Todd presented Resolution No. 18-15 which is authorization to enter into an agreement with the Portage County Board of Commissioners for Administration of the 2018 Critical Infrastructure Grant Program Funds for the Village of Windham.

A motion was made by F. Seman to approve entering into contract with the Portage County Board of Commissioners for administration of the 2018 Critical Infrastructure Grant Program Funds. Motion seconded by R. Dempsey. Motion carried with 24 Yeas and 1 Abstention (Mike Kerrigan).

2019 Budget for the Portage County Regional Planning Commission (Resolution No. 18-16)

Todd presented Resolution No. 18-16 which is the 2019 budget for the Portage County Regional Planning Commission. The Portage County Regional Planning Commission has reviewed the proposed 2019 appropriations for the operation of the Portage County Regional Planning Commission.

The certified revenue is \$371,113 for 2019 and the expenditures have been adjusted to \$364,622.

The 2019 budget only shows half of the debt service payment. The sale of the building went back out to bid and bids are due on December 19, 2018. Todd said he spoke to JoAnn regarding re-bidding the sale of the building and was told that it was being advertised in the Akron Beacon Journal or the Plain Dealer as well as the Record Courier. No bids were received the first time it went out to bid in September.

Todd noted that there were no pay increases are being requested at this time for staff in 2019.

There was a slight increase in the dues the members are paying. The dues are figured one of two ways. One way is based on population. If your population goes up then you pay what the increase will be. The communities pay 72 cents per person and the Commissioners pay .92 cents.

The second way the dues can go up is the Consumer Price Index (CPI), which hasn't really gone up much. In 2018 it was 1 or 1-1/2 percent.

A motion was made by R. Patrick to approve Resolution No. 18-16 as presented. Motion seconded by A. Orashan. Motion carried with 25 Yeas.

2018 Regional Planning Commission Appropriation Adjustment (Resolution No. 18-17)

Todd presented Resolution No. 18-17 which is the 2018 Regional Planning Commission appropriation adjustment. The Portage County Regional Planning Commission needs the amount of \$15,792 in appropriations transferred as follows:

Decrease	85009063	\$15,792
Increase	85009068	\$15,792

The appropriations adjustment is being made in order make up the difference needed to make a debt service payment.

A motion was made by F. Seman to approve the appropriation adjustment as presented. Motion seconded by J. Kovacich. Motion carried with 25 Yeas.

### **OTHER BUSINESS**

#### **City of Streetsboro Membership – J. DiPaola**

This month will end Streetsboro’s membership with the Regional Planning Commission. The City did provide a year’s notice as required by the By-Laws. Although the City will no longer be a member of the Regional Planning Commission they have agreed to contract with the Regional Planning Commission for some additional work they want to have done in 2019.

#### **Executive Committee Vacancy – J. DiPaola**

Due Tom Smith’s passing, a vacancy is available on the Executive Committee. Mayor Frank Seman has agreed to represent the City of Ravenna on the Executive Committee.

#### **Commissioner Mike Kerrigan – J. DiPaola**

J. DiPaola thanked Mike Kerrigan for the time he spent on the Regional Planning Commission.

#### **Next Meeting**

J. DiPaola announced that the next Regional Planning Commission meeting will be held on January 9, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library.

### **DIRECTOR’S REPORT**

#### **Architectural Review Guidelines**

Todd sent Mantua Village a draft set of Architectural Review Guidelines that we have been working on. Staff still needs to finalize the Architectural Review Guidelines.

#### **SWOT, Portage County Regional Planning Commission**

Todd had discussed with the Executive Committee about doing a SWOT about regional planning in our communities since it hasn’t been done in a while.

#### **Regional Planning Commission Survey**


Another item that was discussed with the Executive Committee was that we prepared a draft survey for the Executive Committee to review and to provide any feedback on. Once the survey is finalized Todd is

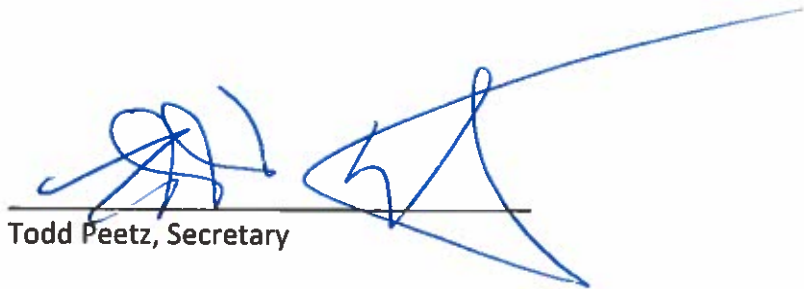
anticipating on sending it out via email to everyone in order to provide any feedback as to how we can assist communities and/or do differently.

**ADJOURNMENT**

A motion was made by J. Kovacich to adjourn the meeting at 5:35 p.m. Motion seconded by J. Paulus. Motion carried.

Minutes approved at the January 9, 2019 Meeting.

  
\_\_\_\_\_  
Sabrina Christian Bennett  
Vice Chairman

  
\_\_\_\_\_  
Todd Peetz, Secretary