

**Minutes
Portage County Regional Planning Commission
January 9, 2019**

Portage County Regional Planning Commission dated January 9, 2019 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 | Nelson Twp., Kevin Cihan |
| Palmyra Twp., Sandy Nutter | Ravenna City, Frank Seman | Rootstown Twp., Joe Paulus |
| Windham Twp., Rich Gano | Sugar Bush Knolls Vill., Jim Beal | Shalersville Twp., Ronald Kotkowski |
| PARTA, Clayton Popik | Windham Vill., Deborah Blewitt | Water Resources, Tia Rutledge |
| Portage Park District, Allan Orshan | | |
| P.C. Commissioner, Vicki Kline | | |
| P.C. Commissioner, Kathleen Clyde | | |
| P.C. Commissioner, Sabrina Christian-Bennett | | |

Staff Present:

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

Members Absent:

| | | |
|---------------------------------|-------------------------|--------------------------------|
| Mantua Vill., Paula Tubalkain | Paris Twp., D. Kemble | Randolph Twp., Victoria Walker |
| Ravenna Twp., Jim DiPaola | Suffield Twp., Adam Bey | Soil & Water, James Bierlair |
| County Engineer, Mickey Marozzi | | |

Public Present

| | |
|-----------|------------|
| R. Costin | S. Skrovan |
|-----------|------------|

The Regional Planning Commission meeting was called to order by Vice Chairman, Sabrina Christian-Bennett.

APPROVAL OF DECEMBER 12, 2018 MEETING MINUTES

The December 12, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by D. Blewitt. Motion carried with 22 Yeas.

APPOINTMENT OF NOMINATING COMMITTEE

A motion was made by D. Blewitt to appoint the following persons to the Nominating Committee:

- A. Orashan
- J. Beal

Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

SUBDIVISIONS

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 K. Cihan to approve an extension of time until February 13, 2019. Motion seconded by R. Dempsey. Motion carried with 22 Yeas.

Replat of Sublot No. 2 in the "*Maplecrest Parkway Subdivision No. 1*" on Tallmadge Road and Maplecrest Parkway, Lot 36 in Brimfield Township, Maplecrest, LLC., applicant – Report presented T. Peetz

The Maplecrest Parkway Subdivision was approved in June, 2018 as a commercial/industrial mix subdivision. The applicant is requesting approval to create 3 lots.

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. R. Dempsey made a motion to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

ZONING

Ravenna Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Ravenna Township is proposing the following under Section 108.00 (Effective Date):

The effective date of this Zoning Resolution is FEBRUARY 1, 2019.

Staff did not feel the Township Trustees would have the amendment approved by February 1, 2019. Staff recommends approval of the amendment and recommends the Township use the actual effective date the Township Trustees approve the Resolution.

Amendment No. 2

Ravenna Township is proposing to add the following to Section 405.05 (Penalties/Fines):

- D. STARTING CONSTRUCTION BEFORE OBTAINING A ZONING CERTIFICATE WILL RESULT IN A DOUBLE THE USUAL AMOUNT OF THE FEE AS A PENALTY.

Staff recommends approval of the proposed amendment as submitted however, Todd said he received an email from someone that if you look under "B" it states that "Whoever violates and provision of this Resolution or the Ohio Revised Code, Section 519.01 – 519.25, inclusive, shall be fined not more than \$500.00 for each offense." Todd said this may need to be adjusted and will recommend the Township re-evaluate this section.

Amendment No. 3

Ravenna Township is proposing to add the following to Section 407.00 (Special Costs):

"WHEN THE ZONING COMMISSION OR BOARD OF ZONING APPEALS FINDS IT NECESSARY TO CAUSE SPECIAL STUDIES TO BE MADE, THE APPLICANT SHALL BARE ALL REASONABLE DIRECT AND RELATED COSTS. REASONABLE REFERS TO STANDARD FEES FOR THE TYPE OF EXPERTISE AND STUDIES FOR THE REGION."

This could be the result of the need for a traffic study or maybe a noise study depending on the situation.

Staff recommends approval of the proposed language. The Township may want to revisit at some point in the future to determine how the scope of the study should be defined.

Amendment No. 4

Ravenna Township is proposing to amend Chapter 5 (Dog Kennels). The language proposed addresses kennels and the issues associated with kennels.

Staff recommends approval of the proposed amendment providing the following change is made to "1":

"All outdoor runs shall be separated by an eight (8) foot wall so an animal in one outdoor run does not see the animal in the adjacent run. The purpose of which is to reduce the tendency of animals to bark or fight with animals if OF the adjacent run."

Amendment No. 5

Ravenna Township is proposing to amend Chapter 5, Height. The Township is proposing to reduce the height of an accessory building from 22 feet to 18 feet in the residential zoning districts.

Staff recommends approval of the proposed amendment as presented.

Amendment No. 6

Ravenna Township is proposing to add "Medical marijuana dispensaries" to Section 605.00(D)(7), Prohibited Uses.

Staff recommends approval of the proposed amendment as presented.

Amendment No. 7

Ravenna Township is proposing to add the following to Section 610.03 (A), Section 610.03(A)4 and Section 610.03:

"4. IT SHALL NOT EXCEED EIGHTEEN (18) FEET IN HEIGHT AT THE PEAK OF THE ROOF IN R-H, R-M AND R-L ZONING DISTRICTS AND NOT EXCEED TWENTY-TWO (22) FEET IN HEIGHT AT THE PEAK OF THE ROOF IN C-R, G-C AND G-I ZONING DISTRICTS."

There are two changes, the first is to further identify detached garages as accessory buildings and then to specifically limit the height to 18 feet in Residential Zoning Districts while allowing 22 feet of height for non-residential Commercial and Industrial Districts.

Staff recommends approval of the proposed amendment as presented.

R. Kotkowski stated that under No. 8 it states "If any dimension is greater than 12 feet by 16 feet and/or under 192 total square feet . . ." R. Kotkowski continued to state that "a lot of the companies that are selling portable buildings are selling 10 X 20 rather than 12 X 16 or 200 square feet." Todd said he would mention it in the letter to the Township as a comment related to the amendment.

Amendment No. 8

Ravenna Township is proposing to amend Section 610.04, Height Regulations as follows:

"Except as otherwise specified in this Resolution, the maximum building height shall be measured from finished grade to the eaves PEAK OF THE ROOF."

Changing the height to roof peak versus the eaves helps to clarify the height.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 9

Ravenna Township is proposing to add the following to section 504.11, Outdoor Storage Yards (C-R Zoning):

"OUTDOOR STORAGE SHALL BE LOCATED IN THE SIDE OR REAR YEARD AND PROVIDE COMPLETE SCREENING FROM ADJOINING PROPERTIES BY A SOLID FENCE OR WALL AND VEGETATIVE LANDSCAPING IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF CHAPTER 8 SHALL BE A MINIMUM OF SIX (6) FEET TO A MAXIMUM HEIGHT OF EIGHT (8) FEET IN HEIGHT AND COMPATIBLE WITH THE PRINCIPLE BUILDING. NO MATERIALS SHALL BE STORED SO AS TO PROJECT ABOVE THE FENCE OR WALL. THERE IS NO MAXIMUM SIZE REQUIREMENT FOR A STORAGE YARD."

The new language is to clarify fence height for outside storage.

Staff recommends approval of the proposed amendment as proposed. J. Paulus stated that the outdoor storage cannot provide screening. J. Paulus recommended change where it says . . . and provide complete screening. J. Paulus recommended that it be changed to say "would be completely screened" because the storage container can provide it.

Amendment No. 10

Ravenna Township is proposing to add "mini-storage" to the conditional uses in the General Commercial District. By adding mini-storage as a conditional use in the General Commercial District it would allow the use with conditions.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 11

Ravenna Township is proposing to amend Chapter 6, Fences Walls and Hedges in order to make it clear that a zoning certificate is required and clarified the height and differentiation between residential and non-residential uses.

Ravenna Township was also adding the following:

- J. "ALL FENCES, WALLS, HEDGES AND BERMS OR ANY COMBINATION SHALL BE SETBACK FIFTEEN (15) FEET FROM THE ROAD RIGHT-OF-WAY AND ONE (1) FOOT FROM THE PROPERTY LINE. IN ADDITION ALL CORNER LOTS SHALL FOLLOW SECTION 610.01.G.2 (VISIBILITY AT CORNER LOTS).
- K. THE FINISHED SIDE OF THE FENCE SHALL FACE OUTWARD AND THE SUPPORTS AND FRAMING SHALL FACE INWARD."

Staff recommends approval of the proposed amendment as presented. Staff recommends approval of the proposed amendment as proposed. R. Kotkowski felt that it would be a nightmare for the zoning inspector to enforce the maintenance when it comes to hedges and/or plants. R. Kotkowski recommended that hedges be removed as screening.

Amendment No. 12

Ravenna Township is proposing changes in Section 701.10(B), Flag Shaped Lots to better define and provide clarity as to what a flag lot is required to adhere to.

Staff recommends approval of the proposed amendment as proposed. R. Kotkowski said he didn't like the way "G" was written. "G" states "The flag section of the lot shall be considered the building section The front yard setback for the dwelling must be equal to or greater than the required setback of the district and is to be measured from the point where the lot widens to equal the district's minimum lot width requirement." Todd stated that the portion underlined was what Ravenna Township added.

A. Orashan said he was confused about Item "C" and "D". "C" states: "Lot shall not become narrower than sixty (60) feet at any point and Item "D" states: "The pole portion of the lot cannot exceed an

overall length of nine-hundred (900) feet from the road right-of-way. The minimum width of the pole portion shall be no less than twenty (20) feet at any point including road frontage. After further discussed T. Peetz agreed that "C" and "D" were contradicting and recommends that the language be looked at again.

T. Rutledge also pointed out a typo under Item "F". Rather than it say . . . potion it should say portion.

Amendment No. 13

Ravenna Township is proposing to add language to Section 901.00, Paving Requirements that clearly identifies what type of developments are being addressed and eliminates design concepts that are harder to maintain and or implement.

Staff recommends approval of the amendment as proposed.

Amendment No. 14

Ravenna Township is proposing to add the following to Section 1000.08, General Requirements for all Signs:

N. ALL SIGNS SHALL BE LOCATED TWENTY (20) FEET FROM THE ROAD RIGHT-OF-WAY.

O. A TEMPORARY SIGN SHALL NOT USE AN ELECTRONIC MESSAGE CENTER.

The proposed new language adds more detail on the type of signs that are permitted and where. It also clarifies that electronic message centers are not permitted as temporary signage.

Staff recommends approval, but recommends the township consider 10 feet of the road right-of-way rather than 20.

Amendment No. 15

Ravenna Township is proposing changes to Section 1000.13, Temporary/Special Event Signs Requiring a Zoning Certificate. The proposed changes are for temporary signs in non-residential areas that can occur twice a year and not more than 30 days, that can be free standing.

Staff recommends approval of the amendment as proposed.

Amendment No. 16

Ravenna Township is proposing changes to Section 1000.15, Permanent Signs Requiring a Zoning Certificate. The proposed amendment is addressing "freestanding" sign heights. The height was raised from 6 feet to 10 feet and the bottom of the sign has to be at least 6 feet from the finished grade to the bottom of the sign.

Staff recommends approved of the amendment as proposed.

Amendment No. 17

Ravenna Township is proposing changes to Section 1000.16, Additional Standards for Specific Types of Permitted Signs. The proposed amendment removed a few zoning districts that off-premise signs may be located and also added that you can only have one type of sign either an on premise sign or an off premise sign

Staff recommends approval of the amendment as proposed.

R. Kotkowski questioned an item under B, Off Premise Signs. R. Kotkowski stated that under B.1.b it states that "an off premise sign shall be setback a minimum of 500 feet from the right-of-way . . ." Todd said the Township was trying to eliminate the bigger signs.

A motion was made by J. Paulus to follow staff recommendations as well as the comments noted by the Board. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

Franklin Township Text Amendment – Report Presented by T. Peetz

Amendment No. 1

Franklin Township is proposing to clarify the definition of "Structure" by establishing a minimum size and adding more examples. The following definition is being proposed:

"Anything constructed or erected, more than 15 square feet, the use of which requires location on the ground or attachment to something having a fixed location on the ground. Among other things, structures include but not limited to roads, buildings, walls, fences, billboards, signs, MOBILE/MANUFACTURED HOMES, SWIMMING POOLS, SHEDS GARAGES, BASKETBALL COURTS, TENNIS COURTS, CARPORTS/GARAGE IN A BOX AND DECKS.

The additional language to the definition is to help the Township better implement the definition of structure. The term "garage in a box" may need to be described or expounded better.

Staff recommends approval of the amendment as proposed. Staff recommends approval of the amendment as proposed. J. Beal recommended the Township distinguish the difference between "driveways" and "walkways" separately from the "structure". Todd said he wasn't sure if they did or not. J. Beal said it has been a problem in their Village and recommends the Township look into it.

Amendment No. 2

Franklin Township is proposing to amend Section 405.06.A.8. The proposed change will allow accessory structures to be up to 5 feet of the side and rear lot lines and 10 feet of the principle building. The change is 5 feet closer than currently permitted.

A motion was made by V. Kline to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

STREETSBORO MASTER PLAN – T. Peetz

Todd presented the final draft of the Streetsboro Master Plan. The Master Plan was made available on RPC's website at www.pcrpc.org. The Streetsboro Planning Commission had their last meeting on January 8, 2019 and now they are going to take it to City Council.

A motion was made by V. Kline to accept the plan as presented. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

Work Program

December, 2018 Work Program Report

Todd presented the December 2018 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting is scheduled for January 15, 2019 to review and finalize the comments. Todd said he is looking at having a community meeting in February 2019 and then meeting with the Commissioners in March or April 2019.
- Brimfield Township – Staff updated their zoning map. Staff has been working with the Township to reduce the number of zoning districts.
- 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.
- Shalersville Township – Staff assisted with some map updates and other data gathering for their records. Staff attended the Zoning Commission meeting on December 13, 2018.
- City of Streetsboro – The Streetsboro Planning Commission had their last meeting on January 8, 2019 and now they are going to take it to City Council.
- Suffield Township – Todd attended a meeting on December 18, 2018 with their Planning Commission relating to their Land Use Plan. The final draft of the Suffield Township Land Use Plan was presented at the December RPC Meeting.
- Windham Village – Staff has completed the first draft of their Land Use Plan.
- Quarterly Zoning Inspector Meeting – The next meeting is to be determined. The topic is to be determined.

- Portage County Land Reutilization Corporation (Land Bank) – The next meeting will be held on January 14, 2019 at 1:00 p.m. at the Reed Memorial Library.
- Local Government Innovation Fund County-Wide Parks and Receptions 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 June 30, 2019.
- Celebrate Portage!/Visioning In Portage (VIP) – The next meetings will be held on January 11,2 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.

December 2018 CDBG Report

2015 Community Development Allocation Grant

Mantua Township Elevator

Working is nearing completion for the fire alarm/elevator monitoring devices. The General Contractor will contact the State to request the inspection once all work is completed by the Township.

2018 Community Development Allocation Grant

The grant agreement is in place and an environmental review is nearing completion for each activity. Once completed the release of funds will be requested.

2018 CDBG Critical Infrastructure Grant – Windham Village

The grant agreement is in place and an environmental review is nearing completion for each activity. Once completed the release of funds will be requested.

2018 CDBG Critical Infrastructure Grant - Ravenna City

The application was resubmitted in the amount of \$500,000 in November. The State came back with a question and we are hopeful that it will be funded.

2019 Regional Planning Commission Work Program – T. Peetz

Todd presented the 2019 Portage County Regional Planning Commission Work Program.

A. Orashan requested that staff put together a glossary of terms, acronyms, abbreviations i.e. CDBG? Todd agreed to put together the glossary of terms for the board

J. Paulus made a motion to accept the 2019 Regional Planning Commission Work Program as presented. Motion seconded by R. Kotkowski. Motion carried with 22 Yeas.

Finance

December, 2018 Financial Statement

Todd stated that the Executive Committee reviewed the December, 2018 financial statements and recommends acceptance.

A. Orashan made a motion to approve the December, 2018 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Authorization to Enter into Contract with the Geauga County Planning Commission (Resolution No. 19-01) – T. Peetz

Todd presented Resolution No. 19-01 which is authorization to enter into contract with the Geauga County Planning Commission to assist them with temporary planning services until the Geauga County Planning Commission hires a new Planning Director.

M. Hlad made a motion to approve Resolution No. 19-01 as presented. Motion seconded by R. Kotkowski. Motion carried with 22 Yeas.

OTHER BUSINESS

Next Meeting

S. Bennett announced that the next Regional Planning Commission meeting will be held on February 13, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library.

DIRECTOR'S REPORT

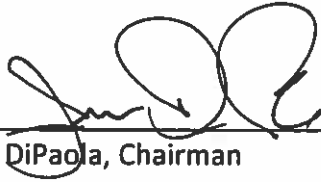
Regional Planning Commission Survey

The survey is completed anyone interested in filling one out can do so today or it can be emailed to you.

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 February 13, 2019 Meeting.

A handwritten signature in black ink, appearing to be 'Jim DiPaola', written over a horizontal line.

Jim DiPaola, Chairman

A handwritten signature in blue ink, appearing to be 'Todd Peetz', written over a horizontal line.

Todd Peetz, Secretary