

**Minutes  
Portage County Regional Planning Commission  
July 11, 2018**

Portage County Regional Planning Commission dated July 11, 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            | Freedom, Jeffrey Derthick   |
| Garrettsville Vill., Rick Patrick            | Hiram Twp., Steve Pancost           | Hiram Vill., Robert Dempsey |
| Mantua Twp., Sandy Engelhart                 | Mantua Vill., Paula Tubalkain       | Paris Twp., Tom Smith       |
| Ravenna City, Frank Seman                    | Suffield Twp., Adam Bey             | 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 Orashan         |                                     |                             |
| P.C. Commissioner, Sabrina Christian-Bennett |                                     |                             |
| P.C. Commissioner, Vicki Kline               |                                     |                             |
| P.C. Commissioner, Mike Kerrigan             |                                     |                             |

**Alternates Present:**

Shalersville Twp., Frank Ruehr, Jr.      P.C. Commissioner Kerrigan Alternate, Jim Greener

**Staff Present:**

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

**Members Absent:**

|                                |                                 |                            |
|--------------------------------|---------------------------------|----------------------------|
| Brimfield Twp., Mike Hlad      | Nelson Twp., Kevin Cihan        | Palmyra Twp., Sandy Nutter |
| Randolph Twp., Victoria Walker | Ravenna Twp., Jim DiPaola       | Rootstown Twp., Joe Paulus |
| Streetsboro City, Glenn Broska | County Engineer, Mickey Marozzi |                            |
| Soil & Water, James Bierlair   |                                 |                            |

**Public Present**

|           |                  |
|-----------|------------------|
| John Trew | Matthew Merchant |
|-----------|------------------|

The Regional Planning Commission meeting was called to order by Vice Chairman, Tom Smith.

**APPROVAL OF JUNE 13, 2018 MEETING MINUTES**

The June 13, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by R. Kotkowski. Motion carried with 19 Yeas

**PUBLIC HEARING – 2019 REGIONAL PLANNING COMMISSION BUDGET**

T. Peetz presented the 2019 Regional Planning Commission Budget. The budget for 2019 is assuming that we would no longer be at 124 North Prospect Street and would be at the P.C. Administration Building.

The proposed *revenue* is as follows:

|                                  |                  |
|----------------------------------|------------------|
| • Subdivision Fees               | \$12,500         |
| • RPC Membership Dues            | \$22,413         |
| • IGR Fees                       | \$100            |
| • Copies/Misc./Over Hours        | \$1,000          |
| • Critical Infrastructure Grant  | \$10,000         |
| • P.C. Septic System Program     | \$20,000         |
| • Countywide Master Plan         | \$40,000         |
| • CHIP Fair Housing              | \$2,000          |
| • BF-18 (Admin.)                 | \$43,600         |
| • BF-18 (Fair Housing)           | \$5,000          |
| • Unencumbered Beginning Balance | <u>\$12,500</u>  |
| <b>Total</b>                     | <b>\$371,113</b> |

The proposed *expenditures* are as follows:

|  |                  |
|--|------------------|
| • Salaries                                 | \$206,752        |
| • Fringe Benefits                          | \$102,426        |
| • Legal Counsel                            | \$10,000         |
| • Travel/Training                          | \$3,000          |
| • Dues                                     | \$590            |
| • Advertising                              | \$300            |
| • Telephone                                | \$1,600          |
| • Postage                                  | \$1,600          |
| • Equipment Rental (Copier, Postage Meter) | \$3,500          |
| • Computer Services                        | \$1,200          |
| • ESRI License                             | \$2,528          |
| • Periodicals/Publications                 | \$400            |
| • Insurances (Bldg. & Bonds)               | \$356            |
| • Supplies                                 | \$3,500          |
| • Photocopying/Printing                    | <u>\$2,200</u>   |
| <b>Total</b>                               | <b>\$371,113</b> |

A motion was made by J. Beal to close the public hearing at 4:40 p.m. Motion seconded by A. Orashan. Motion carried with 19 Yeas.

## SUBDIVISIONS

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

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 20 Yeas.

Replat of Sublot 17-R in the "Milford Estates" on New Milford Road, Lot 33 in Randolph Township, Larry and Nancy Francis, applicant

The applicant is requesting to combine two lots into one lot. The lots are located on the west side of New Milford Road and north of Dibble Road.

All items that were found to be in non-compliance with the Subdivision Regulations has been corrected therefore staff recommends approval of the replat. D. Blewitt made a motion to follow staff recommendation. Motion seconded by M. Kerrigan. Motion carried with 20 Yeas

Replat of Sublots 32 - 34 of Block "I" in the "McElrath Park Allotment" on Terrill Street, Lot 11 S.D. and 12 S.D. in Ravenna Township, Habitat for Humanity on behalf of Xylon Purkiss., applicant – Report presented by T. Peetz

The applicant is requesting to combine three sublots in order to create one buildable lot.

All items that were found to be in non-compliance with the Subdivision Regulations has been corrected therefore staff recommends approval of the replat. V. Kline made a motion to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 19 Yeas and 1 Abstention (S. Christian-Bennett)

Replat of Sublots 799 and 844 – 848 in the "Labelle Heights Allotment" on Newton Falls Road and Niles Avenue, Lots 14 and 21 in Paris Township, Diamond Title on behalf of James Davis, applicant – Report presented by T. Peetz

The applicant is requesting approval to enlarge their existing lot by adding 5 adjacent lots. The replat will allow them to put an accessory building on the adjacent lots that they are combining into their primary lot. The lots front on Niles Avenue.

Staff recommends approval of the replat as presented. J. Kovacich made a motion to follow staff recommendation. Motion seconded by D. Blewitt. Motion carried with 20 Yeas.

Replat of Sublots R-19 and R-20 of Block "C" in the "M. Tapper State Road Allotment N. 2" on Joshua Point, Lot 22 in Rootstown Township, Mike and Keri Hendrix, applicant – Report presented by T. Peetz

The applicant is requesting approval to enlarge their existing lot by adding an adjacent lot.

The lot is located near Tallmadge Road and State Route 44 in close proximity to the center of Rootstown Township.

Staff recommends approval of the replat as presented. R. Dempsey made a motion to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

## **ZONING**

### **Freedom Township Text Amendment** – Report presented by T. Peetz

#### **Amendment No. 1**

Freedom Township is proposing to add Enforcement of Resolution to Article V: Zoning Inspector; Zoning Certificates; Consultation; Penalty.

The proposed changes are not currently in their zoning resolution and would help the zoning inspector enforce the zoning resolution.

Staff recommends approval of the proposed amendment.

#### **Amendment No. 2**

Freedom Township is proposing to add “Maximum building height to be 40 feet to each of the zoning districts with the exception of R-I (Residential Industrial) District.

Staff was not sure if we had the same section numbers and see to need to be adjusted. The height changes were all in the regulations with the exception of the R-I which had the height as a permitted use. For consistency staff recommends putting height with the regulations of the district rather than as a use.

Staff recommends approval with the adjustments to the Section numbers and location of the R-I to have height with the district regulations.

#### **Amendment No. 3**

Freedom Township is proposing to add the following to the Purpose – Planned Residential Development:

“PRD may be permitted as an overlay district in the RR, R-C and R-I Districts provided they are determined to meet the conditions contained in this section.”

By adding the statement, it clarifies which district they can be considered in.

Staff recommends approval of the proposed amendment.

#### Amendment No. 4

Freedom Township is proposing add conditionally permitted uses to the Light-Industrial District. The Township may want to further evaluate some of these uses for distance requirements from residential and other aspects of development that may not be compatible with surrounding uses.

Staff recommends approval of the proposed amendment.

A motion was made by S. Christian-Bennett to follow staff recommendations for Amendments No. 1 – 4 as presented. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

#### Shalersville Township Rezoning from LI-D, Light Industrial to R-2, Residential District on Infirmiry Road – Report presented by T. Peetz

Prior to the meeting Todd discussed the proposed rezoning with a Township Trustee and the report as well as the recommendation needed to be corrected.

The Township completed their land use plan with this area as being light industrial as the most appropriate use near the airport. During the discussions of the land use plan the desire was to develop a balance of residential, commercial and light industry that made sense for the overall future development of the Township.

There have been discussions in the past and present about the potential for the airport to expand. Any expansion or increases to the operation of the airport may further impact the surrounding housing.

By allowing a new residential development within a half mile of the airport may set a precedence not only to the airport, but may set a precedence in other areas of the Township from converting light industrial to residential.

Staff recommended *disapproval* of the proposed rezoning from LI-D to R-2, Residential.

The applicant also requested the proposed rezoning be tabled. The Township has already advertised the public hearing as being on July 12, 2018. R. Kotkowski said the Trustees would not be open to tabling the request. R. Kotkowski recommended the Board act on the proposed rezoning today rather than tabling it. After further discussion the Board agreed that Todd present the report on the proposed rezoning and the Board to act on the proposed rezoning.

The proposed change is to change the zoning map from LI-D, Light Industrial to R-2, Residential. The proposed rezoning area is east of Infirmiry Road north of Lake Rockwell Road and is part of the former Ravenswood Golf Course.

If rezoned the applicant is proposing to create 1 acre parcels along Infirmiry Road. The remainder of the property would remain zoned Light Industrial.

The proposed rezoning is a quarter of a half mile from the airport runway and there is an existing house north of the proposed rezoning area. There are many existing homes that are within a half mile radius

of the airport. The concern has been raised that more housing may be undesirable due to the noise at that airport.

There do not appear to be any environmental impacts to the site.

Although this is not a plat review, the proposed lots would not meet zoning. The frontage requirements for the requested zoning change are 125 feet and at least 6 of the lots are shown at 120 feet which would not meet zoning.

Last year a previous proposed rezoning was proposed and the Portage County Airport Board was strongly opposed to the rezoning. The Airport Board felt that by adding any new housing would add to conflicts dealing with noise in the area.

M. Kerrigan made a motion to follow the staff's revised recommendation which was disapproval of the proposed rezoning from LI-D to R-2. Motion seconded by V. Kline. Motion carried with 21 Yeas.

## **EXECUTIVE COMMITTEE**

### **Work Program**

#### **June, 2018 Work Program Report**

Todd presented the June 2018 Work Program Report.

- **Garrettsville Village** – A Nature Works Grant was submitted was submitted in June.
- **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.
- **Palmyra Township** – A Nature Works Grant was submitted in June.
- **Ravenna City** – A Critical Infrastructure Grant was submitted in June. Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD. Staff will be attending their next meeting in July.
- **Ravenna Township** – Staff is will be meeting with their Planning Commission in July to talk about the changes proposed in the zoning resolution.
- **City of Streetsboro** –A Master Plan Community Meeting was held on June 28, 2018 for the update to their Master Plan. Staff will be meeting with them again in August.
- **Suffield Township** – Todd said the next meeting with the Planning Commission meeting will be held on July 11, 2018 related to their Land Use Plan.

- 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.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We have two new applicants.
- 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) – The next meeting will be held on July 18, 2018.
  - August 29, 2018 – Ravenna Car Show
  - August 31, 2018 and September 1, 2018 – Runway Fest
  - September 6, 2018 – Dinner
  - September 13, 2018 – Volunteer Day (to be held in Windham Village)

**June, 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 (Windham Community Center)**

All work has been completed.

**Neighborhood Facilities/Community Center (Mantua Center School Elevator Lobby)**

Construction has been completed.

Neighborhood Facilities/Community Center (Adult Day Services)

The specifications are being prepared for the RFP.

Public Facilities (Ravenna City Sidewalks)

All work has been completed.

2018 Community Development Allocation Grant

The 2018 Community Development Allocation Grant was submitted to the Office of Community Development on June 15, 2018.

Finance

June, 2018 Financial Statement

T. Smith stated that the Executive Committee reviewed the June, 2018 financial statements and recommends acceptance. V. Kline made a motion to approve the June, 2018 financial statements as presented. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

2016 – 2017 Regional Planning Commission Audit Report – T. Peetz

Todd presented the 2016 – 2017 Regional Planning Commission Audit Report. There were no findings. A. Orashan made a motion to accept the 2016 – 2017 Audit Report as presented. Motion seconded by M. Kerrigan. Motion carried with 21 Yeas.

2019 Budget for the Portage County Regional Planning Commission (Resolution No. 18-07)

Todd presented Resolution No. 18-07 which is the proposed 2019 budget for the Regional Planning Commission.

D. Blewitt made a motion to approve the Resolution No. 18-07 which is the 2019 budget for the Portage County Regional Planning Commission as presented. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

Set Minimum Bid Price for 122, 124, 126 and 128 North Prospect Street, Ravenna (Resolution No. 18-08) – T. Peetz

Todd presented Resolution No. 18-08, which gives authorization to the Portage County Board of Commissioners to auction the building at 122, 124, 126 and 128 North Prospect Street, Ravenna with a minimum qualifying or acceptable bid of \$299,999.

M. Kerrigan questioned how much was still owed. Todd stated that currently we still owe USDA \$180,000. We also owe \$62,000 to the Portage County Commissioners and it is estimated that the move would cost \$3,500.



R. Dempsey made a motion to approve Resolution No. 18-08 as presented. Motion seconded by J. Kovacich. Motion carried with 20 Yeas and 1 Abstention (M. Kerrigan).

**OTHER BUSINESS**

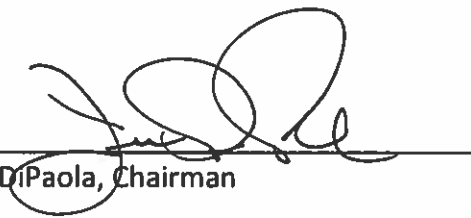
**Next Meeting**

T. Smith announced that the next Regional Planning Commission meeting will be held on August 8, 2018 at 4:30 p.m.

**ADJOURNMENT**

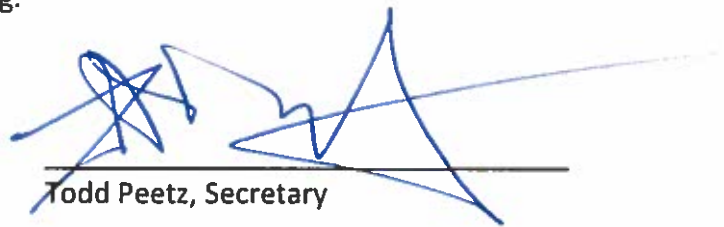
Allan Orashan made a motion to adjourn the meeting at 5:32 p.m. Motion seconded by J. Beal.

Minutes approved at the August 8, 2018 Meeting.



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Jim DiPaola, Chairman



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Todd Peetz, Secretary