

**Minutes
Portage County Regional Planning Commission
June 13, 2018**

Portage County Regional Planning Commission dated June 13, 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	Brimfield Twp., Dick Messner	Franklin Twp., Sam Abell
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Vill., Robert Dempsey
Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., Tom Smith	Randolph Twp., Victoria Walker	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Windham Twp., Rich Gano
Sugar Bush Knolls Vill., Jim Beal	Shalersville Twp., Ronald Kotkowski	PARTA, Frank Hairston
Windham Vill., Deborah Blewitt	Water Resources, Gene Roberts	
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner Kerrigan Alternate, Jim Greener		

Alternates Present:

Franklin Twp., Joe Ciccozzi

Staff Present:

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

Members Absent:

Hiram Twp., Steve Pancost	Mantua Twp., Victor Grimm	Suffield Twp., Adam Bey
Streetsboro City, Glenn Broska	County Engineer, Mickey Marozzi	
Soil & Water, James Bierlair		

Public Present

Rich Costin	Scott Wallenhorst	David Garnier
Robert Bossow	John Macik	Mary Organ
Ellen Walsh		

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

APPROVAL OF MAY 9, 2018 MEETING MINUTES

The May 9, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by F. Hairston. Motion carried with 22 Yeas

CONFIRMATION OF THE EXECUTIVE COMMITTEE MEMBERS – J. DiPaola

J. Paulus made a motion to confirm Executive Committee Members; Jim DiPaola, Chairman; Tom Smith, Vice Chairman, Jim Beal, Sandy Nutter; Deborah Blewitt and Allan Orashan. J. Greener seconded the motion. Motion carried with 22 Yeas.

SUBDIVISIONS

Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC. – T. Peetz

The applicant is requesting approval of a commercial/industrial mix subdivision along the Western boundary Brimfield Township. The property was originally the location of the Maplecrest Golf Club. A new road, called Maplecrest Parkway will be platted including seven sublots.

All items that were found to be in non-compliance with the Subdivision Regulations has been corrected therefore staff recommends approval of the plat. J. Greener made a motion to follow staff recommendation. Motion seconded by V. Kline. Motion carried with 23 Yeas.

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 F. Hairston to approve an extension of time until July 11, 2018. Motion seconded by R. Gano. Motion carried with 23 Yeas.

Replat of Sublots 4, 5, 6 and 22, 23, 24 in Block "N" in the "McElrath Park Allotment" on Sumner Street and McElrath Avenue, Lot 11 and 12 S.D. in Ravenna Township, P.C. Land Reutilization Corporation, applicant – Report presented by T. Peetz

This was last presented at the April 11, 2018 RPC Meeting. The replat has since been revised to only reflect the sublots being combined that had sewer available.

Staff recommends approval of the replat as presented. A motion was made by V. Kline to follow staff recommendation. Motion seconded by J. Greener. Motion carried with 23 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 S. Bennett to approve an extension of time until August 8, 2018. Motion seconded by J. Greener. Motion carried with 23 Yeas.

Replat of Sublots 19 and 20 in the "Brady Lake United Methodist Church Land Allotment" on West Shore Drive, Lot 39 in Franklin Township, William T. Bush, applicant – Report presented by T. Peetz

The applicant is proposing to combine two sublots into one lot in order to construct a single-family home on it. The sublots are located on the northwest side of Brady Lake on West Shore Drive.

The lot combined does not meet zoning however it does bring the lot more into conformance.

Staff recommends approval of the replat as presented. J. Greener made a motion to follow staff recommendation. Motion seconded by V. Kline. Motion carried with 23 Yeas.

Replat of Sublots 55 and 56 in the "Strong Allotment" on Youngstown Avenue, Lot 2 in Deerfield Township, Roman Swerdan, applicant – T. Peetz

The applicant is requesting approval to combine two lots into one in order to allow a garage to be built.

The FEMA Flood Insurance Rate Map showed the replatted parcel to be in the 100-year flood zone and will require compliance with the Portage County Flood Plain/FEMA Regulations.

All items that were found to be in non-compliance with the Subdivision Regulations has been corrected therefore staff recommends approval of the plat. D. Blewitt made a motion to follow staff recommendation. Motion seconded by F. Hairston. Motion carried with 23 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 approval to combine two lots into one lot. The parcel is undeveloped at this time.

The site will need to be evaluated for a septic system and obtain Health Department approval. Hydric soils were identified on the site which may make it difficult locating a septic system difficult.

Staff is recommending an extension of time until July 11, 2018 in order to allow time for the applicant to obtain Health Department approval. A motion was made by S. Bennett to approve an extension of time until July 11, 2018. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Replat of Block BR-7 in the "Wintergreen Point Subdivision" on Green Hill, Lot 43 in Rootstown Township, Roots-1, LLC., applicant – Report presented by T. Peetz

The applicant is requesting approval to create 12 lots (Lots 88 – 99) from Block BR-7. The Replat also includes open space that connects to Rootstown Road to the east.

There is water and sewer available to the lots. The replatted lots meet zoning requirements. There were no physical limitations identified for this site.

There were no corrections needed to the replat. Staff recommends approval of the replat as submitted. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by F. Hairston Motion carried with 23 Yeas.

Replat of Sublots 22-R and 19 of Block "Q" in the "McElrath Park Allotment" on Terrill Street, Lot 11 S.D. in Ravenna Township, John C. Macik, Jr., applicant – Report presented by T. Peetz

The applicant is requesting to combine six sublots to create two buildable lots.

There is water and sewer available to the lots.

All items that were found to be in non-compliance with the Subdivision Regulations has been corrected therefore staff recommends approval of the plat. F. Hairston made a motion to follow staff recommendation. Motion seconded by F. Hairston. Motion carried with 23 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, Xylon Purkis on Behalf of Habitat for Humanity

A motion was made by V. Kline to approve an extension of time until July 11, 2018. Motion seconded by R. Patrick. Motion carried with 23 Yeas.

ZONING

Franklin Township Text Amendment – Report presented by T. Peetz

When Brady Lake Village dissolved it became part of Franklin Township. Part of the process of being situated in Franklin Township was to designate zoning to the area. Brady Lake Village had its own zoning. The Township worked with Regional Planning to review the former Brady Lake Village zoning designations and compare them to Franklin Township. Brady Lake Village had four zoning designations R-1, R-2, R-3 and C-1. When compared those designations to the Township they were similar. What was suggested was to call the existing areas R-1B, R-2B, R-3B and C-1B.

Franklin Township also inherited village owned property, which included the Village Hall, the old village hall, fire station and a community park. The Township also received the responsibility of fixing several of the roads that were in disrepair. The property owned by the Village was all zoned C-1 Commercial and for the most part were not in locations that are prime for commercial. An R-1/C-1 zoning classification was created that would allow for residential development or commercial development.

Amendment No. 1

Franklin Township is proposing to create the following new sections:

- Section 311.00, R-1B, Low Density Residential, Brady Lake District
- Section 312.00, R-1/C-1, Mixed Use Low Density Residential, Local Commercial District
- Section 314.00, R-2B, Medium Density Residential, Brady Lake District

- Section 316.00, R-3B, High Density Residential, Brady Lake District
- Section 321.00, C-1B, Local Commercial, Brady Lake District

Staff recommends approval of the proposed amendment.

Amendment No. 2

Franklin Township has two mixed use districts, C-1/I-1 and I-2/C-2. The Zoning Commission created regulations for these mixed use districts by melding the two separate district regulations, keeping the integrity of each district. If a building project was to be truly mixed use within one structure, then the most restrictive of either part of the code would be applied.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Franklin Township corrected a few inconsistencies in language and references in Chapter 3.

Staff reviewed the inconsistencies and felt the proposed changes were minor, provided better guidance and corrected poor grammar. Staff recommends approval of the proposed amendment.

Amendment No. 4

The Franklin Township Zoning Map needs to be updated to be consistent with the proposed zoning designations. The changes on the map reflect the addition of the former Brady Lake Village.

Staff recommends approval of the proposed amendment.

A motion was made by V. Kline to approve the amendments as presented. Motion seconded by R. Gano. Motion carried with 24 Yeas.

EXECUTIVE COMMITTEE

Work Program

May, 2018 Work Program Report

Todd presented the April 2018 Work Program Report.

- Franklin Township – Amendments that will include Brady Lake Zoning in their Zoning Resolution will be presented at the June RPC.
- Garrettsville Village – A Nature Works Grant was submitted in June.

- Hiram Village – Worked with consultant on a possible Critical Infrastructure Grant, however it was decided to go after other funding.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Palmyra Township – A Nature Works Grant was submitted in June.
- 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 May 22, 2018 to discuss their Land Use Plan. Staff will be attending their next meeting in June. The draft for a contract to do a bike plan was finalized.
- Ravenna Township – Staff is working with them on their JEDD and also will be meeting with their Planning Commission this month to talk about the changes proposed in the zoning resolution.
- City of Streetsboro – A Master Plan Community Meeting was held on May 3, 2018 for the update to their Master Plan. Staff met with the Master Plan Community Meeting on May 17, 2018 and the next meeting will be held on June 28, 2018.
- Suffield Township – Todd said the next meeting with the Planning Commission meeting will be held on June 20, 2018 related to their Land Use Plan.

Portage County Land Reutilization Corporation (Land Bank) – The next meeting will be held on July 9, 2018 at 1:00 p.m. at the Neighborhood Development Services office.

- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We have two new applicants and we are anticipating up to 15 more from the P.C. Health Department later in June.
- 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.

May, 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. The architect has inspected the work and the contractor is working on completing the items that were on the punch list.

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 Commissioners received and selected the following proposals to be included in the CDBG Allocation Grant:

#	Agency/Organization	Grant Amount	Other Funds	Project Description
1	Portage Private Industry Council	\$77,400	\$4,100	Run a waterline that will enable the Ravenna Head Start Facility to provide services to children and families in both Head Start and Early Head Start.
2	City of Ravenna	\$133,300	\$6,710	Replace 565 linear feet of 49-year old deteriorated concrete roadway between Franklin Street and North Diamond Street.
3	Family & Community Services	\$85,000	\$5,000	Replace 80-ton Trane Chiller system that provides air conditioning at 705 Oakwood Street, Ravenna.
4	Coleman Professional Services	\$38,100	0	4155 State Route 14, Edinburg: Remove and replace carpeting from the living area and the bedrooms, Replace kitchen sink and faucet, Replace dishwasher, Replace hot water heater, replace tub/shower and faucet in both bathrooms, replace bathroom sink, vanity and faucets in both bathrooms,

				replace supply lines and toilets, grab bars, new fans and paint both bathrooms, install grab bars in the showers, Ramp and deck repairs. 5982 Rhodes Road, Franklin Township: Ramp/ Deck repairs
5	Windham Township	\$55,000	0	<i>Demolition and asbestos abatement of an old church located at 10352 Silica Sand Road, Windham Township.</i>
6	Fair Housing	\$10,000	0	<i>Provide Landlord/Tenant information, discrimination complaints, training, posters and brochures will be provided to the residents in Portage County excluding the City of Kent. The Analysis of Impediments will be updated and is due by July 2019.</i>
7	Administration	\$87,200	0	<i>Administration and implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.</i>
TOTAL GRANT REQUEST		\$486,000	\$15,810	

The public hearing was held on June 7, 2018. The grant application is due to the Ohio Development Services Agency, Office of Community Development by 11:59 p.m. on June 15, 2018.

Finance

May, 2018 Financial Statement

T. Smith stated that the Executive Committee reviewed the May, 2018 financial statements and recommends acceptance. R. Patrick made a motion to approve the May, 2018 financial statements as presented. Motion seconded by J. Kovacich. Motion carried with 24 Yeas.

RPC Fee Schedule – T. Peetz

Todd presented the following fee schedule

<u>Review Process</u>	<u>Fee</u>
Exemptions	\$35.00 (No change in fee)
Minor Subdivisions	\$135.00 + \$10.00 \$150.00 + \$25.00/Lot when over 2 lots
*Plat (When No Preliminary Plan Filed)	\$750.00 \$900.00 + \$75.00/Lot
Preliminary Plan	\$750.00 + \$25.00/Lot \$50.00/Lot
Preliminary Plan Approval Extension	\$80.00 (No change in fee)
*Plat (When Preliminary Plan Approved)	\$1,100.00 (No change in fee)

*Replat	\$390.00 \$400.00 + \$50.00/Lot when over 3 lots
*Exceptional Replat	\$390.00 \$350.00
Variance	\$735.00 (No change in fee)
Intergovernmental Review	\$100.00 (No change in fee)

***Plats and Replat fees include up to 3 extension of times related to reviews (does not include initial extension caused by timing of the submittal). Additional extension of times caused by the applicant will require the following motivational fees:**

- 4th \$100
- 5th \$250
- 6th and each additional \$350

A motion was made by V. Kline to approve the fee schedule as presented. Motion seconded by J. Paulus. Motion carried with 24 Yeas.

OTHER BUSINESS

Shalersville Township Design Guidelines - R. Kotkowski

R. Kotkowski stated that Shalersville Township instituted Design Guidelines and that it has worked real well. Dollar General was the first project. R. Kotkowski said that one of the things that came up was the conditional uses. With their traditional zoning the conditional uses are decided by a variance board. Shalersville Township is going to be looking over their Conditionally Permitted Uses and potentially making some of the Conditionally Permitted Uses Permitted. This way when someone comes to ask to do something new in the township at least they know they are permitted. R. Kotkowski feels that some of their Conditionally Permitted Uses should be moved to Permitted.

J. DiPaola stated that it was recommended that Ravenna Township go through and look at some of the archaic conditionally permitted uses and make them either a permitted use in that area or to move them to another zoning district. The idea is so that the Board of Zoning Appeals didn't have to meet all of the time. The BZA should only have to meet in certain instances. Todd will be at their next meeting on June 20, 2018.

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on July 11, 2018 at 4:30 p.m.

DIRECTOR'S REPORT

- Amy Craft will be leaving at the end of the month and has taken a job with Allen County.

- The appraisal on the building came in at \$372,500. The idea is to cover our debt plus the moving expenses. Because the building is in the name of the Portage County Commissioners, the building would have to be put out to bid in order to sell it.

Currently we still owe USDA \$180,000, \$62,000 to the Portage County Commissioners and it is estimated that the move would cost \$3,500.

This was discussed in the meeting with the Executive Committee and it was agreed that the minimum bid should be \$299,000. This is approximately 10 percent less than the appraised value. The Executive Committee said they would like the building to go out to bid ASAP so that we would not be responsible for the debt service payment due in December.

There is still a lease agreement with 1 office being leased by USDA. The lease was renewed in 2015 and is a 3-year lease. In the lease it requires a 90 day notice to withdrawal which means USDA would not have to vacate until February 2019. Todd said he would need to consult with the Portage County Commissioners about it.

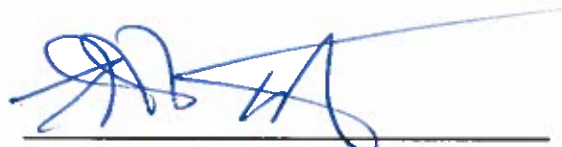
ADJOURNMENT

V. Kline made a motion to adjourn the meeting at 5:28 p.m. Motion seconded by J. Paulus.

Minutes approved at the July 11, 2018 Meeting.



Thomas A. Smith, Vice Chairman



Todd Peetz, Secretary