

**Minutes
Portage County Regional Planning Commission
October 10, 2018**

Portage County Regional Planning Commission dated October 10, 2018 at 4:30 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., Mike Hlad	Franklin Twp., Joe Ciccozzi
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Vill., Robert Dempsey
Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Shalersville Twp., Ronald Kotkowski
Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal	Portage Park District, Allan Orashan
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
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Members Absent:

Hiram Twp., Steve Pancost	Mantua Twp., Victor Grimm	Paris Twp., Tom Smith
Randolph Twp., Victoria Walker	Suffield Twp., Adam Bey	Soil & Water, James Bierlair
Windham Vill., Deborah Blewitt	County Engineer, Mickey Marozzi	
Streetsboro City, Glenn Broska		

Public Present

Debra Blake

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

APPROVAL OF SEPTEMBER 12, 2018 MEETING MINUTES

The September 12, 2018 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by R. Ronald Kotkowski.

SUBDIVISIONS

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

A motion was made by V. Kline to approve an extension of time until December 12, 2018. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Replat of Sublots 15, 16, 17 and 18-R in the "North Eastmoor Acres" on Peck Road, Lot 23 S.D. in Ravenna Township, Jack and Charlene Pittman, applicant

The applicant is requesting approval to combine four lots into two lots. These lots are still not conforming to the zoning code but the proposed replat will reduce the number of non-conforming lots and would bring the lots closer to conformity.

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. A motion was made by S. Bennett to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 21 Yeas.

Replat of Sublots 15, 16, 17 and 18-R in the "Brimfield Town Center" on Town Center Drive, Falcon Drive and Kelso Road, Lot 32 in Brimfield Township, Bennett Land Title on behalf of John Flynn and Mike Casamento, applicant

The applicant is requesting approval to replat two lots in order to create two lots. The new lot (Lot 2-R) will be used by the Brimfield Fire Department. The other parcel currently has a medical office on it.

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. A motion was made by R. Dempsey to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 20 Yeas and 1 Abstention (S. Bennett).

Replat of Sublots 4, 5 and 6 in the "Trade Winds No. 1" on Tallmadge and Hunters Ridge Drive, Lot 28 in Brimfield Township, Jacob Reuting, applicant

A motion was made by S. Bennett to approve an extension of time until November 14, 2018. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Replat of Sublots 25-R, 27 and 28 in the "Olde Mill Run Allotment" on Bryar Court, Jeffrey Feciuch, applicant

A motion was made by S. Bennett to approve an extension of time until November 14, 2018. Motion seconded by R. Kotkowski. Motion carried with 21 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing the following for the definition of "farm machinery": "ALL MACHINES AND TOOLS THAT ARE USED IN THE PRODUCTION, HARVESTING, AND CARE OF FARM PRODUCTS AND INCLUDES TRAILERS THAT ARE USED TO TRANSPORT AGRICULTURAL PRODUCE OR AGRICULTURAL PRODUCTION MATERIALS BETWEEN A LOCAL PLACE OF STORAGE OR SUPPLY AND THE FARM."

T. Peetz said the proposed definition was consistent with the ORC 4501.01. Staff recommends approval of the proposed amendment.

Amendment No. 2

The rationale for Amendment No. 2 is to better define which trailers do or do not have to adhere to the trailer requirements. The lot sizes in 1a were adjusted because the majority of the neighborhoods and residential developments have lot sizes up to 0.75 acres. This change will help the zoning inspector determine how many trailers/vehicles are permitted while doing inspections, especially in more rural areas of the township, without having to look up the size of each individual property.

Staff recommends approval of the proposed amendment. A motion was made by V. Kline to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Paris Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Paris Township is proposing the following under Section 306 as 306.1.7: "NO MOTOR VEHICLE OR TRAILER OF ANY TYPE WITHOUT CURRENT LICENSE PLATE(S) SHALL BE PARKED OR STORED ON ANY RESIDENTIAL PROPERTY OTHER THAN IN A COMPLETELY ENCLOSED BUILDING. THIS INCLUDES SEMI-TRAILERS, NON-RESIDENCE HOUSE TRAILERS, NON-RESIDENCE MOBILE HOMES, BUSES, TRUCK BODIES OR BEDS, RAIL CARS OF ANY TYPE, AUTOMOBILES USED FOR STORAGE, MATERIALS LEFT FROM ANY DISASSEMBLY OF ANY OF THESE ITEMS."

Staff felt that the proposed amendment was too strict of a requirement because some vehicles may be cars for renovation which would not be allowed without a license plate. Staff recommends approval and also recommends the Township consider adding a time for property owners to become conforming to the provision.

Amendment No. 2

Paris Township is proposing to add the following to Accessory Use or Building: "INCLUDING BUT NOT LIMITED TO CARGO/SHIPPING CONTAINERS."

Staff would recommend the Township consider language that clearly identifies the intent and/or difference between cargo container and other similar shipping mechanisms. J. Paulus recommended they add a definition of a "shipping" container.

R. Kotkowski questioned if Paris Township allowed carports in any other their zoning districts. R. Kotkowski felt that it could become a gray area. Todd said that in some zoning codes carports are considered to be temporary structures. Todd said it was all in how it is defined in the zoning code.

Amendment No. 3

Paris Township is proposing to add the following to Section 304.7.1: "NO ACCESSORY BUILDINGS OR STRUCTURES SHALL BE ERECTED OR PLACED ON ANY LOT UNLESS PERMITTED BY THE ZONING INSPECTOR. ACCESSORY BUILDINGS OR STRUCTURES MUST HAVE AND CONTINUE TO MAINTAIN A SIMILAR APPEARANCE AS THE PRINCIPLE BUILDING. THE STRUCTURE MUST BE SET BACK NO CLOSER TO THE ROAD THAN THE REAR FOUNDATION LINE OF THE PRINCIPLE BUILDING (UNLESS OTHERWISE APPROVED BY THE ZONING INSPECTOR) AND MUST CONFORM TO ARTICLE 304.7."

The last sentence allows the zoning inspector to administratively put the accessory structure closer to the road than the primary structure. It is good to provide flexibility, but if it's violating the setback requirement then the Board of Zoning Appeals should be the one approving those. Staff recommends saying . . . "unless STILL CONSISTENT WITH THE ZONING SETBACK REQUIREMENTS AND AS otherwise approved by the zoning inspector.

Staff recommends approval of the proposed amendment with adding . . . still consistent with the Zoning Setback Requirements and as otherwise approved by the zoning inspector.

R. Kotkowski felt that requiring accessory buildings to maintain a similar appearance as the principle building was too restrictive. R. Kotkowski also questioned what the definition of "similar" was because it would leave it up to the zoning inspector to determine what is considered to be similar.

J. DiPaola suggested that this be a topic of discussion at a Quarterly Zoning Inspector's Meeting.

A motion was made by J. Beal to follow staff recommendation for Amendment No. 1 – 3. Motion was seconded by J. Paulus. Motion carried with 20 Yeas and 1 Nay (R. Kotkowski).

Nelson Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Item “K” states “The family business conditional use permit is non-transferrable is issued to the property owner operating the business. Nelson Township is proposing to add the following to Item “K”: “FAMILY OWNED AND OPERATED SMALL BOUTIQUE AND LIKE.”

This change will allow a home business to be transferrable. Staff felt that as long as the business was operating as initially established per the conditions of the Board of Zoning Appeals and continues to abide by them then removing the non-transferable clause would not be an issue.

Staff recommends approval of the proposed amendment however the Township may want to provide some time for property owners to become conforming to the provision. R. Dempsey made a motion to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

Work Program

October, 2018 Work Program Report

Todd presented the October 2018 Work Program Report.

- Brimfield Township – Staff is looking at updating the zoning districts to determine if there is an opportunity to reduce or realign them so they do not have as many zoning districts.
- 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.
- Mantua Village – They are considering an income survey to be able to apply for a CDBG grant.
- Randolph Township – Staff assisted with language for storage containers.
- 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 and has met with the Township Zoning Commission. An Amendment was presented at the September RPC Meeting.

- City of Streetsboro – A Master Plan Community Meeting was held on September 13th and the 20th. The next meeting will be held in November with their Planning Commission.
- Suffield Township – Todd attended a meeting on September 12th with their Planning Commission relating to their Land Use Plan and the next meeting will be held on November 13, 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 11 applications in process and 7 home sewage repairs have been completed.
- Portage County Land Reutilization Corporation (Land Bank) – Staff attended the Land Bank Meeting on October 10, 2018. The next meeting will be held on January 7, 2019 at 1:00 p.m. at the Reed Memorial Library.

Grant Report

2018 CDBG Critical Infrastructure Grant (Ravenna City) - \$500,000

The application was not funded. An in person technical meeting will be requested with the State to discuss the application. The next round of application will be due by November 16, 2018.

2018 CDBG Critical Infrastructure Grant (Windham Village) - \$285,700

The application was funded and we are waiting on the grant agreement.

ODNR: Nature Works Grant – Garrettsville Village – Palmyra Township

We should be hearing any day now whether or not the grant was funded or not.

October 2018 CDBG Report

2016 Community Development Allocation Grant

OCD determined that they will not allow an extension for the BF-16 grant based on the information provided by RPC staff.

2018 Community Development Allocation Grant

The corrections were made as requested by OCD and are waiting for the grant agreement.

Finance

October, 2018 Financial Statement

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

A. Orashan made a motion to approve the October, 2018 financial statements as presented. Motion seconded by M. Kerrigan. Motion carried with 21 Yeas.

2018 Appropriation Increase for the Operations of the Portage County Regional Planning Commission (Resolution No. 18-11) – T. Peetz

T. Peetz presented Resolution No. 18-11. The P.C. Regional Planning Commission has certified and made available appropriations in the amount of \$435,637. The P.C. Regional Planning Commission finds it necessary to increase the 2018 appropriations from \$419,650 to \$435,637.

A motion was made by V. Kline to approve Resolution No. 18-11 as presented. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

2018 Regional Planning Commission Appropriation Adjustment (Resolution No. 18-12) – T. Peetz

T. Peetz presented Resolution No. 18-12. The P.C. Regional Planning Commission needs the amount of \$1,700 in appropriations transferred as follows:

DECREASE	Health Insurance	\$1,700
INCREASE	Utilities	\$1,000
INCREASE	Equipment Rent (Copier/Postage Meter)	\$100
INCREASE	Professional & Technical Services	\$600

A motion was made by K. Cihan to approve Resolution No. 18-12 as presented. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

OTHER BUSINESS

RPC Meeting Location

The RPC meeting on November 14th will be held at the P.C. Administration Building on the 1st floor. The RPC meeting on December 12th will be held at the Reed Memorial Library, Jenkins Room.

In 2019 we were able to reserve the Reed Memorial Library, Jenkins Room for all of the meetings except for the month of March.

Moving RPC Office

The offices were moved on Saturday, September 22nd and it did take 5 guys approximately 11 hours to move the entire office.

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

Todd said he was not sure as to when the sale of the building will go back out to bid however in the meantime we are anticipating renting out the facility until it's sold.

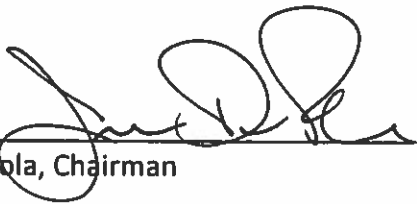
Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on November 14, 2018 at 4:30 p.m. and will be held at the P.C. Administration Building on the 1st Floor.

ADJOURNMENT

S. Bennett made a motion to adjourn the meeting at 5:20 p.m. Motion seconded by J. Kovacich.

Minutes approved at the November 14, 2018 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary