

**Minutes
Portage County Regional Planning Commission
March 14, 2018**

Portage County Regional Planning Commission dated March 14, 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	Franklin Twp., Sam Abell	Freedom, Jeffrey Derthick
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Mantua Vill., Paula Tubalkain	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., Tom Smith	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Sugar Bush Knolls Vill., Jim Beal	Suffield Twp., Adam Bey
Windham Vill., Deborah Blewitt	Shalersville Twp., Ronald Kotkowski	PARTA, Frank Hairston
Water Resources, Gene Roberts	Portage Park District, Allan Orashan	
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner Kline Alternate, Terry Montz		
P.C. Commissioner Mike Kerrigan		

Alternates Present:

P.C. Commissioner Kerrigan Alternate, Jim Greener

Ex-Officio Members Present

NEOMED, Janet Coon

Staff Present:

T. Peetz	E. Beeman	L. Reeves	A. Craft
P. Holland			

Members Absent:

Brimfield Twp., Wendi O'Neal	Mantua Twp., Victor Grimm	Windham Twp., Rich Gano
Randolph Twp., Victoria Walker	Streetsboro City, Glenn Broska	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi		

Public Present

R. Costin

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

APPROVAL OF FEBRUARY 14, 2018 MEETING MINUTES

The February 14, 2018 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 21 Yeas

SUBDIVISIONS

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

The applicant is requesting approval of a commercial/industrial mix subdivision along the Western boundary of Brimfield Township. The property was the original location of the Maplecrest Golf Club and classified as Residential-Office (R-O) but changed in January 2017 to a combination of General Commercial (G-C) and Light Industrial (L-I) Seven sublots totaling 116.07 acres will be platted. A new road off of Cascade Road and Tallmadge Road will be platted in the subdivision by the name of Maplecrest Parkway.

According to the Portage County Wetland Inventory, there does not appear to be wetlands on the site. However, wetlands are in close proximity with areas identified as wetlands along the western and northern border of the property and several small spots to the east of the property.

According to the FEMA Flood Insurance Rate Map there do not appear to be any flood hazard areas on the site however, there is a creek that runs through the property along the boundary where a building is proposed. The creek could pose flooding issues for the building even though the creek is proposed to be re-routed.

To combat potential flooding issues, basins have been proposed to catch excess water off of the property and overflow to the stream to prevent flooding and control drainage.

The applicant still needs to submit the following:

1. Appropriate financial guarantee approved by the Portage County Board of Commissioners (Street, storm sewer and drainage improvements).
2. Guarantee for maintenance approved by the Portage County Board of Commissioners.
3. Approval by Water Resources of detailed plans with Resolution from the Portage County Board of Commissioners.
4. Appropriate financial guarantee approved by the Portage County Board of Commissioners. A Performance Bond/Escrow Agreement to assure payment of all engineering, administrative and inspection costs incurred by the Water Resources Department.

Staff recommends approval once all comments have been met. If all comments are addressed prior to the April 11, 2018 staff recommends holding a special Executive Committee Meeting to act on the Plat.

S. Christian-Bennett made a motion to follow staff recommendation and approve an extension of time until April 11, 2018. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

Replat of Sublot 51 and Part of Sublot 21 in the "Fairlane Estates Allotment" on Summerset Drive, Lot 13 in Suffield Township, Doug and Alysha Moore, applicant

The applicant is requesting approval to combine two sublots into one lot. One of the lots has an existing residential structure on it.

Staff recommends approval of the replat as submitted. A motion was made by K. Cihan to follow staff recommendation. Motion seconded by R. Dempsey. Motion carried with 21 Yeas.

Replat of Sublots 11 – 14 and Sublots 15 – 17 in the "McElrath Park Allotment" on Winfield and Terrill Street, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, applicant

The applicant is requesting approval to combine Sublots 11 – 14 to create Sublot 12-R and to combine Sublots 15 – 17 to create Sublot 16-R. Sublot 12-R is at the corner of Winfield and Terrill Street. Sublot 16-R is located on Terrill Street. The purpose is to create two buildable lots that meet zoning for future development.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations has been corrected therefore staff recommends approval of the replat. A motion was made by R. Patrick. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

ZONING

Brimfield Township Text Amendment – Report presented by T. Peetz

At the February 14, 2018 RPC Meeting, the following amendments were tabled until March 14, 2018:

Amendment No. 5

Section 510.07, Driveways:

- A. A driveway may be constructed at least 2 feet from the property line, unless otherwise specified in the Resolution.
- B. A driveway shall have a ~~minimum~~ maximum apron width of ~~sixteen (16)~~ twenty (20) feet, a maximum width of eighteen (18) feet at the road right-of-way (ROW) and a minimum width of ten (10) feet the entire length, in order to accommodate fire apparatus and safety/emergency vehicles. Any culvert replacement saw-cut by Township Road Department will be replaced with asphalt or stone. Any new driveway beginning at the edge of road (EDGE) shall have a minimum of SIXTEEN ~~ten~~ linear (16 ~~10~~) feet pavement OR MATCH PAVEMENT WIDTH OF THE DRIVEWAY AT THE RIGHT-OF-WAY LINE. See Diagram 510.07-B.
- C. See Chapter 6, 600.05, Design Specifications and Standards.

The proposed language in "B" going from a minimum to a maximum really limits the property owner. A three car garage would not be able to comply and if someone wanted a little extra space in their

driveway it would not be permitted. Staff recommends not making the proposed changes in "B" that includes the maximum widths.

The second part of "B" deals with culvert replacement by the Township and new driveways. Staff believes the existing language is okay and recommends adding that where the private driveway and the right-of-way converge that their widths match at that point. Staff also recommends amending or deleting Diagram 510.07.B as the dimensions are simply too small for a typical residential home.

Amendment No. 8

Brimfield Township is proposing the following under Section 600.04, Location of Parking Areas:

- C. No parking ON THE SIDEWALK AND/OR closer than five (5) feet to any edge of pavement or any public road.
- D. Driveway requirements as specified in Section 510.07.

Staff recommends deleting "D" since it pertains to construction criteria and Part "C" should mention parking on the sidewalk. The concern with "C" is enforcement. Enforcement may be an issue especially with cars parking on the streets when there is no more parking in the driveway for a special event, holiday or family function.

The Brimfield Township Zoning Commission wrote a letter stating that "they were aware of many instances where people are parking their vehicles in the grass of their homes especially in subdivisions or allotments this becomes a problem if the cars are parked so close to the road that snow plows and/or fire trucks sometimes have to swerve to avoid hitting the vehicle. We are hoping to discourage on street parking as well in these areas. If you take the number of cul-de-sacs in these subdivisions, when cars are parked on the street or in the grass just off the road or in the right-of-way it becomes dangerous for snow plows or fire trucks and other emergency vehicles. It has at times been problems for neighbors pulling out of their driveway because they are unable to see around them."

After further discussion, a motion was made by R. Patrick to disapprove Amendment No. 5 and 8. Motion seconded by T. Smith. Motion carried with 22 Yeas.

Rootstown Township Text Amendment – Report presented by T. Peetz.

Amendment No. 1

Rootstown Township is proposing the following under Section 390.06.Z (Medical Marijuana Cultivation and Processing Facilities)

Medical Marijuana Cultivation and Processing Facilities shall comply with the following:

1. Only one facility SHALL BE PERMITTED in the township.

2. The ~~entity would~~ FACILITY SHALL provide training and equipment related to firefighting for medical marijuana CULTIVATION AND processing facilities.
3. THE FACILITY SHALL NOT BE LOCATED WITHIN 500 FEET OF ANY SCHOOL, PUBLIC PARK/PLAYGROUND OR CHURCH.
4. OPEN AIR GROWING OR DIRECT VENTING OF UNTREATED EFFLUENT SHALL NOT BE PERMITTED.
5. THE FACILITY SHALL BE DESCRIBED IN A WRITTEN PLAN CONTAINING INFORMATION FOR CONTROL OF:
 - a. LIQUID EFFLUENTS AND THEIR TREATMENT TO MEET STATE AND FEDERAL ENVIRONMENTAL PROTECTIVE AGENCY REGULATIONS.
 - b. PHYSICAL SECURITY FOR THE PROPERTY AND BUILDINGS CONTAINING MARIJUANA PLANTS.
 - c. PEST CONTROLS AND PLAN FOR MINIMIZING OPERATIONAL IMPACTS ON FERAL ANIMALS.
 - d. PERFORMANCE STANDARDS IN SECTION 370.10.
6. ALL CULTIVATION FACILITIES SHALL BE EQUIPPED WITH A PROPER VENTILATION SYSTEM THAT FILTERS OUT THE ODOR OF MARIJUANA SO THAT THE ODOR IS NOT CAPABLE OF BEING DETECTED BY A PERSON WITH A NORMAL SENSE OF SMELL AT THE EXTERIOR OF THE PREMISES.
7. STORAGE AND DISPOSAL OF FERTILIZERS, PESTICIDES, HERBICIDES AND ANY OTHER HAZARDOUS CHEMICALS ASSOCIATED WITH THE CULTIVATION OF MARIJUANA SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL LAWS. AN APPLICATION FOR REVIEW OF ANY MARIJUANA BUSINESS THAT INCLUDES THE CULTIVATION OF MARIJUANA SHALL INCLUDE A FLOOR PLAN SHOWING THE LOCATION OF THE STORAGE OF SUCH CHEMICALS AND SHALL BE SUBJECT TO REVIEW AND APPROVAL BY THE FIRE AUTHORITY.

Staff agrees with the additional requirements especially the setbacks from schools, playgrounds, parks and churches since they are consistent with the requirement found in ORC 3796.30. The limitation to just one facility may allow someone to challenge at some future date. Staff recommends consulting with the Prosecutors Office regarding this limitation.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motions seconded by J. Kovacich. Motion carried with 21 Yeas and 1 Abstention (Tom Smith).

EXECUTIVE COMMITTEE

Work Program

February, 2018 Work Program Report

Todd presented the February 2018 Work Program Report.

- Franklin Township – Staff attended the Zoning Commission meeting in February to discuss comparing zoning from Brady Lake Village with Franklin Township and reviewed Village owned land for possible use. The next meeting will be held on March 12, 2018.
- Freedom Township – Staff worked on a parcel map that showed the non-residential areas in the Township.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Palmyra Township – Staff submitted an Emergency Management Grant and staff has been working with the Township on a Nature Works Park Grant.
- Randolph Township – Staff has been working with the Township on some amendments as well as a zoning map update.
- Ravenna City – Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD. A community meeting was held on February 22, 2018 at Reed Memorial Library. Staff met with the Planning Commission on February 27, 2018 to go over the draft. A Critical Infrastructure Grant as well as an Opportunity Zone was submitted on the City of Ravenna’s behalf.
- Ravenna Township – Staff is working with them on their JEDD as well as assisting them with some potential zoning amendments.
- Shalersville Township – Staff has been assisting with Project Erie and has discussed variance information related to a requested height increase on an industrial zoned parcel.
- City of Streetsboro – Staff held a kick off meeting on March 1, 2018 for the update to their Master Plan. The next meeting will be held on April 19, 2018.
- Suffield Township – Todd is attended their February Planning Commission meeting related to their Land Use Plan. The next meeting will be held on March 14, 2018. Surveys for their Land Use Plan are due by March 31, 2018.
- Windham Village – Staff has been working with the Village on a land use plan. A community meeting was held on February 12, 2018. Staff submitted a Critical Infrastructure Grant on their behalf.
- Portage County Land Reutilization Corporation (Land Bank) –A meeting was held on March 12, 2018 at Neighborhood Development Services and the next meeting will be held on April 9, 2018 at 1:00 p.m. at the Reed Memorial Library. The meetings will then be held quarterly going forward.

- Portage County Storm Water Program - We have a total of 7 households that have requested assistance with their septic system. A meeting has been scheduled for March 21, 2018 at Noon with the P.C. Health Department and the Portage County Prosecutor's Office to help streamline the contracts.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A Steering Committee meeting was held on February 20, 2018 at the RPC offices. 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 the grant with communities is being scheduled for some time in April or May.
- Celebrate Portage!/Visioning in Portage (VIP) – A meeting was held on March 7, 2018. The events are scheduled as follows:
 - Car show - August 29, 2018
 - Dinner – September 6, 2018
 - Volunteer Day – September 13, 2018

February, 2018 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

Installation of the elevator has been completed however there is an issue with the elevator ceiling clearance. The Township still needs to install the air conditioning unit in the machine room and replace the flooring. The fire alarm and elevator monitoring drawings still need to be submitted to the Portage County Building Department and once a permit is issued then the Township can have the fire alarms, etc. to be installed. Once all issues are addressed and the lobby is completed the State will be contacted to complete the inspection.

2016 Community Development Allocation Grant

Neighborhood Facilities/Community Center (Windham Community Center)

Construction is nearing completion. Due to the weather delays all work is anticipated to be completed by March 23, 2018.

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

Notices will be going out mid-February 2018 for the next round of CDBG funding and inviting communities and agencies/organizations to attend a Community Development Implementation Strategy Meeting. The CDBG Allocation grant will be a two year cycle rather a one year cycle.

Finance

February, 2018 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the February, 2018 financial statements and recommends acceptance. J. Paulus made a motion to approve the February, 2018 financial statements as presented. Motion seconded by J. Kovacich. Motion carried with 23 Yeas.

2018 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 18-06)

The Portage County Regional Planning Commission is amending appropriations by an additional \$9,875.00 for the operating expenses as follows:

Salaries	\$6,000
Utilities	\$2,000
Repairs	\$700
<u>Other/Refunds</u>	<u>\$1,175</u>
	\$9,875

A motion was made by K. Cihan to approve the appropriation increase as presented. Motion seconded by A. Orashan. Motion carried with 23 Yeas.

SET DATES FOR THE REGULAR MEETING OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION (RESOLUTION NO. 18-05)

A motion was made by R. Patrick to set the 2nd Wednesday of each month at 4:30 p.m. for the Regional Planning Commission Meetings. Motion seconded by F. Hairston. Motion carried with 23 Yeas.

OTHER BUSINESS

Appointment of the Nominating Committee

J. DiPaola selected the following persons to be on the Nominating Committee:

1. A. Orashan
2. J. Beal
3. S. Nutter

The Nominating Committee will meet at 3:00 p.m. on April 11, 2018.

Next Meeting

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

DIRECTOR'S REPORT

- The Executive Committee met on February 22, 2018 to discuss the Regional Planning Commission budget. The Executive Committee voted to look into the idea of moving back into the County Administration Building. Staff has contacted a couple appraisers to do a market analysis on the building. Staff also contacted a couple of moving companies to obtain a cost for moving. The Commissioners still need to decide what floor and how much rent will be paid or whether or not it would be free rent.
- A couple of months ago there was a discussion about political signs and signs in general and there were a number of questions that came up. Todd contacted the Portage County Prosecutor's Office and staff was provided with information pertaining to political signs.

ADJOURNMENT

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

Minutes approved at the April 11, 2018 Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary