

**Minutes  
Portage County Regional Planning Commission  
September 12, 2018**

Portage County Regional Planning Commission dated September 12, 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., Sam Abell
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Twp., Victor Grimm	Mantua Vill., Paula Tubalkain
Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Shalersville Twp., Ronald Kotkowski
PARTA, Clayton Popik	Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
P.C. Commissioner, Mike Kerrigan		
P.C. Commissioner, Vicki Kline		

**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:**

Paris Twp., Tom Smith	Randolph Twp., Victoria Walker	Suffield Twp., Adam Bey
Windham Twp., Rich Gano	Windham Vill., Deborah Blewitt	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi	Streetsboro City, Glenn Broska	
P.C. Commissioner, Sabrina Christian-Bennett		

**Public Present**

Susan Skrovan

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

**APPROVAL OF AUGUST 8, 2018 MEETING MINUTES**

The August 8, 2018 minutes were presented. R. Dempsey made a motion to approve the minutes as presented. Motion seconded by J. Kovacich. Motion carried with 19 Yeas and 1 Abstention (K. Cihan).

**SUBDIVISIONS**

Replat of Sublots 19 – 22 in the “Hazel Hartzell Allotment No. 2” on Hartzell Road and Hazel Wood Drive, Lot 1, Deerfield Township, Amy Slis, applicant – Report presented by T. Peetz

The applicant requests approval to enlarge their existing lot by combining 4 adjacent lots. The new lot will allow them to place a manufactured home on the lot.

The applicant has finally received Health Department approval and all items that needed to be corrected on the survey have been corrected. Therefore staff recommends approval of the replat as corrected. R. Patrick made a motion to follow staff recommendation. Motion seconded by V. Kline. Motion carried with 20 Yeas.

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 J. Kovacich to approve an extension of time until October 10, 2018. Motion seconded by K. Cihan. Motion carried with 20 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

A motion was made by A. Orashan to approve an extension of time until October 10, 2018. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas.

**ZONING**

Brimfield Township Text Amendment – Report presented by T. Peetz

Amendment No. 1, 2, 3

Brimfield Township would like to clarify the sign requirements dealing with height and size. The proposed language allows for monument signs to be larger, but decreases the recreational signs and also limits one sign for the main access and not two signs for corner lots. The following is being proposed under Section 700.13.C.2 (Monument Signs); Section 700.13.C.3 (Monument Signs); Section 700.13.C.5 (Directional Signs):

Type of Sign	Size of Sign	Additional Requirements
2. Monument sign to identify a non-residential use ( <del>public, institutional, recreational, commercial, industrial, etc.</del> ) establishment	1. Sign face shall not exceed <del>six (6)</del> <b>thirty-two (32)</b> square feet. 2. Overall height shall be no greater than <del>four (4)</del> <b>six (6)</b> feet.	1. One (1) sign per <del>premise</del> <b>parcel</b> 2. The sign shall be located on the street side of the building.

3. Monument signs to identify a residential subdivision development, condominium, multi-family housing complex, shopping center, or industrial park.	<ol style="list-style-type: none"> <li>1. Sign face shall not exceed thirty-two (32) square feet.</li> <li>2. Overall height shall be no greater than six (6) feet.</li> </ol>	<ol style="list-style-type: none"> <li>1. One sign per <u>street frontage main access</u>.</li> <li>2. Placed at entranceway only.</li> <li>3. Signs may be externally illuminated.</li> </ol>
5. Directory signs for all non-residential uses.	<ol style="list-style-type: none"> <li>1. Total sign face shall not exceed <del>thirty-two (32)</del> <u>six (6)</u> square feet.</li> <li>2. <u>Overall height shall be no greater than three (3) feet.</u></li> </ol>	<ol style="list-style-type: none"> <li>1. <u>One entrance/exit access drive</u>.</li> <li>2. Signs may be internally or externally illuminated.</li> </ol>

Staff felt that increasing the monument sign and decreasing the directional sign made sense.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Brimfield Township is proposing to add the following to Section 510.10, Swimming Pools:

“A Zoning Certificate is required for all pools except those exempt in this Section, 510.10.A.4.”

Staff felt that this was a straight forward requirement and meets the intent to ensure public safety.

Staff recommends approval of the proposed amendment.

S. Abell questioned said he thought the State requirement for walls or fences was a 4 ft. sphere around the pool in addition to the perimeter of the yard. J. Paulus said the 4 ft. sphere was coming from Charles Corcoran from the P.C. Building Department. Todd said that #4 is existing language and the change before the board is not for #4 and is for only #5.

A motion was made by K. Cihan to approve the amendments as presented. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing the following definition of “Cultivating and Processing Medical Marijuana: Growing, harvesting, drying, storing, transporting, processing, selling and reasonable ancillary related thereto, of medical marijuana in accordance with Ohio Revised Code 3796 and corresponding regulations and only pursuant to an appropriate license issued by the State of Ohio.”

Staff felt the proposed definition was consistent with O.R.C. 3796. Staff recommends approval of the proposed amendment.

#### Amendment No. 2

Rootstown Township is proposing to add the following to Section 370.03.E: "7. Cultivation and processing medical marijuana".

Rootstown Township is adding the above for consistency. By adding cultivation and processing of medical marijuana as a designated conditional use this will allow the Board of Zoning Appeals the opportunity to review marijuana cultivation and processing applications. There are standards already established for this type of use in the Ohio Revised Code in Rootstown Township's zoning regulations.

Staff recommends approval of the proposed amendment as submitted.

A motion was made by J. Paulus to follow staff recommendation on Amendments No. 1 and 2. Motion seconded by K. Cihan. Motion carried with 21 Yeas.

#### Ravenna Township Text Amendment – Report presented by T. Peetz

##### Amendment No. 1

Ravenna Township is proposing to add "Dog Kennel" as a Conditional Use. The proposed changes will direct the user to that section of the book to better understand the requirements.

Staff recommends approval as submitted.

##### Amendment No. 2

Ravenna Township is proposing to reduce the height in residential areas for accessory buildings from 22 feet down to 18 feet.

Staff recommends approval as submitted.

##### Amendment No. 3

Ravenna Township is proposing to require outside storage yards to have a fence, wall or hedge between 6' and 8' and that everything being stored cannot project above the fence wall or hedge.

Staff recommends approval as submitted.

##### Amendment No. 4

Ravenna Township is proposing to add the following to "Mini/Self Storage Facilities" to the list of uses under 4, Commercial and Official Uses. By adding "Mini/Self Storage Facilities" to the list it directs users to go to Chapter 7 to learn about the requirements associated with the conditional use.

### Amendment No. 5

Ravenna Township is proposing to allow the minimum width of the pole to be 20 feet. Staff recommends the frontage or the pole to remain at 60 feet and that the stern to also remain at 60 feet so that it is consistent with the Portage County Subdivision Regulations.

### Amendment No. 6

Ravenna Township is proposing to add dog kennels as a Conditional Use. Staff recommends approval of the proposed amendment as proposed.

J. Derthick made a motion to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 21 Yeas.

## EXECUTIVE COMMITTEE

### Work Program

#### August, 2018 Work Program Report

Todd presented the August 2018 Work Program Report.

- Brimfield Township – Staff updated their zoning map.
- Hiram Township – Actively looking for grant opportunities to support projects they would like staff to help find 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 a Land Use Plan and is working with the City on the proposed JEDD. The next meeting will be held with City Council and is to be determined.
- Ravenna Township – Staff assisting the Township and the City of Ravenna with their JEDD. Staff is also assisting the Township with potential zoning amendments and has met with the Township Zoning Commission. Staff attended a Zoning Commission meeting on August 15, 2018. The amendments will be presented at the September/October RPC Meeting.

- City of Streetsboro – A Master Plan Community Meeting was held on August 9, 2018. The next meeting will be held on September 13, 2018.
- Suffield Township – Todd attended their July Planning Commission relating to their Land Use Plan and the next meeting will be held on September 12, 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) – The next meeting will be held on October 10, 2018 at 1:00 p.m. at the Reed Memorial Library.
- 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 Ravenna Car Show was held August 29, 2018, the Runway Fest was held on August 31, 2018 and on September 1, 2018. The Awards Dinner was held on September 6, 2018. Volunteer Day is being held on September 13, 2018.

#### 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.

## **August 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. The permit for the fire alarm/monitoring devices was issued on August 27, 2018. Once the work is completed, the contractor will contact the State to request the inspection of the elevator.

### **2016 Community Development Allocation Grant**

#### **Neighborhood Facilities/Community Center (Adult Day Services)**

Two RFP's were received on August 22, 2018 however the bids are being rejected due to the method of bidding used. The State has indicated that the project must be bid out using the Small Purchase Procurement Method.

### **2018 Community Development Allocation Grant**

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

## **Finance**

### **August, 2018 Financial Statement**

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

J. Kovacich made a motion to approve the August, 2018 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

### **Authorization to Enter into Contract with the Portage County Board of Commissioners for Administration of the 2018 CDBG Community Development Grant Program (Resolution No. 18-09)**

J. DiPaola presented Resolution No. 18-09 which is authorization to enter into contract with the Portage County Board of Commissioners to provide administration and fair housing services for the 2018 CDBG Community Development Grant Program for an amount not to exceed \$97,200 (\$87,200 for Administration and \$10,000 for Fair Housing Services). A motion was made by M. Hlad. Motion seconded by R. Kotkowski. Motion carried with 20 Yeas and 1 Abstention (M. Kerrigan).

Authorization to Enter into Contract with All My Sons Moving & Storage of Cleveland for the relocation of the Portage County RPC Offices (Resolution No. 18-10)

T. Peetz presented Resolution No. 18-10 which is authorization to enter into contract with All My Sons Moving & Storage of Cleveland for the relocation of the Portage County RPC Offices for an amount not to exceed \$3,030.

M. Hlad made a motion to enter into contract with the All My Sons Moving and Storage of Cleveland. Motion seconded by R. Dempsey. Motion carried with 21 Yeas.

OTHER BUSINESS

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

The sale of the building went out to bid and bids were due by 2:00 p.m. today. The Commissioners received zero bids. Todd said he spoke to JoAnn regarding re-bidding the sale of the building and potentially advertising in the Akron Beacon Journal or the Plain Dealer. In the meantime we are anticipating renting out the facility until it's sold.

Moving RPC Office

We are anticipating moving on Saturday, September 22, 2018. The moving company is anticipating that it will take 5 guys 10 – 12 hours to move the office to the Administration Building.

The RPC meetings will be held at the Reed Memorial Library for the month of October and December.

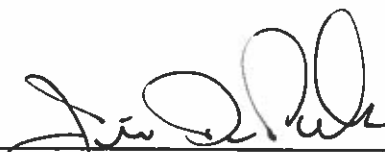
Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on October 10, 2018 at 4:30 p.m. and will be held at the Reed Memorial Library.

ADJOURNMENT

J. Paulus made a motion to adjourn the meeting at 5:20 p.m. Motion seconded by K. Cihan.

Minutes approved at the October 10, 2018 Meeting.



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Jim DiPaola, Chairman



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Todd Peetz, Secretary