

**Minutes
Portage County Regional Planning Commission
November 8, 2023**

Portage County Regional Planning Commission dated November 8, 2023 at 4:35 p.m. The meeting was held at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Freedom, Charlene Walker
Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Randolph Twp., Felecia Davies	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Sugar Bush Knolls Vill., Jim Beal
Shalersville Twp., Ron Kotkowski	Windham Twp., Rich Gano	County Engineer, L. Jenkins Soil
Soil & Water, Anthony Lerch	Water Resources, Tia Rutledge	PARTA, Amy Proseus
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford	N. DeHaven
A. Zavertnik				

Public Present:

D. Harmath	L. Haas
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Members Absent:

Franklin Twp., Joe Cicozzi	Garrettsville Vill., Rick Patrick	Hiram Vill., Keith Holmes
Mantua Twp., Susan Lilley	Paris Twp., David Kemble	Suffield Twp., Adam Bey
Windham Vill., Nick Bellas	P.C. Commissioner, Mike Tinlin	
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:35 p.m.

Due to the lack of quorum, the Executive Committee reconvened to act on the items on the agenda.

PORTAGE COUNTY VETERANS DAY REMEMBRANCE CEREMONY – Sabrina Christian-Bennett

S. Christian-Bennett invited everyone to join the Commissioners on Saturday, November 11, 2023 at 11:00 a.m. at the courthouse lawn for the Portage County Veterans Day Remembrance Day Ceremony.

APPROVAL OF SEPTEMBER 13, 2023 MEETING MINUTES

The September 13, 2023 minutes were presented. J. Paulus noted that on Page 3 he shows that he noted about the Buffalo District. J. Paulus said he only asked about the adverse impacts. J. Paulus made a motion to approve the minutes as corrected. Motion seconded by T. Green. Motion carried with 20 Yeas.

APPROVAL OF OCTOBER 11, 2023 MEETING MINUTES

The October 11, 2023 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by C. Walker. Motion carried with 20 Yeas.

SUBDIVISIONS

Replat of Sublots 1 – 9 and 32 – 34 in the “East Park Heights Allotment” on East Main and Hazel Street, Lot 25 S.D. in Ravenna Township and Lot 20 S.D. in the City of Ravenna, Steven Cappelli, applicant – Report presented by Nick DeHaven

The applicant is requesting approval to consolidate 1, 2, 32, 33 and 34 in block “3” and 4, 5, 6, 7, 8 and 9 in Ravenna Township to create Sublot 1-R. The building on site was once a car dealership. Part of the property is in the City of Ravenna and part in Ravenna Township.

The site has public sewer and water available. The sewer is provided by Portage County and water is through the City of Ravenna.

There are no hydric soils on the site. The Portage County Wetland Inventory shows no wetlands on the site. The FEMA Flood Insurance Map shows no flood hazard areas on the site.

The Replat complies with the Portage County Subdivision Regulations, therefore staff recommends approval of the Replat as submitted.

A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

Replat of Sublot 18 in “Brimfield Estates” on Howe Road, Lot 23 in Brimfield Township, David DeVault, applicant – Report presented by Gail Gifford

The applicant is requesting approval to split part of Sublot 18. This replat previously came before the Regional Planning Commission in 2022 and was denied due to lack of an adequate method of sewage disposal method.

There is no access to gravity sewer. The existing home (Sublot 18-BR) has access to sewer through Portage County Water Resources via a high-pressure force main. New tap-ins are not permitted on a regional force main; therefore, the vacant sublot 18-AR must be evaluated for septic. The site has been evaluated and has received approval from the Portage County Health Department. Central water is not available to the sublots.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by T. Meyer. Motion carried with 20 Yeas.

Replat of Sublots 33 – 36 in the “Gougler Homesites Allotment” on Randolph Road, Lot 67 in Randolph Township, Diamond Title on behalf of Mark and Jodi Hobson, applicant – Report presented by Nick DeHaven

The applicant is requesting approval to create one lot, Sublot 33-R by combining Sublots 33, 34, 35 and 36.

The site is a large property with a home, detached garage, small pond and wooded area.

Public sewers are available to the site through Portage County Water Resources. The property uses well water as there is no public water available.

The FEMA flood map shows no flood hazard areas on the site. According to the National Wetland Inventory there are wetlands southwest of Sublot 33-R.

The replat complies with the Portage County Subdivision Regulations. Staff recommends approval of the Replat as submitted.

A motion was made by C. Walker to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 20 Yeas.

Replat of Sublot 3-R1 in the “Turnpike Commerce Center” on Beck Road and State Route 44, Lots 46 and 47 in Shalersville Township, Viega, LLC., applicant – Report presented by Gail Gifford

The applicant is splitting Lot 3-R1 into four lots. The Plat was approved on September 19, 2023 by the Regional Planning Commission and was recorded on October 2, 2023. The previous replat on this site, which formed lot 3-R1 was recorded on October 16, 2023. A variance to the wetland survey covers the original platted Lot 3 of the Turnpike Commerce Center and runs with the land.

The site is currently vacant. The site will eventually have access to central water and sanitary sewer through Portage County Water Resources. The water main has been installed. Sanitary sewers and the pump station have not been completed however, the bonding and agreements are in place.

According to the National Wetlands Inventory there appears to be no wetlands on or adjacent to the site. According to the FEMA Flood Map there are no floodplains on the replat.

Lori Haas who is representing Viega, LLC. said they decided to split it into four parcels for economic reasons. Viega wants to develop one parcel right now and then develop the others subsequently. In the meantime, what they have done is as soon as the Replat gets recorded a Declaration of Easements to allow cross access between all four of the parcels to allow access to utilities, maintenance, encroachment, etc. When the first parcel is developed there will be an access road that will connect to Beck Road and that will be the main access point. All four parcels will have access to Beck Road through the Declaration.

All items that were found to be in compliance with the Subdivision Regulations have been corrected therefore, staff recommends approval of the Replat.

A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

The intent of Section 370.03.I was to allow existing dwellings in industrial districts and their accessory uses to be conforming, but not allow any new dwellings or dwelling units to be constructed. The phrase “no new construction” has raised concern that existing homeowners could not building detached accessory buildings, even though they were intended to be permitted. The proposed amendment is intended to make the intent of this section clearer.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

October 2023 Work Program Report

Todd presented the October 2023 Work Program Report.

- P.C. Subdivision Regulations Update – The next Steering Committee has been scheduled for November 28, 2023.
- Quarterly Zoning Inspector’s Meeting – A meeting was held on October 26, 2023 and the topic was about a variety of ongoing topics. The next meeting will be held on January 25, 2024 at 6:00 p.m. The meeting location and the topic is to be determined. Discussion was held in rotating where the meetings are held each quarter.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program - Four septic systems are in process, and one is pending owner information.
- Shalersville Township Land Use Plan – The next meeting with the Township is on November 9, 2023 and the project will run through early 2024.

- Portage County Water Resources GIS Assistance – Al Zavertrnik has been providing 80 hours/month in GIS services for Water Resources.
- Brimfield Township Historic Structures Story Map Project – The interactive map has been completed.
- Brimfield Township Comprehensive Plan Update – The next meeting will be held December 14, 2023.
- Ravenna City Comprehensive Plan – The kick off meeting will be scheduled for some time in December and it is anticipated that the project will be completed in July 2024.

October 2023 CDBG Report

Lisa presented the October 2023 CDBG Report.

2022 Community Development Allocation Program

Public Facilities – Volunteer Project – The bid opening was held on October 11, 2023. The Commissioners have awarded the project, and the contracts are being prepared.

Clearance Activities – Coleman Demolition Project – Working on bid specifications and are anticipating the demolition going out to bid by mid-November.

Neighborhood Facilities/Community Center – Freedom School House ADA Project – The Advertisement for Bid was published in the newspaper on October 22, 2023. Bids are due by 2:00 p.m. on November 15, 2023.

An application for RLF funds was submitted on Freedom Township's behalf for additional funds needed to cover the estimated cost of construction.

Neighborhood Facilities/Community Center – DMRC ADA Project – The contract was awarded by the Commissioners and the contract is being prepared.

Fair Housing – Three requests for assistance was received in October.

Public Service – Senior Assistance Program – Lawn mowing services have ended for the season. Leaf removal services will start in November.

Clearance Activities – Citywide Demolition Program – Working on the bid specifications and are anticipating the demolition going out to bid by mid-November in conjunction with the Coleman Demolition Project.

2022 Downtown Revitalization Target of Opportunity Program

Façade Improvements – Private Rehabilitation – The architect is preparing the specifications and are anticipating the project going out to bid in the spring 2024.

Residential Public Infrastructure Grant – CHINN Sewer Construction

The pre-application was resubmitted however, OCD has opened applications for all available funds and recommended re-submitting in June 2024.

Residential Public Infrastructure Grant – Mantua Village

OCD has requested the income survey to be re-done before applying for funding.

FINANCE

October 2023 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the October 2023 financial statements and recommends acceptance.

C. Walker made a motion to approve the October 2023 financial statements as presented. Motion seconded by T. Meyer. Motion carried with 20 Yeas.

FAIR HOUSING PRESENTATION

Under the CDBG Allocation we are required to provide fair housing training and information to agencies/organizations and to communities where funds are being spent.

2 brief videos were shown. One video was about “familial status” and the 2nd video was about “housing discrimination.

Anyone with any questions regarding fair housing can contact Lisa Reeves at (330) 297-3613.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on December 13, 2023 at 4:30 p.m. located at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

DIRECTOR’S REPORT

Todd presented a summary report from the retreat that was held on October 20, 2023.

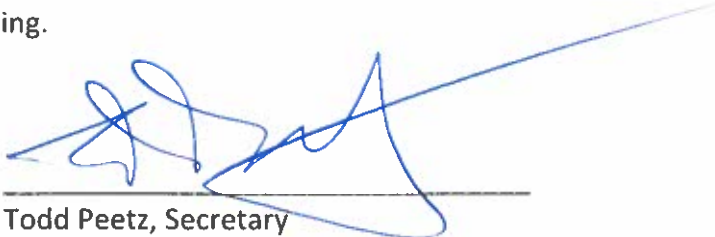
ADJOURNMENT

A motion was made by A. Orashan to adjourn the meeting at 5:20 p.m. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

Minutes approved at the December 13, 2023, Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary