

**Minutes
Portage County Regional Planning Commission
January 10, 2024**

Portage County Regional Planning Commission dated January 10, 2024 at 4:30 p.m. The meeting was held at the former Regional Planning Commission Office, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer
Nelson Twp., Mike Kortan	Paris Twp., David Kemble	Randolph Twp., Felicia Davies
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano	Soil & Water, Anthony Lerch
Shalersville Twp., Ron Kotkowski	County Engineer, L. Jenkins	Water Resources, Tia Rutledge
PARTA, Amy Proseus	P.C. Commissioner, Sabrina Christian-Bennett	

Staff Present:

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

Members Absent:

Freedom, Charlene Walker	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Palmyra Twp., Sandy Nutter	Suffield Twp., Adam Bey	Windham Vill., Nick Bellas
P.C. Commissioner, Mike Tinlin	Portage Park District, Allan Orashan	
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:30 p.m.

APPROVAL OF DECEMBER 13, 2023 MEETING MINUTES

The December 13, 2023 minutes were presented. T. Meyer made a motion to approve the minutes as presented. Motion seconded by S. Christian-Bennett. Motion carried with 18 Yeas.

APPOINTMENT OF NOMINATING COMMITTEE

The following persons were appointed to the Nominating Committee:

- A. Orashan
- J. Beal
- R. Patrick

The Nominating Committee will meet after the Full Board Meeting on February 14, 2024.

S. Christian-Bennett made a motion to approve the nominations as presented. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

SUBDIVISIONS

Replat of Sublots 32 – 34 in “The Village of Harrison” on Allyn and Washburn Road, Lot 9 in Hiram Township, Stephen & Jeanine Maczko, applicant – Report presented by N. DeHaven

The applicant is requesting approval to create two lots, sublots 32-R and 34-R. Public sewer and water are not available to the property. A septic permit is approved by the Portage County Health Department.

The FEMA Flood Insurance Map shows no flood hazard areas on the site. According to the National Wetlands Inventory there are no wetlands on the site.

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 as corrected. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by T. Green. Motion carried with 18 Yeas.

Pr. Plan of “Eagle Greens” on Powdermill Road, Lots 19 & 36 in Franklin Township, Eagle Greens, LLC., applicant

D. Kemble made a motion to approve an extension of time until February 14, 2024. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

Pr. Plan of “Forest Ridge – Phase 6” on Hidden Brook Drive, Lot 42 S.D. in Ravenna Township, Forest Ridge Development Co., Ltd., applicant

S. Christian-Bennett made a motion to approve an extension of time until February 14, 2024. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

Replat of Block E-6R and E-7R in “The Cascades Subdivision” on Cascades Blvd. Lot 37 in Brimfield Township, James Yurkschatt (Campbell & Associates) on behalf of Akron Governmental, applicant

R. Kotkowski made a motion to approve an extension of time until February 14, 2024. Motion seconded by T. Green. Motion carried with 18 Yeas.

ZONING

Brimfield Township Rezoning From G-C to I-C Along Tallmadge Road – Report presented by G. Gifford

Brimfield Township is proposing to change the zoning map from General-Commercial (G-C) to Integrated-Commercial (I-C) along Tallmadge Road for 13 parcels in the Maplecrest Parkway Subdivision. The amendment consists of approximately 70.14 acres.

The amendment is meant to reduce the number of zoning districts while continuing to provide for the uses allowed under the G-C by rezoning to I-C.

The western and eastern portions of the rezoning site appear to be covered by Sebring Silt Loam, which is a hydric soil. There is an intermittent stream starting near the Just Cricket Condominiums and flowing along the north boundary of the rezoning site between stormwater management basins, eventually flowing southeast into Plum Creek.

The future land use map adopted by the Township shows this area as commercial and mixed use.

This change is being made to reduce the amount of zoning districts within the Township. This area is the last remaining location of General-Commercial and the proposed rezoning will remove it from the zoning map. Integrated-Commercial provides for the same uses as General-Commercial while providing greater flexibility for lot size and setbacks. It also allows for a more desirable mix of uses and development pattern by allowing high-density residential to be located within the zoning district to create a mixed-use pattern.

Staff recommends approval of the proposed map amendment from G-C to I-C. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 19 Yeas.

Brimfield Township Rezoning From R-O to L-I on Mogadore and Sunnybrook Road – Report presented by G. Gifford

The proposal is to change 16 parcels on the zoning map from Residential-Office (R-O) to Light-Industrial (L-I) along Mogadore Road and Sunnybrook Road. The amendment consists of approximately 24.76 acres.

This amendment is meant to reduce the number of zoning districts.

This area is currently developed as low-density residential.

The northern portion of the rezoning site may have some hydric soil, Damascus Loam (Da). There is an intermittent stream in the southern portion of the rezoning site which flows to Plum Creek.

The future land use map adopted by the Township shows this area to be light-industrial.

This area is the last remaining location of R-O and the proposed rezoning will remove it from the zoning map. This zoning district was originally established to create a transition between industrial and commercial uses and residential uses by establishing a location for professional offices and studios. Converting this location to L-I would lose the ability of the softer transition, although L-I requires a large, planted buffer between its industrial development and neighboring residential districts.

Development has not occurred in this area in accordance with the R-O zoning district and has remained low-density residential use since the late 1990's. Currently all 16 parcels are non-conforming uses, and these parcels will remain non-conforming under the L-I.

In 2022, a 99.77 acres site to the north along Mogadore and Sunnybrook Roads was proposed to be rezoned to L-I from O-R. At the time of the public hearings, the residents requested it to be rezoned to Rural Residential which was consistent with the current use of the land and their future vision of their properties.

Based on the current use of these properties and the known preference to bring these lots into conformity, staff recommends rezoning from R-O to Residential, Medium Density (R-2). The majority of the lots in the rezoning site will meet the minimum lot size and lot width required by the R-2 zoning. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 20 Yeas.

Brimfield Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

The General-Commercial District (G-C) is being removed from the zoning map. The proposed text amendment will make the zoning resolution consistent with the official zoning map. All mentions of G-C should be removed from the zoning resolution.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Brimfield Township is proposing to add the following to Section 311.02.B, Integrated Commercial Uses:

p. CAR WASHES, SUBJECT TO THE PROVISIONS CHAPTER 4 AND SECTION 400.10.B SUBSECTIONS 7, 39.

q. FUNERAL HOMES, SUBJECT TO THE PROVISIONS OF CHAPTER 4 AND SECTION 400.10.B SUBSECTION 4, 7, 48.

r. PRIVATE PARKING LOTS AND GARAGES, INCLUDING BUT NOT LIMITED TO “PAY-TO-PARK” LOTS, SUBJECT TO THE PROVISIONS OF CHAPTER 4 AND SECTION 400.10.B SUBSECTIONS 6, 7, 12, 18, 57.

s. MEDICAL MARIJUANA DISTRIBUTION FACILITIES IN ACCORDANCE WITH OHIO HOUSE BILL 523 AND ANY AND ALL FUTURE STATE AND/OR FEDERAL GUIDELINES GOVERNING SAID FACILITIES.

Adding “p”, “q”, “r” and “s” to the Conditionally Permitted Uses merges the Conditionally Permitted Uses from the General Commercial into the Integrated Commercial. This amendment will also make the text amendment consistent with the chart in Appendix E.

Amendment No. 3

The R-O is being removed from the zoning map. This text amendment will make the zoning resolution consistent with the official zoning map. All mentions of R-O will be removed from the zoning resolution.

Staff recommends approval contingent on the approval of the map amendment removing R-O.

Amendment No. 4

Brimfield Township is proposing to add miniature golf facilities and funeral homes as a conditional use in the I-C. By doing so, it will make Appendix E consistent with the recommendations in Amendment No. 2.

The conditional use designation will provide for the same uses currently conditional in G-C and in the I-C District. Miniature Golf is proposed to become a conditional use under the I-C as the minimum lot size is much smaller than the minimum lot size in the G-C. Although mini-storage was a conditional use in the G-C District, it will remain as a non-permitted use in the I-C due to the lot size.

Staff recommends approval of the proposed amendment No. 1, 2, 3 and 4. A motion was made by F. Davies. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

Brimfield Township Text Amendment - Report presented by T. Peetz

Amendment No. 1

Brimfield Township is looking at higher building heights. At the October 13, 2023 Brimfield Township Zoning Commission meeting it was discussed how the surrounding communities were equipped with ladder trucks and how Brimfield's ladder truck has a 24-foot extension ladder. Rootstown Township has a 75-foot ladder capability, Tallmadge has close to a 100-foot ladder capability and the City of Kent has a 100-foot ladder capability. Staff had attended the meeting and per the conversation with the Zoning Commission was in favor of looking at potentially higher building heights but didn't want a new height without the blessing of the Township Fire Department. Brimfield Township is proposing the following:

308.03(i)1 T-C Zoning

Maximum Building Height:

1. Main building: ~~thirty five (35)~~ STANDARD FORTY (40) feet; FOR EVERY ONE-FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

310.03(H)1 H-C Zoning

Maximum Building Height

1. Main building: Forty (40) feet: FOR ONE FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

311.03(H)1 I-C Zoning

Maximum Building Height

1. Main building: Forty (40) feet: FOR ONE FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

313.03(H)1 H-C Zoning

Maximum Building Height

1. Main building: Forty (40) feet: FOR ONE FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

314.03(H)1 H-I Zoning

Maximum Building Height

1. Main building: Forty (40) feet: FOR ONE FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

The one-foot of height equals 2-foot of additional setback requirement allows applicants to build higher on larger properties.

J. Paulus recommended changing it to read: "For EACH ADDITIONAL one-foot vertical, requires 2-feet of horizontal setbacks to a maximum of 60-feet.

Staff would recommend approval of the proposed amendment as noted in the report and noted by Todd and J. Paulus.

Amendment No. 2

It was suggested at a meeting in October 2023 that temporary use permits only be issued to secondary uses to an existing primary use. Brimfield Township is propping to add the following to Section 540.00 (D):

D. IN NO CASE SHALL A TEMPORARY USE PERMIT BE ISSUED FOR A VACANT LOT.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Staff have been working with the Brimfield Parks Department and Zoning Commission for several months to create Park District Zoning. The reason for the new district is because Brimfield Township has acquired a moderately sized piece of property, and they want standards for how parks are utilized through the Township. The new district will also set a standard for the minimum sized land to be donated to the Township as a park.

Staff recommends approval of the proposed amendment. A motion was made by F. Davies to follow staff recommendation on Amendment No. 1 - 3. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

December 2023 Work Program Report – Report presented by T. Peetz

Todd presented the December 2023 Work Program Report.

- P.C. Subdivision Regulations Update – The next Steering Committee met on January 9, 2024.
- 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. at the Rootstown Township Hall.
- 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 January 11, 2024 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 Comprehensive Plan Update – Staff met with the Township on December 5, 2023 and the next meeting will be held on February 8, 2024.
- Ravenna City Comprehensive Plan – The kickoff meeting will be scheduled for the first week in February 2024 and it is anticipated that the project will be completed in July 2024.
- Ravenna Township Land Use Plan Major Update – The kickoff meeting will be scheduled for the first week in February 2024 and there are several community meetings planned. It is anticipated that the project will be completed in April/May 2025.

December 2023 CDBG Report - Report presented by L. Reeves

2022 Community Development Allocation Grant

- Volunteer Park Project – The contract is in place and a Notice to Proceed has been issued. A preconstruction meeting is being scheduled.
- Coleman Demolition Project – Seven bids were received on December 6, 2023. The contract has been prepared and is being circulated for signatures.
- Freedom Schoolhouse ADA Project – Construction has started.
- DMRC ADA Project – A pre-construction meeting was held on December 8, 2023 and construction is anticipated to start in January 2024.
- Streetsboro Senior Assistance Program – Services are ongoing.
- Streetsboro Demolition Program – The demolition of the former leather shop was bid out in conjunction with the demolition of 463/465 South Chestnut Street, Ravenna. The owner requested that the process be stopped on the demolition. The bids received for this site were all rejected. A request has been sent to the Mayor to move the funds to the Streetsboro Senior Assistance Program.

2022 Downtown Revitalization Target of Opportunity Program

Architectural drawings are being prepared and are anticipating putting project out to bid in March 2024.

2024 Residential Public Infrastructure Grant – CHINN Sewer Construction – We are anticipating putting in a pre-application in June 2024.

2024 Residential Public Infrastructure Grant – Mantua Village – The State has reviewed and approved the income survey.

2024 P.C. Regional Planning Commission Work Program Report - Report presented by T. Peetz

Todd presented the 2024 Portage County Regional Planning Commission Work Program.

A motion was made by D. Kemble to accept the 2024 Regional Planning Commission Work Program as presented. Motion seconded by T. Green. Motion carried with 20 Yeas.

FINANCE

December 2023 Financial Statements

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

R. Patrick made a motion to approve the December 2023 financial statements as presented. Motion seconded by D. Kemble. Motion carried with 20 Yeas.

BY-LAWS

By-Laws Amendment – T. Peetz

Section III of the By-Laws of the Commission allows for amendments to the By-Laws, and it details the procedures to be followed. The Commission reviewed the amendments to Section III, Subsection III and Subsections B.3 and F and approves the amendment adding University Hospital Portage as an Ex-Officio Member (non-voting).

A motion was made by J. Paulus to approve the proposed By-Laws amendment. Motion seconded by F. Davies. Motion carried with 20 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on February 14, 2024 at 4:30 p.m. Location of the meeting is to be determined.

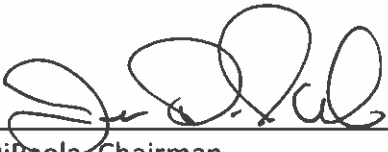
DIRECTOR'S REPORT


- 124 N. Prospect Street – Form RPC Office - Staff is working on obtaining quotes to replace the landing at the former office at 124 N. Prospect Street. After discussion in the Executive Committee meeting, it was recommended that quotes be obtained for the replacement of the entire ramp.
- Nature Works Grant – Todd noted that Nature Works Grants are due in April/May. Anyone interested in applying can contact Todd.
- Intern – An intern will be starting within the next couple of weeks. There will also be another intern starting in the Summer.
- GIS Urban – Gail is working with the GIS Director, Joe Reichlin to obtain a cost for GIS Urban. This could be useful for creating zoning maps.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:08 p.m. Motion seconded by T. Meyer. Motion carried with 20 Yeas.

Minutes approved at the February 14, 2024, Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary