

**Minutes
Portage County Regional Planning Commission
February 14, 2024**

Portage County Regional Planning Commission dated February 14, 2024 at 4:30 p.m. The meeting was held at the University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Room 150, Ravenna.

Members Present:

Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi	Freedom, Charlene Walker
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer
Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble
Randolph Twp., Sue White	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey
Sugar Bush Knolls Vill., Jim Beal	Soil & Water, Anthony Lerch	County Engineer, L. Jenkins
PARTA, Amy Proseus	Portage Park District, Allan Orashan	
Commissioner Bennett Alternate, M. Adelman		

Ex-Officio Members Present:

Bob Naymik, University Hospital

Staff Present:

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

Members Absent:

Atwater Twp., Emily Lashley	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Windham Twp., Rich Gano	Windham Vill., Nick Bellas	Water Resources, Tia Rutledge
P.C. Commissioner, Mike Tinlin		
P.C. Commissioner, Anthony Badalamenti		

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

APPROVAL OF JANUARY 10, 2024 MEETING MINUTES

The January 10, 2024 minutes were presented. C. Walker made a motion to approve the minutes as presented. Motion seconded by R. Patrick. Motion carried with 20 Yeas and 1 Abstention (A. Orashan)

SUBDIVISIONS

JIM DIPAOLO: "All right. Under subdivisions we have three variances tonight and when we have a variance anyone who is testifying has to be sworn in. So, bear with us for the extra step. IF you all can, put your hand if you are going to be talking. Do you swear to tell the whole truth and nothing but the truth?"

EVERYONE: "Aye."

Variance to Section 405.3 (Lot Frontage) for the "Eagle Greens Subdivision", Lots 19 and 36 in Franklin Township, Eagle Greens Kent, LLC., applicant – Report presented by Gail Gifford

GAIL GIFFORD: "This is a variance for lot frontage. We have several lots that are below 50 feet, which we have the right to allow when it's below 50-feet on a cul-de-sac or curb and all of the lots are on a cul-de-sac. So, it would be these lots down here and some of the lots over here. This is an amendment to a previous variance, which mentioned specific lot frontages. We believe that this is necessary for the project to work. They had to amend it because the layout of this plan changed due to the natural drainage courses. So, staff recommends approval on this. Does anyone have anything else to add?"

JIM DIPAOLA: "Is there anyone here for the applicant?" DAN BARCIKOSKI: "Yes we're here." JIM DIPAOLA: "Go ahead and state your name." DAN BARCIKOSKI: "Dan Barcikowski and I am with MG Civil Design. The variance that Gail was mentioning before . . . basically the way to describe it was the street coming off State Route 59, that cul-de-sac . . . if you take that all the way down the south . . . down keeping part to the left . . . that one right there. So, we got into our final engineering, we realized that there was a pretty significant waterway going down there just west of the cul-de-sac. The original plan had that cul-de-sac extending almost all the way to Powder Mill Road and when we got to our final engineering, we realized the best thing to do would be to shorten that cul-de-sac and just basically dig that and it was probably one become a stream at one time, but it was filled in probably tiled but it's a main waterway that takes a lot of water off the north side of 59. So, we're turning that into a ditch, and it will probably one day become a stream. We are culverting it at our street crossing. So, in short enough, that cul-de-sac to get the number of lots that we had approved in the preliminary plan. We added the north pole this extra. So basically, this, this was the approved plan last fall, I believe, two falls ago, in 2022. So, we're back for the preliminary plan for approval and we had a variance on the lot frontages . . . which is, which is where there was an excerpt in the regulations about allowing that in the cul-de-sac if approved by the Planning Commission. So, we have more cul-de-sac lots now and so we are basically amending that.

The other variance we are looking for is the storm sewer easement . . . 30 foot is required and we're shooting for 20 right where he's pointing, but I believe what we are going to do is make it 30-feet. Also, what occurred in between lots 69 and 70, which, really, we don't have any infrastructure going through there. There is an existing well there which is the reason why we had it as open space. But I thought that could be considered an access coming from the pond. So, we're calling it a storm easement and then the third place we requested it was down around those cul-de-sac lots and the only reason we were asking for a reduced width there was because we're adjacent to the other county easements to the south for water and sanitary. But I believe that we're going to end up doing it just making it to 20 there and everywhere else we'll keep it at 30."

GAIL GIFFORD: "That's the second variance, we are on the first. Can we act on the first variance which is for the lot frontage. Our recommendation for the first one is approval."

JIM DIPAOLA: "Any comments or questions? Hearing none, can we entertain a motion to follow staff recommendation." RON KOTKOWSKI: "I'll make the motion, Ronnie Kotkowski." JOE CICOZZI: "Second, Cicozzi."

JIM DIPOLA: "We have a motion and second to follow staff recommendation. All in favor, say aye. EVERYONE: "Aye." JIM DIPOLA: "Opposed the same sign." Motion carried with 21 Yeas.

JIM DIPOLA: "Now onto the second variance."

Variance to Section 407.2.B (Drainage Easements) for the "Eagle Greens Subdivision", Lots 19 and 36 in Franklin Township, Eagle Greens Kent, LLC., applicant – Report presented by Gail Gifford

GAIL GIFFORD: "Dan gave you a quick overview of the second variance, but they requested it in three locations up here where it pinches down to 20-feet from about 40 and then there is the second one. This is where the well is that he mentioned and that they want this drainage easement. They don't want it on private property and then down here where it pinches down because we've got some easements down here and the railroad. So, we agree with the need for this variance, but when talking with the engineer we altered the request slightly. What we want to do is with number one, our suggestion and this was our suggestion to the engineer that this maintain 30 feet and not be pinched down to 20 but the drainage easement be contained on the private lot with the utility easements within those 20 feet. Number two, we are fine with this as proposed and number three, the variance will be just for the easement adjacent to existing easements behind lot numbers 74 and 75 and that would extend out towards 72, 73, 76 and 77.

So that's the staff's recommendation. We did discuss it with Dan. Did you want to make any comments on this?" DAN BARCIKOSKI: "On the preliminary plan?" GAIL GIFFORD: "On the stormwater." DAN BARCIKOSKI: "Really, I think your recommendation . . . the discussions and your staff recommendations kind of really works for our clients. So, we're okay with all three of those recommendations. We'll add the extra easement on. I think it only effects two sublots where you have the 1 up there and then with the well, we could have kind of taken it or overlapped it. It didn't really matter but I'm glad that we can continue to call that an easement and then the third one, it doesn't really affect our plan at all. We'll just take a pinch point we'll call it to #2 we're fine with the 20-foot easement.

LARRY JENKINS: "We're fine with what was the 20-foot easement. It's just that we would like additional language in there that if it were 20 that no storm sewer can be installed in there. So, were happy to leave it. It's just like it is on the preliminary plan or that now that cannot stay 20-feet because that's against what we have in the code and that would be the only revision I would like to add if we can."

JIM DIPOLA: "Any questions. I'll entertain a motion to approve staff recommendations with the language that the County Engineer recommended."

A motion was made by D. Kemble to follow staff recommendation and the language that the County Engineer recommended. Motion seconded by S. White. Motion carried with 21 Yeas.

Pr. Plan of "Eagle Greens" on Powdermill Road, Lots 19 & 36 in Franklin Township, Eagle Greens, LLC., applicant – Report presented by Gail Gifford

The applicant is requesting approval of the preliminary plan for Eagle Greens, a proposed residential subdivision in Franklin Township. The preliminary plan proposed 85 single-family lots and three new residential streets off Powder Mill Road and State Route 59.

This site was the former Kent State Golf Course until 2016 when it closed. The property was rezoned to R-1 Low Density Residential with the purpose of developing a subdivision. In 2022, a preliminary plan and variance for lot size on lots 52, 53, 54, 56, 73, 74, 75 and 76 were approved for this site under the name The Fairways. Due to a significant change to the subdivision design, the addition of a third road, the developer was required to submit a new preliminary plan for review by the Regional Planning Commission.

The preliminary plan shows two phases. A variance was granted in January 2022 for an additional 10 lots beyond the permitted density for a total of 85 lots. A variance was granted on November 13, 2023 to allow lots 7, 8, 9 and 29 to have a 9.5-foot setback from the adjacent wetlands.

There are four wetland areas, a stream and two ponds on the site of the proposed subdivision. Fill or partial fill is being proposed for three out of the four identified wetlands.

According to FEMA, the site is in Flood Zone X (minimal risk of flooding); however, this site drains to the southwest through a small culvert under the railroad and into Breakneck Creek. Residents in the traditional subdivision abutting Breakneck Creek are regularly flooded.

A permit from the Army Corps of Engineers or Ohio EPA must be submitted along with the Plat.

A SWPP must be submitted to the Soil & Water Conservation District before the Plat can be approved and construction can begin. A traffic study and improvement plans must be submitted to the County Engineer's Office before the Plat can be approved.

Franklin Township requires restricted open space to be prohibited subdivision or development by deed restriction, conservation easement or other agreement acceptable to the Township's legal counsel.

The correct Portage County Subdivision Regulations open space amount in the formula for permitted density (10%).

Numbers for open space and inconsistently between the Site Data Table and project acreage summary.

Staff recommends conditional approval with the following conditions:

1. Address the County Engineer's and ODOT's requirements, provide improvement plans and traffic study.
2. Provide covenants and deed restrictions in accordance with the Franklin Township Zoning Resolution.
3. Provide proposed covenants and deed restrictions to the Regional Planning Commission in compliance with the Portage County Subdivision Regulations.
4. Continue to work with Portage County Water Resources on the water and sewer extensions.
5. Issued identified by other review agencies.
6. Evidence or correspondence with the U.S. Army Corps of Engineers or Ohio EPA concerning wetlands required per the Portage County Subdivision Regulations. A permit from the US Army Corps of Engineers or Ohio EPA must be submitted prior to construction or filling activities. A permit number must be shown on the Plat.

A motion was made by C. Walker to follow staff recommendation. Motion seconded by T. Meyer. Motion carried with 21 Yeas.

Variance to Section 407.2.B (Drainage Easements) for the "Forest Ridge – Phase 6" on Hidden Brook Drive, Lot 42 S.D. in Ravenna Township, Forest Ridge Development Co., Ltd., applicant – Report presented by Gail Gifford

GAIL GIFFORD: "So, this variance is similar to the one for Eagle Greens. It is for a drainage easement located in the back of sublots 139, 140 and 141. The Subdivision Regulations require that all drainage easements be contained in the open space. So, these are not, and they will be within 30 feet and within private lots. This is due to the existing layout of this subdivision. This is the sixth phase; the other five phases went in under the old Subdivision Regulations and when they made the plan for the drainage it was going through these lots. So, our recommendation is approval. We also heard from Soil and Water and the County Engineer who recommended approval because approval was granted on the previous plan and how it was."

RICH COSTON: "My name is Rich Coston and I am with Quail Hill Forest Ridge Development Company. I also have Mike Kendall from GBC Design is our engineer. So, yea were asking for the variance on that storm. I also want to point out in our request, there's going to be some other areas that are going to have deal with this same similar situation. Bottom line is this is the sixth and last phase of the project and if you on the east side . . . they'll be down that . . . yes down there . . . coming from the previous phases on the backs of lots on almost all of the lots there's going to have to be some kind of storm back there. But we're going to be taking on stormwater on the back of lots 151, and 158. So, I just wanted to point it out and I just wanted to let you know that we are go to do the final design and we are going to be dealing with the same things. There's no open space back there to put these. Some of them were going to try and work in the swales and some of them will be in the pipes. So, I just wanted to point that out as part of the variance. Again, we have to finish up the engineering to see everything. That's all, I just wanted to point out and other than that, I'm here to answer any questions you have on the variance."

JIM DIPAOLA: "Anybody have any questions?"

JOE PAULUS: "You said that this drainage area is 30 feet from where? the house?" GAIL GIFFORD: "No. The drainage easement is 30-feet wide." JOE PAULUS: "It looks like they are taking a pretty good lot too. I'm thinking. So, you are going to put a house on that with something back behind there. I mean, buyer beware. I guess I'm just concerned about the flooding and things on 39, 40 and 41. MIKE KENDALL: "There is already some piping that goes all the way over here." JOE PAULUS "Oh ok" MIKE KENDALL: "We're currently preparing to get the storm infrastructure outside of the person's property. So were trying to open ditch what's not piped." JIM DIPAOLA: "Phase 1 is about to where that phase wraps around." JOE PAULUS: So, when somebody purchases those lots, they're going to be aware that there's drainage easement on those lots. So, they should know that when that 100-day storm comes every year that they have the potential of getting overflow there. That's my concern later down the road." RICH COSTON: "So, to address one issue. Yes, it's a recorded Plat or recorded easement on the Plat. So, they will be aware when they purchase and two it is in a pipe. The lots downstream will see the water." JOE PAULUS: "I thought you said it was going to be an open ditch? That was my main concern." RICH COSTON: "It's all going to be piped." JOE PAULUS: "Okay that changes everything."

LARRY JENKINS: "The only comment I would make is the Subdivision Regulations addressed everything that we're trying to do and that is just to keep these storm sewers out of the lots whenever we can. Especially in a situation like this. It's already existing and there's really nothing that the developer could do. So, we have no objection to that whatsoever. It's a good point, Joe that and that's what we look at also is we'll just like Eagle Greens ask them to keep everything in the open space because what will happen here and still probably have fences and because of people, there is no easement police so we just tried to move the stuff out but in this case we can't and it's existing. We have no objection."

JIM DIPOLA: "Any more questions? If not, I'll entertain a motion to approve the variance." D. Kemble made a motion to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 21 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 – Report presented by Gail Gifford

The applicant is requesting approval of the preliminary plan for Phase 6 of Forest Ridge. This is the last phase of the subdivision. The preliminary plan proposes 27 single-family lots, one new residential street, a new connection between the existing ends of Hidden Brook Drive and two new open space blocks.

Phases 1 – 5 were platted and constructed between 1997 and 2004. Phase 5 has several vacant lots remaining however, most of the lots in the previous phases have been sold and developed as residential single-family.

There are hydric soils which follows Breakneck Creek and its floodplain. The hydric soil clips the western boundary of Phase 6 in two locations.

There are four wetland areas that fall within the site. According to FEMA, most of the site is in Flood Zone X (minimal risk of flooding); however, north and west of Phase 6 is Flood Zone AE. Flood Zone AE represents the 100-year floodplain.

The property has been vacant since Phase 5 was developed. The developer has kept it cleared and prepped for development since 2006.

The conditional use permit was extended for 3 years at the Township Board of Zoning Appeals meeting in January 2024.

A minimum of 20% of the net area of the PUD must be reserved in perpetuity for public and/or private common open space. Prior to final approval of the PUD, the developer should submit legal documents prescribing its care and maintenance.

The plan proposes setting aside 1.8964 acres of open space. Open Space "A" contains the proposed stormwater basin and Open Space "B" is impacted by wetlands and floodplains. Open Space B-3, north and west of Phase 6 was platted with previous phases of the subdivision and is owned by the HOA. On the preliminary plan and on previous Plats of Forest Ridge, Open Space B-3 is stated to be a conservation easement; however, a record of an easement or a holder of that conservation easement has not been found. The covenants and restrictions filed with the previous phases restrict Open Space B-3 to be

maintained in its natural state with any modifications of it first being approved by the appropriate local, state or federal government agency.

Part of Open Space B-3, 0.1556 acres is being combined with land currently dedicated to Phase 6, Block G, to create subplot 145. Open Space "B" is currently part of Block "G" and would become dedicated open space. In order to remove the 0.1556 acres from Open Space B-3 and add it to Open Space B, a replat must be submitted. All owners would need to sign off on the Replat. As all HOA members pay dues to support the common areas of the subdivision, they are all partial owners. According to the Ohio Revised Code Section 711.24 the Portage County Subdivision Regulations Section 307.1B and the Portage County Prosecutor's Office, all HOA members would need to agree to the Replat.

Staff recommends conditional approval of the preliminary plan and the following conditions apply:

1. Address the County Engineer's requirements mentioned in the report.
2. Provide proposed covenants and deed restrictions to the Regional Planning Commission in compliance with the Portage County Subdivision Regulations.
3. Continue to work with Portage County Water Resources and the City of Ravenna on water and sewer extensions.
4. Revise the open space block names not already in use in this subdivision.
5. Show the existing gas lines on the Plan.
6. Address all items under Compliance with Portage County Subdivision Regulations in the report.
7. Any other issues identified above or as specified by the review entities.

A motion was made by M. Hlad to follow staff recommendations. Motion seconded by D. Kemble. Motion carried with 21 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

The applicant is requesting approval to adjust two parcel boundaries to accommodate a Veterans Affairs Facility.

Public sewer and water are available to the property through Portage County Water Resources.

According to the National Wetlands Inventory there are no wetlands on the site. According to the FEMA Flood Insurance Rate Map, there are no floodplains on the Replat site.

The applicant has not yet provided a revised paper copy and mylar copy to staff. Staff recommends conditional approval of the replat. A motion was made by C. Walker to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

ZONING

Brimfield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Brimfield Township is proposing to allow Research and Development in the I-C, Integrated Commercial Zoning District.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Brimfield Township is proposing to delete Section 311.04 to eliminate confusion with residential use. Only multi-family, apartments and home occupation uses are allowed.

Deleting this section is in keep with the changes to this district.

Staff recommends approval of the proposed amendment.

A motion was made by T. Meyer to follow staff recommendations on Amendment No. 1 and 2 as presented. Motion seconded by C. Walker. Motion carried with 21 Yeas.

Rootstown Township Text Amendment - Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing to eliminate the use of and/or in the Zoning Resolution. And/or was found four times within Section 380.06 and 380.07. The Zoning Commission reviewed each one to determine which one was more appropriate in the sentence. It is hoped that this will make the regulations less confusing for the applicant and more enforceable by the Township.

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

EXECUTIVE COMMITTEE

WORK PROGRAM

January 2024 Work Program Report – Report presented by T. Peetz

Todd presented the January 2024 Work Program Report.

- **P.C. Subdivision Regulations Update** – The Steering Committee met on January 9, 2024 and the next meeting is scheduled for February 27, 2024.

- Hiram and Shalersville Township – Proposals were submitted for park improvements through the State Capital Budget. Shalersville Township’s proposal for a trails and historic building project was awarded.
- Quarterly Zoning Inspector’s Meeting – A meeting was held on January 25, 2024 and the topic was about a variety of ongoing topics. The next meeting will be held on April 18, 2024 at 6:00 p.m. The location and topic are yet to be determined.
- Brimfield Comprehensive Plan – Staff met with the Township Zoning Commission on February 8, 2024. The project will run through July 2024.
- Shalersville Township Land Use Plan - Online web presence has been prepared. Several community meetings were held for community participation. The final draft was submitted to township officials in November 2023. The next township meeting will be held on March 14, 2024. The project will run through to early 2024.
- Ravenna City Comprehensive Plan – A Steering Committee meeting was held on February 8, 2024. The project will run through July 2024.
- Ravenna Township Land Use Plan Update – A kick off meeting will be held in February. Several community meetings are planned. Staff looks to complete the update sometime in April/May 2025. The contract is now in place.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program - Two septic systems are in process. A new contract will need to be put in place. Staff will work with the Portage County Engineer to compile stats and accomplishments of the program thus far so a presentation can be made to the Portage County Commissioners to allocate additional funds to this program.
- Portage County Water Resources GIS Assistance – Al Zavertrnik has been providing 80 hours/month in GIS services for Water Resources.

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 pre-construction meeting was held on February 13, 2024.
- Coleman Demolition Project – The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held on February 6, 2024.

- Freedom Schoolhouse ADA Project – Construction has been completed. Waiting on handrails to be fabricated and to be installed.
- DMRC ADA Project – Construction is anticipated to start at the end of February or beginning of March.
- Streetsboro Senior Assistance Program – Services are ongoing.
- Streetsboro Demolition Program – An amendment is in process moving the funds to the Public Service – 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.

FINANCE

January 2024 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the January 2024 financial statements and recommends acceptance.

C. Walker made a motion to approve the January 2024 financial statements as presented. Motion seconded by R. Kotkowski. Motion carried with 21 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on March 13, 2024 at 4:30 p.m. Location of the meeting is to be determined.

DIRECTOR'S REPORT

- 124 N. Prospect Street – Form RPC Office – Open Arms Adoption said they were moving out in March 2024. In order for them to move the boxes out of the building the steps and the ramp need repaired/replaced. We have received quotes for the work to be done. The cost is estimated at \$6,800.

We have received a cost estimate to replace the furnace at 126 North Prospect Street. The cost is estimated at \$2,700.

Work is being completed to install exit signs at 128 North Prospect Street. The cost is estimated at \$1,800.

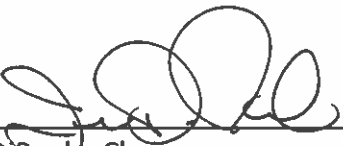
It was recommended in the Executive Committee that the building be put back out for bid for sale. It was recommended that we put it back out to bid for sale at a price of \$185,000.

- Intern – Todd introduced Ella Robertson and will be working with RPC for the spring. Ella is majoring in communication and will be assisting with marketing RPC, the Ravenna City Comprehensive Plan as well as Celebrate Portage.
- 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.
- Todd noted that David Dix came and interviewed him and Gail about the Ravenna Comprehensive Plan.

ADJOURNMENT

A motion was made by C. Walker to adjourn the meeting at 5:20 p.m. Motion seconded by T. Meyer. Motion carried with 21 Yeas.

Minutes approved at the March 13, 2024, Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary