

**Minutes
Portage County Regional Planning Commission
December 13, 2023**

Portage County Regional Planning Commission dated December 13, 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
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	Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano
Shalersville Twp., Ron Kotkowski	County Engineer, L. Jenkins	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Alternates Present:

Randolph Twp., Felicia Davies	Brimfield Twp., Jendy Miller
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Staff Present:

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

Public Present:

D. Soos

Members Absent:

Franklin Twp., Joe Cicozzi	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Suffield Twp., Adam Bey	Windham Vill., Nick Bellas	Soil & Water, Anthony Lerch
PARTA, Amy Proseus	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.

APPROVAL OF NOVEMBER 8, 2023 MEETING MINUTES

The November 8, 2023 minutes were presented. C. Walker made a motion to approve the minutes as presented. Motion seconded by S. Christian-Bennett. Motion carried with 18 Yeas.

SUBDIVISIONS

Replat of Sublots 5 – 7 in Block “Q” in the “Ravenna Bldg. Col Allotment No. 2” on Muzzy Avenue, Lot 20 in Rootstown Township, Mark Hirst, applicant – Report presented N. DeHaven

The applicant is requesting approval to create two lots by combining sublots 5, 6 and 7. The purpose of the Replat is to move the property line away from the house.

Public sewers and water are available to the property.

According to the National Wetland Inventory there are wetlands in the southwest part of Sublot 9-R-R.

The FEMA Flood Insurance Rate 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 S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

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

D. Kemble made a motion to approve an extension of time until January 10, 2024. Motion seconded by S. Christian-Bennett. Motion carried with 18 Yeas.

ZONING

Atwater Township Text Amendment – Report presented by Todd Peetz

Atwater Township is proposing to amend Section 15(D) (Violations) to further describe the process of a zoning violation. The following changes are proposed:

- 2) The property owner shall have A MINIMUM OF thirty days from the date of the VIOLATION. ~~Letter to correct the violation.~~ If more time is needed to correct the violation, the property owner needs to contact the TRUSTEE’S ~~trustee liaison~~ for an extension of time. ~~At their next available trustee’s meeting.~~

The new language was worked with the Prosecutor’s Office. Staff recommends approval of the proposed amendment. A motion was made by S. Christian-Bennett. Motion seconded by M. Hlad. Motion carried with 18 Yeas.

Brimfield Township Rezoning from H-C to R-3 on Sunnybrook Road – Report presented by G. Gifford

Brimfield Township is proposing to change the zoning map from Highway-Commercial (H-C) to Residential Medium High Density (R-3) for four parcels along Sunnybrook Road. The proposed amendment consists of approximately 4.69 acres.

The amendment is intended to reflect the current development of the area and is being undertaken on behalf of the property owners. Three of the properties are residential with single-family homes and is a vacant lot.

The zoning district to the south of the site was approved by the Township Trustees and changed to R-3 in November 2023 reflecting its residential character. At that time, the landowners and residents of this rezoning site requested that their zoning be changed from H-C to R-3 as these properties have the same character and use as those to the south.

Staff recommends approval of the proposed map amendment from H-C to R-3. A motion was made by S. Christian-Bennett. Motion seconded by M. Hlad. Motion carried with 18 Yeas.

Rootstown Township Rezoning from R-1 to R-2 – Report presented by G. Gifford

Rootstown Township is proposing to change the zoning map from Single-Family Residential (R-1) to Single-Family Residential 2 (R-2) east of Sanford Road. Several of these properties are split zoned. The goal is to eliminate confusion for these property owners by giving these parcels one zoning classification instead of two. The amendment consists of approximately 69.25 acres.

The northern half of the rezoning site appears to be covered by hydric soils. Several wetlands appear to be on the site, especially around the unnamed tributary of Barrel Run. Most of these natural features are constrained to the rear yards of the existing home sites and to the large 50-acre parcel near the center of the rezoning site which contains a single-family home.

The change is being made to reduce the confusion that split zoning causes. The proposed rezoning is consistent with the current character of the area and the intent of the Growth Boundary specified in the Rootstown Township Comprehensive Land Use Plan.

Staff recommends approval of the proposed rezoning from R-1 to R-2. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 18 Yeas.

Shalersville Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to add a definition of Wineries to Article II (Definitions). The following definition is being proposed: “A business that sells wine and other alcoholic beverages; maintains laws and permits issued by the Department of Commerce, Division of Liquor Control; Facility may offer tasting rooms and food truck vending.”

The proposed amendment is to allow a potential winery to open in the Township. It also requires an Ohio A-2 permit as described in the Ohio Revised Code. A food truck is also an allowable accessory use per the definition.

Staff recommends approval of the proposed amendment. Staff also recommend adding wineries to a specific zoning category(ies) and to also set limitations on how long a food vendor could operate at one location: days, weeks, months, or year.

Amendment No. 2

Shalersville Township is proposing to add a definition of “Contractor Yards” to Article II (Definitions). The following definition is being proposed: “A lot or portion of a lot or parcels is used for outside storage, maintenance, or equipment assembly, for builders, trade workers, and contractors for their construction or building trade needs.”

The Township should also clarify which zoning district’s they are permitted or conditionally permitted to be in.

Staff recommends approval of the proposed amendment.

Amendment No. 3

In previous meetings condos were deleted in certain sections of the zoning resolution. A/R-R, Article 3, Sections 311-K and 312-J also should have been deleted.

The proposed change is consistent with removing condominiums from the A/R-R zoning district. The language to allow condominiums exists in the R-2 Residential Zoning District.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Shalersville Township is proposing the following changes to Section 403 (Building or Zoning Certificate): “No building permit or zoning certificate shall be issued IN THE INDUSTRIAL AND COMMERCIAL DISTRICTS WITHOUT MEETING AND COMPLYING WITH THE DESIGN GUIDELINE BOARD AS STATED IN ARTICLE III, SECTIONS 348, 358, 369 OF THE ZONING RESOLUTION AND EVIDENCE THAT THE RESPONSIBLE HEALTH AUTHORITY HAS APPROVED THE PROPOSED SANITARY SEWAGE DISPOSAL FACILITIES FOR THE USE FOR WHICH THE BUILDING PERMIT OR ZONING CERTIFICATE HAS BEEN REQUESTED.”

Staff recommends approval of the proposed amendment. A motion was made by R. Kotkowski to follow staff recommendation on Amendments No. 1 - 4. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Windham Township Text Amendment - Report presented by Todd Peetz

Amendment No. 1

Windham Township is proposing to reduce the property line distance from 500 to 200 feet under Section 7.12.H.2.F (Appeals and Variances). This change is because sometimes the 500-foot distance would go into Windham Village. Windham Township has mailouts being sent to Windham Village residents, costing the

Township more money. In some cases, the 500 feet goes beyond the turnpike that acts as a buffer. The reduction of the 200 feet will save the Township money and eliminate confusion among the Village residents.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Windham Township is proposing to add the following to Section 2.12.G):

1. "In no case shall the setback be less than 8 feet."

Adding the eight (8) feet language gives any existing substandard lot the ability to conform. In some cases, the Township had several non-conforming lots that needed variances because of the existing language. The new language will avoid variances on existing lots.

Staff recommends approval of the proposed amendment.

A motion was made by S. Christian Bennett to follow staff recommendations on Amendment No. 1 and 2. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

EXECUTIVE COMMITTEE

FINANCE

November 2023 Financial Statements

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

S. White made a motion to approve the November 2023 financial statements as presented. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

Authorization to Enter into an Agreement with the Portage County Prosecutor's Office for Legal Services (Resolution No. 23-12)

Todd presented Resolution No. 23-12 which is authorization to enter into an agreement with the Portage County Prosecutor's Office for a fee not to exceed \$10,000 for legal services.

A motion was made by R. Gano to approve entering into an agreement with the Portage County Prosecutor's Office for a fee not to exceed \$10,000. Motion seconded by T. Green. Motion carried with 17 Yeas and 1 Nay (J. Paulus).

2024 Appropriation Budget for the Portage County Regional Planning Commission (Resolution No. 23-13)

Todd presented Resolution No. 23-13. The Portage County Regional Planning Commission has reviewed the proposed 2024 appropriations for the operation of the Portage County Regional Planning Commission. The certified revenue is \$628,016.00 and the expenditures have been adjusted to \$595,360.00 for 2024.

A motion was made by T. Meyer to approve the 2024 appropriation budget for the Portage County Regional Planning Commission. Motion seconded by S. White. Motion carried with 18 Yeas.

Authorization to Enter into Contract with Ravenna Township for the Purpose of Updating their Comprehensive Plan (Resolution No. 23-14)

Todd presented Resolution No. 23-14, which is authorization to enter into contract with Ravenna Township for the purpose of updating their Comprehensive Land Use Plan. Ravenna Township has requested the Portage County Regional Planning Commission update their Comprehensive Land Use Plan using 200 technical assistance hours from (2022-2025) and in addition not to exceed \$32,413.22.

A motion was made by J. Paulus to authorize entering into a contract with Ravenna Township for the purpose of updating their comprehensive plan. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

Annual Debt Service Payment (Resolution No. 23-15)

Todd presented Resolution No. 23-15. The P.C. Regional Planning Commission owes \$194,191.43 of debt service on the Multi-Purpose Building and is submitting a payment of \$15,000 to the Portage County Board of Commissioners for the year 2023 and annually thereafter.

Annual debt service payment will be made annually and when available funds exceeding four payrolls to be added to the annual payment. Upon meeting the terms of the contractual agreement with the P.C. Board of Commissioners the title and property will be transferred to the P.C. Regional Planning Commission.

A motion was made by S. White to authorize the P.C. Regional Planning Commission to submit a payment of \$15,000 annually to the P.C. Board of Commissioners for the year 2023 plus any additional exceeding four payrolls. Motion seconded by S. Christian-Bennett. Motion carried with 18 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on January 10, 2023 at 4:30 p.m. Location of the meeting is to be determined.

DIRECTOR'S REPORT

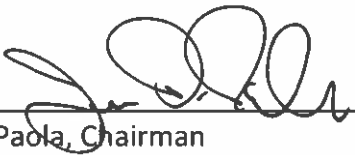
Membership – University Hospital - Todd noted that University Hospital has submitted a letter requesting to be a member of the Portage County Regional Planning Commission. This item will be on the agenda at the January 2024 Regional Planning Commission meeting.


Interns – Todd noted that a couple of interns will be working with the staff. One intern will start in January 2024 and the 2nd intern is expected to start in the summer 2024.

ADJOURNMENT

A motion was made by S. Pancost to adjourn the meeting at 5:00 p.m. Motion seconded by S. Christian-Bennett. Motion carried with 19 Yeas.

Minutes approved at the January 10, 2024, Meeting.



Jim DiPaola, Chairman

Todd Peetz, Secretary