

MINUTES OF THE SUBDIVISION REVIEW SUBCOMMITTEE MEETING

January 5, 2026

The Subdivision Review Subcommittee of the Stark County Regional Planning Commission met in regular session at 1:30 p.m. on Monday, January 5, 2026, in the Stark County Regional Planning Commission Conference Room, 201 3rd St. NE, Suite 201. Those present were:

SUBDIVISION REVIEW SUBCOMMITTEE MEMBERS/ALTERNATES:

Todd Paulus, Stark County Health Department
Matt Bailey, City of Canton
Mark Cozy, City of Canal Fulton
Todd Clark, Stark Soil & Water Conservation District
Tom Davis, Stark County Sanitary Engineer
Jason Haines, City of Massillon
Nicole Wilkinson, Lake Township Resident

RPC STAFF:

Jonelle Melnichenko, Chief of Planning
Nicole Blunk, Senior Regional Planner
Curtis Bungard, Subdivision Engineer
Corine Valentine, Regional Planner
Bob Nau, Executive Director
Susan Nason, Administrative Assistant

OTHERS: (see attached)

MINUTES OF December 8, 2025

Cozy moved, Clark seconded, and the motion carried to **approve** the minutes of the December 8, 2025 meeting.

Nicole Blunk presented the staff review and recommendations on the following:

RENEWAL OF SITE IMPROVEMENT PLAN REVIEW

Bear Creek Resort Ranch KOA

(39 RV sites and paving)

SW ¼ Section 17, SE ¼ Section 18, NE ¼ Section
19 & NW ¼ Section 20, Pike Township

Wilkinson moved, Davis seconded, and the motion carried to recommend **approval** of the above-noted *renewal of site improvement plan*.

Other comments/reports:

Stark County Engineer: For the added campsites, we are ok with the current design as is; however, we will continue to work with the owner in future iterations on possibly moving the main entrance to reduce the queue coming into the campsite from Downing St. Please contact Mike Chapin of the Stark County Engineer's Office at (330) 477-6781 ext. 2119 for any questions.

Stark County Sanitary Engineer: The site is not served by the Stark County Metropolitan Sewer District system.

Stark County Health Department: No objection to the renewal, subject to the same conditions as before.

Stark County Building Department: No flood plain on site.

Pike Township Zoning Department: Review of renewal is pending. Any correspondence received will be forwarded to the Developer and will be made part of the record.

AEP Ohio: Existing overhead lines. Each developer is encouraged to notify AEP Ohio at 1-800-672-2231 for any needed relocations or to apply for electric service.

SITE IMPROVEMENT PLAN REVIEW

Bells Wales fka Bell's Custom Concrete

(6,530 sf bldg., 4,370 sf bldg., walkways, paving, parking & access drive)

SE ¼ Section 9, Jackson Township

Cozy moved, Clark seconded, and the motion carried to recommend **conditional approval** of the above-noted *site improvement plan*, subject to the following conditions:

1. Stark County Subdivision Engineer's conditions:
 - a. Provide final plans including a grading plan and a utility plan showing how the site's storm water is being collected and directed. Show proposed roof drains, finish floor elevations, and any parking lot storm sewers.
 - b. Provide a storm water management report showing how the increased runoff is being controlled. If water quality storage is required, be sure to "stack" the water quality control volume separately from the flood control volumes in the calculations.
 - c. The site's east property line is not drawn or dimensioned properly. The existing building location and parking lot are not shown correctly.
 - d. Please email PDF electronic files rather than paper copies to cdbungard@starkcountyohio.gov.
2. Stark County Sanitary Engineer's conditions:
 - a. A copy of a recorded easement across parcel 10017375 and around the existing parcel 10017376 service sewer shall be provided to the Stark County Sanitary Engineering Department.
 - b. A separate service sewer for proposed building B shall be extended from a Stark County sewer. Contact Tom Davis with questions at (330) 451-2335.
3. Stark Soil & Water Conservation District's conditions:
 - a. Additional information needed. This site is part of a larger common plan of development. Please provide total acreage to be disturbed for the project, including construction access, grading, and laydown areas. Approximately .28 acres of impervious surfaces, including the identified existing 1,960 square feet of covered storage, appear to have been created between 2021 and 2024. Include this area in the total area of disturbance for the project.
 - b. The Ohio EPA Construction General Permit will be required for this site if it is to disturb greater than 1 acre. A Storm Water Pollution Prevention Plan (SWP3) must be submitted and include all items listed in the SWCD checklist. Please submit directly to our office. Contact with any questions (330) 451-7645. Checklist attached. (Checklist Provided).
4. Jackson Township Zoning Department's conditions:

- a. The site plan must state what use the buildings will be utilized for such as retail, office, etc., to determine what parking will be required. Applicant was notified that mini storage or auto storage/sales or a warehouse use is not a permitted use within the B-3 district as it was noted that the buildings have garage doors and any use must be in compliance with a permitted use in the B-3 district.
 - b. Parking spaces required for the buildings are based on the proposed uses. A revised site plan showing parking spaces along with the proposed use type must be shown on the site plan in compliance with zoning prior to any zoning approval. Contact Joni Poindexter with questions at (330) 832-8023.
5. RPC Staff's conditions:
- Submit two (2) paper copies **and an electronic version** of the revised site improvement plan, with minor changes made to comply with the above conditions, and with the following shown/labeled on the plan in accordance with Sec. 430 of the Stark County Subdivision Regulations: 1) The plan must bear the seal of an Ohio licensed design professional; 2) Show/label tract and range; 3) Add bearings for all property boundaries and the method in which they were derived; 4) Show/label existing salt dome; 5) Show/label the location and size of the existing sanitary sewer easement and utility; 6) Show/label the quarter section; 7) Label street right-of-way lines and centerlines; 8) Add subdivision name, lot numbers, and instrument number of subject tract (Floradale Acres No. 3, Inst. # 202309210031964, lots 34-35); 9) Show/label dimensions of all parking/loading areas, including existing driveway aprons; and 10) Show/label use of all proposed buildings. ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

Stark County House Numbering: Must obtain house numbers for new construction. Contact RPC for issuance **after** approval of the site plan has been received. Confirm if units will be used.

Stark County Building Department: No flood plain on site.

Cedar Landing Apartments fka 7439 Hills and Dales Road NW
(39,540 sf bldg., walkways, paving, parking & access drive)
SE ¼ Section 33, Jackson Township

Haines moved, Clark seconded, and the motion carried to recommend **conditional approval** of the above-noted *site improvement plan*, subject to the following conditions:

1. Stark County Subdivision Engineer's conditions:
 - a. Provide final plans including a grading plan and a utility plan showing how the site's storm water is being collected and directed. Show proposed roof drains, finish floor elevations, and any parking lot storm sewers.
 - b. Provide a storm water management report showing how the increased runoff is being controlled. If water quality storage is required, be sure to "stack" the water quality control volume separately from the flood control volumes in the calculations.
 - c. Show the existing storm sewers, the sizes, and the capacity of the receiving streams.
 - d. Please email PDF electronic files rather than paper copies to cdbungard@starkcountyohio.gov.
2. Stark County Engineer's conditions:
 - a. Verify the storm water management pond is at least 15-20 feet away from the edge line of the

- roadway and show all grading details in final submission.
- b. Please also provide the following information regarding the proposed storm water management pond. This should include information regarding the basin design, as well as the location of the proposed outlet and the discharge point where storm water from the pond will be directed.
 - c. Show and label all utilities planned for the project in final submission. Contact Mike Chapin with questions at (330) 477-6781 ext. 2119.
3. Stark County Sanitary Engineer's condition:
 - a. The sanitary service and building sewers intended to serve the structure on the site must be shown. Contact Tom Davis with questions at (330) 451-2335.
 4. Stark Soil & Water Conservation District's condition:
 - a. The Ohio EPA Construction General Permit will be required for this site as it is to disturb greater than 1 acre. A Storm Water Pollution Prevention Plan (SWP3) must be submitted and include all items listed in the SWCD checklist. Please submit directly to our office. Contact with any questions (330) 451-7645. Checklist attached. (Checklist provided).
 5. Jackson Township Fire Department's condition:
 - a. The Fire Department will require a fire hydrant to be located on the property, and a Knox box shall be installed. Contact The Jackson Township Fire Department with questions at (330) 834-3950.
 6. RPC Staff's conditions:

Submit four (4) paper copies **and an electronic version** of the revised site improvement plan, with minor changes made to comply with the above conditions, and with the following shown/labeled on the plan in accordance with Sec. 430 of the Stark County Subdivision Regulations: 1) Show/label phone numbers of owner and developer; 2) Provide the method in which the boundaries and bearings were derived; 3) Show/label all roadway widths; and 4) Show/label all proposed building dimensions. ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

Stark County House Numbering: Must obtain house numbers for new construction (32 units). Contact RPC for issuance **after** approval of the site plan has been received.

Stark County Building Department: No flood plain on site.

Jackson Township Zoning Department: Apartment complex consisting of 32 units. Zoning has no objection as a CUP (conditional use permit) was issued on 12/5/25 per permit 20250900.

AEP Ohio: First Energy territory.

Perry Local Schools – Perry Middle School
(156,255 sf bldg., paving, parking & access drive)
NE & NW ¼ Section 14, Perry Township

The following variance was received for this project:

Section 430.3.A: Site Improvement Sheet Size

Cozy moved, Bailey seconded, and the motion carried to recommend **approval** of the variance request of Section 430.3.A.

Cozy moved, Haines seconded, and the motion carried to recommend **conditional approval** of the above-noted *site improvement plan* subject to the following conditions:

1. Stark County Subdivision Engineer's conditions:
 - a. Provide final plans and a storm water management report showing how the increased runoff is being controlled. If water quality storage is required, be sure to "stack" the water quality control volume separately from the flood control volumes in the calculations.
 - b. Show the existing storm sewers, the sizes, and the capacity of the receiving streams.
 - c. Please email PDF electronic files rather than paper copies to cdbungard@starkcountyohio.gov.
2. Stark County Engineer's condition:
 - a. A Traffic Impact Study will be required for the proposed site improvement. Please contact Mike Chapin of the Stark County Engineer's office to discuss the scope of the TIS at (330) 477-6781 ext. 2119.
3. Stark County Health Department's condition:
 - a. An FSO plan review is required. Contact Britney Baltzly with our office at (330) 451-1440 for more information.
4. Stark Soil & Water Conservation District's conditions:
 - a. The Ohio EPA Construction General Permit will be required for this site as it is to disturb greater than 1 acre. A Storm Water Pollution Prevention Plan (SWP3) must be submitted and include all items listed in the SWCD checklist. Please submit directly to our office. Contact with any questions (330-451-7645). Checklist attached. (Checklist provided).
 - b. Existing National Wetlands Inventory polygons identified on-site. A wetland delineation and verification/approval letter from the appropriate agency will be required for this site. See page 6 of the SWCD checklist for additional information.
5. Perry Township Zoning Department's condition:
 - a. If an auditorium is proposed, seating capacity must be provided to determine parking. Article IX Parking and Loading Requirements Section 901.1(C): Churches and School Auditoriums - one (1) for each three (3) seats in the principal auditorium, based on maximum seating capacity. Contact Jeff Whytsell for questions at (330) 830-2141.
6. RPC Staff's conditions:

Submit three (3) paper copies **and an electronic version** of the revised site improvement plan, with minor changes made to comply with the above conditions, and with the following shown/labeled on the plan in accordance with Sec. 430 of the Stark County Subdivision Regulations: 1) On location map, show subject tract property lines; 2) Provide the quarter section, tract and range; 3) Provide the phone numbers of the owner and developer; 4) Show/label entire subject tract property boundaries, distances, bearings and the method in which they were derived; 5) Show/label quarter section line; 6) Show/label proposed building dimensions; 7) Show/label wetlands on site; and 8) **Only submit those pages that have been modified. More significant changes may require a revised site improvement plan review.**

Other comments/reports:

Stark County Sanitary Engineer: The Applicant shall contact the Permit Office (330-451-2304) in order to proceed.

Stark County House Numbering: Must obtain house number for new construction. Contact RPC for issuance **after** approval of the site plan has been received.

Stark County Building Department: No flood plain on site.

AEP Ohio: First Energy territory.

Corine Valentine presented the staff review and recommendations on the following:

RENEWAL OF PRELIMINARY PLAN REVIEW

The Farms at Enclave (Rev – 2) SE ¼ Section 8, Lake Township

Davis moved, Clark seconded, and the motion carried to recommend **approval** of the above-noted *renewal of preliminary plan*.

Comments/reports:

Stark County Subdivision Engineer: No objection to the renewal. The Developer is still actively building phases of this overall plan.

Stark County Sanitary Engineer: Centralized water and sanitary sewer systems shall be provided by the Developer under the rules and regulations of this department, the County of Summit, Aqua Ohio and the Ohio Environmental Protection Agency. Contact Tom Davis (330-451-2335) with questions.

Stark County Building Department: No flood plain on site.

Pike Place NE ¼ Section 3, Pike Township

Cozy moved, Haines seconded, and the motion carried to recommend **approval** of the above-noted *renewal of preliminary plan*.

Comments/reports:

ODOT: This section of SR-800 is listed as a Category 3 Access Facility and intersection spacing is a minimum of a ½ mile. Based on some measurements on an aerial, the proposed intersection location cannot meet the intersection spacing between Howenstine Dr. to the north and Deerwood Circle to the south. I would recommend that the Developer submit an e-permit for the housing development. The e-permit will be reviewed according to the State Highway Access Management Manual. Contact Thomas Brett (330-786-4893) with questions.

Stark County Subdivision Engineer: No objection to the renewal, subject to my original comments from the January 9, 2024 meeting.

Stark County Sanitary Engineer: The site is not served by the Stark County Metropolitan Sewer District

system.

Stark County Health Department: No objection to the renewal, subject to same conditions as before.

Stark County Building Department: No flood plain on site.

Pike Township Zoning Department: Review of renewal is pending. Any correspondence received will be forwarded to the Developer and will be made part of the record.

AEP Ohio: Transmission line to the north. Should not be a conflict. Each developer is encouraged to notify AEP at 1-800-672-2231 for any needed relocations or to apply for electric service.

FINAL PLAT REVIEW

Hazelwood Terrace No. 4 (Rev.)

(replat of lot 162 in Hazelwood Terrace No. 3)

SW ¼ Section 29, Nimishillen Township

Wilkinson moved, Cozy seconded, and the motion carried to recommend **conditional approval** of the above-noted *final plat*, subject to the following conditions:

1. Stark County Prosecutor's condition:
 - a. The submission is missing an opinion of title. Per Section 351A of the Regulations, a title opinion from the developer's attorney addressed to the Stark County Prosecutor must be provided with the application. The title insurance commitment that was provided does not satisfy this requirement of the Regulations.
2. RPC Staff's conditions:
 - a. Endorsements need updated from the year 2025 to 2026.
 - b. Remove RPC President's name, as a new President will be elected for 2026.
 - c. The owner's notarized signature on the plat is required.
 - d. **All conditions and corrections must be met no later than 12 p.m. on January 8, 2026, or the plat will be denied. Please schedule a time with RPC to make the appropriate corrections.**

Comments/reports:

Stark County Sanitary Engineer: The proposed parcels are served by the Stark County Metropolitan Sewer District system.

Stark County House Numbering: Must obtain house number for new construction. Please contact RPC for issuance once the plat has been recorded.

Stark County Building Department: No flood plain on site.

AEP Ohio: No conflicts. Each developer is encouraged to notify AEP at 1-800-672-2231 for any needed relocations or to apply for electric service.

Treemont Estates No. 3

NW ¼ Section 33, Canton Township

Haines moved, Bailey seconded, and the motion carried to recommend **approval** of the above-noted *final plat*.

Comments/reports:

Stark County Sanitary Engineer: The proposed parcels are served by the Stark County Metropolitan Sewer District system.

Stark County House Numbering: Must obtain house numbers for new construction. Please contact RPC for issuance once the plat has been recorded.

Stark County Building Department: No flood plain on site.

AEP Ohio: No conflicts. Each developer is encouraged to notify AEP at 1-800-672-2231 for any needed relocations or to apply for electric service.

VARIANCE REQUEST

Owners: Estate of Donna J. Middaugh c/o David Middaugh, Executor
Proposal to permit a parcel to exceed the 4:1 width-to-depth ratio
SE ¼ Section 6, Osnaburg Township

Cozy moved, Clark seconded, and the motion carried to recommend **approval** of the above-noted *variance* of Section 310.A.5.a (width-to-depth ratio for minor subdivisions).

Discussion:

Cozy asked if it was Donna Middaugh, a former trustee. Paulus confirmed she was. Cozy stated she was a good person.

Comments/reports:

Stark County Building Department: Flood plain on parcel 3700652. Any grading or building will require a flood plain permit.

AEP Ohio: No conflicts. Each developer is encouraged to notify AEP at 1-800-672-2231 for any needed relocations or to apply for electric service.

There being no further business, the meeting adjourned at 1:53 pm.

Respectfully submitted,

Susan Nason



**STARK COUNTY
REGIONAL PLANNING
COMMISSION**

Date 01/05/26

Time 1:30 pm

Sign in below, showing interest represented. Please Print.

[illegible]