

MINUTES OF SUBDIVISION REVIEW COMMITTEE MEETING
March 2, 2026

CALL TO ORDER

The Subdivision Review Subcommittee of the Stark County Regional Planning Commission met in regular session at 1:30 p.m. on Monday, March 2, 2026, in the Stark County Regional Planning Commission Conference Room, 201 3rd St. NE, Suite 201. Those present were:

Subdivision Review Subcommittee Members/Alternates:

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
Mike Chapin, Stark County Engineer

RPC Staff:

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

Others:

(see attached)

Jonelle Melnichenko called the meeting to order at 1:30 p.m., in the absence of Todd Paulus, Chairman.

Cozy moved, Haines seconded, and the motion carried to nominate Tom Davis to chair the meeting.

MINUTES OF FEBRUARY 2, 2026

Cozy moved, Wilkinson seconded, and the motion carried to **approve** the minutes of the February 2, 2026 meeting.

SITE IMPROVEMENT PLAN REVIEW

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

Ample Storage, Inc. (Rev)
(2 – 11,200 sf bldgs. & paving)
NE ¼ Section 19, Lake Township

Chapin moved, Clark seconded, and the motion carried with one abstention (Wilkinson) to recommend **conditional approval** of the above-noted *site improvement plan*, subject to the following conditions:

1. 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 us with any questions (330-451-7645). Checklist attached. (Checklist provided).
2. Greentown Fire Department's conditions:
 - a. Site plan does not show the address of the facility.
 - b. A complete set of printed building plans for review prior to breaking ground, delivered to the Fire Prevention Bureau, Greentown Fire Dept. for further plan review. Contact Greentown Fire Department with question (330)-494-3002 ext. 404.
3. RPC Staff's conditions:
 - a. 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) Correct quarter section to NE ¼ Section 19; 2) Show/label tract, parcel number and address; 3) Provide the method in which boundaries are derived; 4) Show/label quarter section line; 5) Update plan to show the 8,000 sf structure and 800 sf addition are already existing. ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

Stark County Sanitary Engineer: No recommendation for the approval of this site improvement plan. There is no proposal for sanitary facilities apparent.

Stark County House Numbering: Must obtain house numbers for new construction. Contact RPC (330-451-7389) for issuance **after** approval of the site plan has been received.

Stark County Building Department: No flood plain on site.

The Fountains at Edgewood Community Center – Pickleball Courts

(3,600 sf pickleball courts, walkways, paving & parking)

NW ¼ Section 10, Plain Township

Cozy moved, Clark seconded, and the motion carried with one abstention (Wilkinson) to recommend **approval** of the above-noted *site improvement plan*.

Other comments/reports:

Stark County Sanitary Engineer: No recommendation for the approval of this site improvement plan. There is no proposal for sanitary facilities apparent.

Stark County Building Department: No flood plain on site.

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

Kingsway Paving

(2 – 18,500 sf bldgs., 17,000 sf bldg., walkways, paving, parking & access drive)

SW ¼ Section 32, Sugarcreek Township

Haines moved, Chapin seconded, and the motion carried with one abstention (Wilkinson) to recommend **conditional approval** of the above-noted *site improvement plan*, subject to the following conditions:

1. ODOT's conditions:
 - a. The proposed development plan was reviewed in accordance with the ODOT State Highway Access Management Manual. This section of US 62 is a Category 3 access facility which allows one access per parcel or contiguous parcels under common ownership. No additional access will be provided to US 62 in the future for the west side of the parcel.
 - b. Label state right-of-way lines.
 - c. The drive apron will need revised per ODOT commercial drive standards. Refer to the Location & Design Manual, Vol. 1, Sect. 803.5 for commercial drive details.
 - d. Provide truck turning templates for the expected design vehicle.
 - e. Any work occurring in state right-of-way will require an ODOT e-permit. Contact ODOT with questions (330-786-4893).
2. 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. Please email PDF electronic files rather than paper copies to cdbungard@starkcountyohio.gov.
3. Stark County Health Department's condition:
 - a. It is our understanding that the developer proposes to connect to the Wilmot-Beach City sanitary sewer. If so, then there is no objection. If, however, a septic system is contemplated then Health Department review and approval of proposed sewage treatment system is required. Please contact Todd Ascani at (330)451-1442 for more information. Lastly, please be advised that whatever is proposed must comply with the Facilities Planning Area 208 Clean Water Plan.
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. Checklist attached. (Checklist provided).
 - b. Predominately hydric, wetland soils are noted on much of this site. A wetland delineation report will be required as part of the SWP3 submittal. Proof of compliance with USACE or Ohio EPA may be required. Contact with any questions (330-451-7645).
5. Wilmot Fire Department's conditions:
 - a. Show/label the occupancy use of the buildings.

- b. Install dry hydrants in each stormwater management basin in the front and rear of the property. Contact Wilmot Fire Department with questions (330-685-3778).
6. RPC Staff's conditions:
 - a. 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) Show/label the Township of Sugarcreek; 2) Show/label the owner and developer phone numbers; 3) Show/label the street centerlines, rights-of-way, and the width of Navarre Rd. SW; 4) Show/label the riverine that runs through the property; 5) Show/label use of buildings. ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

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

Stark County House Numbering: Must obtain house numbers for new construction. Contact RPC (330-451-7389) for issuance **after** approval of the site plan has been received, if on sanitary. If on septic, please contact the Health Department (330-493-9904).

Stark County Building Department: No flood plain on site.

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

The Reserve on Woodlawn (Rev)

(10 multi-family complexes, approx. 57,000 sf bldg., 2,331 sf bldg., 2,121 sf bldg., approx. 1,200 sf addition, 320 sf pavilion, dumpster enclosures, retaining wall, patio, pickleball courts, bocce court, walkways, paving & parking)
NE ¼ Section 36, Jackson Township

Cozy moved, Clark seconded, and the motion carried with one abstention (Wilkinson) 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 with water services, roof drains, catch basins, and sanitary shown. Indicate how the site's storm water is being collected and directed.
 - b. Show stop blocks, curbs, or other methods being used to separate the parking spots from the pedestrian walkways.
 - c. 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.
 - d. Please email PDF electronic files rather than paper copies to cdbungard@starkcountyohio.gov.
2. Stark County Sanitary Engineer's conditions:

- a. The sanitary sewerage system proposed to serve the structures on the site must be shown on the plan.
 - b. The developer must perform a study which shows adequate capacity exists in the downstream sanitary sewerage system to serve the proposed development. Contact the Sanitary Engineer with questions. (330-451-2335)
3. Stark County Health Department's condition:
 - a. If a Food Service Operation (FSO) is proposed, FSO plan review is required. Please contact Brittney Baltzley for more information at 330-451-1440.
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 Zoning's conditions:
 - a. The plan is based on the R-4 PUD regulations. The approved site plan per amendment 20240221 showed the buildings with units 15-18 (4 units), 19-22 (4 units) and 23-27 (5 units) and 30 ft. between buildings. The revised site plan shows the buildings as 15-19 (5 units) 20-23 (4 units) and 24-27 (4 units) and the distance between buildings as 20 to 22 ft. where 30 ft. is required. The revised plan no longer shows luxury apartments in the existing building, or the addition and parking garage for the existing building. The plan is not in compliance with the R-4 PUD regulations and the approved PUD plan. The revised plan must meet the requirements for the R-4 PUD and must go before the Trustees for a revision to a previously approved R-4 PUD plan. Zoning cannot recommend approval of the plan as submitted.
 - b. If the applicant proposes a lot split for the parcel in which the existing building is located, the building will need to comply with the 75 ft. required setbacks from an R-4 district, if they decided to remove it from the R-4 PUD district per a rezone and revised site plan.
6. Jackson Township Fire's conditions:
 - a. Fire Hydrants will be required on the proposed Senior Living Facility complex as described in the 2025 Ohio Fire Code in Appendix C. The Fire Department requests the water distribution system for the proposal to be gridded to improve fire flow for the complex.
 - b. The proposal shows one main entrance from Woodlawn Ave. NW and a dead-end street on the northwest end of the development. It also shows a potential cross over onto the private property of the church to the south. Using the Ohio Fire Code Appendix D, Fire Apparatus access roads, we request that the dead-end street be addressed with a type of turn around as described in Appendix D or continue the road out to Woodlawn Ave. NW. If the road is connected to Woodlawn, it could be an emergency access only point with a gate. Also using Appendix D, we request that remoteness of the fire department access roads be addressed. All access roads shall be a minimum of 20 feet wide and have a vertical clearance of 13 foot 6 inches.
 - c. The Fire Department connection and fire hydrant locations for the proposed 110 bed congregate living facility shall be coordinated with the Fire Prevention Bureau.
 - d. Knox Boxes for Fire Department access will be required for this project.
 - e. An emergency radio coverage responder test will be required on the congregate living facility during construction to ensure the Fire Department has proper emergency radio coverage as described in the Ohio Fire Code in Chapter 510.

- f. An ambulance stretcher elevator car at the congregate living facility as described in the Ohio Building code will be required. Contact Jackson Township Fire Department with questions (330-834-3950).
7. RPC Staff's conditions:
 - a. 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/labelled on the plan in accordance with Sec. 430 of the Stark County Subdivision Regulations: 1) Show/label Jackson Township name, quarter section, tract, range and existing address of parcel 1702423; 2) Show/label the phone numbers of the owner and developer; 3) Show existing parcel boundaries or complete a lot split; 4) Show/label right-of-way lines, street centerlines and the road width of Woodlawn Ave NW; 5) Show/label the parcel number for The Villas at London Square Condominiums; and 6) Show/label parcel acreages of existing parcels, or complete the proposed lot split. ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

Stark County Building Department: No flood plain on site.

Stark County House Numbering: Must obtain house numbers for new construction. Contact RPC (330-451-7389) for existing and proposed numbers.

Canton Water Department: The Reserve on Woodlawn is in the Canton Water Department service area and the utility site and plumbing plans will need to be reviewed before a water service will be approved. Contact Canton Water Department (330-489-3231)

AEP Ohio: Existing underground high voltage would need located before excavation. Each developer is encouraged to notify AEP Ohio at 1-800-672-2231 for any needed relocations or to apply for electric service.

FINAL PLAT REVIEW

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

Floradale Acres No. 4

(replat of parts of lots 1-4 in Floradale Acres)

SE ¼ Section 9, Jackson Township

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

1. RPC Staff's conditions:
 - a. Update zip code of owner's address (should be 44306).
 - b. Update the year from 2025 to 2026 on all endorsements.
 - c. Update RPC President to reflect as David Thorley.
 - d. Update owner's name and instrument number for parcel 1628196 (should be HTL Land LLC, instrument # 202510070036851).
 - e. Include lot range 1-32 with Floradale Acres Allotment reference on plan view.
 - f. Include subdivision plat names, book/page and lot ranges that are within the scope of the

original tract drawing.

- g. **All conditions and corrections must be met no later than 12 p.m. on March 5, 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 existing structure on the proposed parcel is connected to the Stark County Metropolitan Sewer District system.

Stark County Building Department: No flood plain on site.

George E. Pollock's Addition to North Lawrence No. 2

(replat of lots 14-15, part of lot 13 & vacated unnamed alley in George. E. Pollock's Addition to North Lawrence)

SE ¼ Section 29, Lawrence Township

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

1. Stark County Health Department's condition:
 - a. The proposed tract likely cannot be developed with a septic system due to its size; however, sanitary sewer is to be installed in this area soon. Any structure built on this tract in the future will need to connect to the sanitary sewer. Based on this, the phrase "Approved for Sanitary Sewer Only" must be added to the Health Commissioner's endorsement. Contact Todd Paulus (330-451-1475) with questions.
2. RPC Staff's conditions:
 - a. Remove the right-of-way labeling along vacated alley (at Penford St.)
 - b. Add "For Sanitary Sewer Only" to Health Commissioner's endorsement.
 - c. **All conditions and corrections must be met no later than 12 p.m. on March 5, 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 parcel is expected to soon be 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 approved.

Stark County Building Department: No flood plain on site.

Lawrence Township Zoning Department: As proposed at 0.373 acres (16,247.88 sf), the lot would not meet the minimum lot size of 20,000 square feet that is required for a lot without centralized sewer; however, it would meet the minimum lot size of 12,000 square feet that is required for a lot with centralized sewer, which sanitary sewer is expected to be available in the subject tract's area in 2026 or 2027. The lot will be required to connect to sanitary sewer once made available. Please contact Bill Hostler (330-854-7118) with questions.

Mount Marie Place No. 8

(replat of parts of lots 1-5 in Mount Marie Place)

SW ¼ Section 12, Perry Township

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

1. RPC Staff's conditions:
 - a. Include lot range 1-44 with Mount Marie Place reference above original tract drawing.
 - b. Update the year from 2025 to 2026 on all endorsements.
 - c. Update RPC President to reflect as David Thorley.
 - d. **All conditions and corrections must be met no later than 12 p.m. on March 5, 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 existing structure on the proposed parcel is connected to 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 active site improvement plan on file has been approved.

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.

Village Manor No. 3

(replat of lot 1 & parts of lots 2 & 3 in Village Manor)

SE & SW ¼ Section 6, Lake Township

The following variance was received for this project:

Section 530.4.A: Final Plat - Double Frontage

Cozy moved, Clark seconded, and the motion carried to recommend **approval** of the variance request of Section 530.4.A.

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

1. RPC Staff's conditions:
 - a. Update the year from 2025 to 2026 on all endorsements.
 - b. Update RPC President to reflect as David Thorley.
 - c. Affidavit and Partial Mortgage Release documents must be approved by the Stark County Prosecutor's Office.
 - d. **All conditions and corrections must be met no later than 12 p.m. on March 5, 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 existing structure on the proposed parcel is connected to the Stark County Metropolitan Sewer District system.

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.

Wicker Creek No. 6

SW ¼ Section 1, Plain Township

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

1. Stark County Sanitary Engineer's conditions:
 - a. Provide the developer's financial guarantee for the completion of the sanitary improvements which are to serve the proposed parcels.
2. RPC Staff's conditions:
 - a. On original tract drawing, correct the following:
 - i. Ownership for parcel 5201879 (Reference #10) should be Mason T. Steed & Catherine M. Moeglin; Ownership for parcel 5200437 (Reference #9)- remove Veronica Oakes; Ownership for parcel 5200942 (Reference #6) should be Andrew A. Garman; Ownership for parcel 5214382 (Reference #4) should be Gregory T. & Lorraine F. Harbert; Ownership for parcel 10006412 (Reference #14) should be Layne Michale Wallace & Kathryn Olivia Hughes; Parcel 5217455 should be parcel 10015006; Ownership for parcel 10005906 (Reference #16) should be Joyce Marie O'Neill, Trustee; Parcels 10005920 (Reference #17) and 10005918 (Reference # 18) were combined, new parcel number is 10016097; Parcel 5217736 (Reference #21) should be parcel 10014823; Reference Plain Knolls No. 2 subdivision, include instrument number 202203170012127 and update individual lot number 10 to reflect as new lot number 16; Ownership and instrument number for parcel 5218411- removing the owners as trustees and updating instrument number to 202509030031649; Instrument number for Wicker Creek No. 5 reference should be 202103040011510; Lot range for Saratoga Hills No. 2 reference should be lots 61-93.
 - b. On sheet 1, the Lot Area indicated in the Total Acreage breakdown appears to be slightly off. The Lot Area appears to be 6.1651 acres, then making the total acreage 7.3152. The correction would then match the "Lands Taken From" acreage, which appears to be accurate.
 - c. On sheet 2, correct the following references:
 - i. Instrument number for Wicker Creek No. 5 (2 referenced areas) should be 202103040011510; Instrument number for parcel 5215199 should be 199607150037644; Ownership and instrument number for parcel 5215200- add owners as trustees and update instrument number to 201009090034952.
 - d. On sheet 2, the N.W. Quarter Section 1 reference inaccurately shows as S.E. directional.
 - e. **All conditions and corrections must be met no later than 12 p.m. on March 5, 2026, or the plat will be denied. Please schedule a time with RPC to make the appropriate**

corrections.

Comments/reports:

Stark County House Numbering: Must obtain house numbers for new construction. Corner lots must designate which street the front door will face. Please contact RPC for issuance once the plat has been approved.

Stark County Building Department: Flood plain on north properties; flood plain permits required. Plan shows flood plain location.

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.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:58.

Respectfully submitted,

Susan Nason



**STARK COUNTY
REGIONAL PLANNING
COMMISSION**

Meeting Subdivision Review

Date 03/02/2024

Place RPC

Time 1:30 pm

Sign in below, showing interest represented. Please Print.

[illegible]