MINUTES OF SUBDIVISION REVIEW COMMITTEE MEETING
October 5, 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, October 5, 2026, in the Stark County Regional Planning Commission Conference Room, 110 Central Plaza South, Suite 300. Those present were:

Subdivision Review Subcommittee Members/Alternates:
Matt Bailey, City of Canton
Todd Clark, Stark Soil & Water Conservation District
Mark Cozy, City of Canal Fulton
Jason Haines, City of Massillon
Matthew Michaels, Sanitary Engineer
Todd Paulus, Stark County Health Department
Nicole Wilkinson, Lake Township Resident

RPC Staff:
Bob Nau, Executive Director
Jonelle Melnichenko, Chief of Planning
Corine Valentine, Regional Planner II
Nicole Blunk, Senior Regional Planner
Curtis Bungard, Subdivision Engineer
Abdullah Alanazi, Engineering Technician
Susan Nason, Administrative Assistant

Others:
Frank Nicodemo, FJN Three
Blaine Miller, Clearwater Park
JT Durbin, Family Fun Pools
Mert Yoder, Clearwater Park
Jim Bagent, Family Fun Company
Colin Scott, Robin Industries
Quinn Hall, Robin Industries
Rich Largent, Hettler Largent Engineering
Slama Ayad, Katz Tires
James Stimpert, Katz Tires

MINUTES OF SEPTEMBER 8, 2026

Cozy moved, Clark seconded, and the motion was carried to **approve** the minutes of the September 8, 2026, meeting.

SITE IMPROVEMENT PLAN REVIEW

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

Clearwater Park Swimming Pool
(3 swimming pools, water playground & pool deck)

NE & SE ¼ Section 8 & NW ¼ Section 9, Lake Township

Bailey 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. Show the property lines and provide bearings and distances for all property boundaries.
   b. Show the existing surface, indicate what is to be demolished or removed, and clearly identify the proposed surface.
   c. Provide the existing and proposed impervious areas. If there is an increase in impervious area, 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. Include printouts of the hydrographs and pond report to match the summary tables and plans.
   d. Please email .pdf electronic files rather than paper copies to cdbungard@starkcountyohio.gov.

2. Stark Soil & Water Conservation District's conditions:
   a. Additional information needed. Please show/include disturbance on west side of Hoover Ave. (former gravel parking lot) in site plans. Add this disturbance for calculating the total limits of disturbance for this project.
   b. 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. (Checklist provided). Please submit directly to our office at SWCDPlans@starkcountyohio.gov.

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) Provide a location map depicting existing property lines and the nearest intersection; 2) Show township name, quarter section, tract, range and parcel number; 3) Show plan preparer's name, address and phone number; 4) Show/label bearings, distances and method in which they were derived for the subject tract; 5) Show/label right-of-way lines, centerlines and road widths for adjacent streets; 6) Show/label quarter section line; 7) Show/label all existing and proposed utilities, including wastewater treatment (location, size & type) and easements, including sanitary and drainage (location, width & purpose); 8) Show contour lines; 9) Show existing structures on the subject tract; 10) Show/label conditions on adjacent unplatted land within 50 feet of subject tract's property lines (location & type of buildings); 11) Show owners of adjacent unplatted land and plat names, lot ranges, individual lot numbers and book/page and/or instrument numbers for adjacent platted land; 12) Show total site data, including total acreage and water/drainage facilities; and 13) If improvements are proposed for the parking lot, west of Hoover, a site improvement plan submission may be required. ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

Stark County Sanitary Engineer: There is no proposal of sanitary facilities apparent.

Stark County Health Department: Per Ohio Department of Health approval of pool plans, wastewater generated by the proposed pools must be directed to the sanitary sewer. Sanitary sewer must be provided for this project.

Stark County Building Department: No flood plain.

FJN Three Storage (Rev)
(11,200 sf bldg.)
NE ¼ Section 9, Jackson Township

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

1. Stark County Subdivision Engineer's conditions:
   a. Show the property lines and provide bearings and distances for all property boundaries.
   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. Include printouts of the hydrographs and pond report to match the summary tables and plans.
   c. Please email .pdf electronic files rather than paper copies to cdbungard@starkcountyohio.gov.

2. Stark Soil & Water Conservation District's condition:
   a. Site previously reviewed/inspected by Stark SWCD with final inspection dated October 9, 2024. Please submit revised plan sets directly to Stark SWCD at SWCDPlans@starkcountyohio.gov for further review.

3. Jackson Township Zoning Department's condition:
   a. Jackson Township Zoning Department's approval is required.

4. 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) Show township tract (11) and range (8); 2) Show/label all distances, bearings, and indicate the method in which derived for subject tract; 3) Show/label right-of-way lines, centerline and road width for Lourelton; 4) Remove "proposed" from the labeling of the existing storage buildings, south of the proposed building; 5) Label the type of buildings within 50 feet of the subject tract's property lines on adjacent unplatted land; 6) Update owner information for parcels 1603956; 1623331; 1601424; 1606527; 1616418; 1600209; & 1600210; 7) Correct lot range for McDonaldsville plat (should be lots 1-24); 8) Remove right-of-way labeling for the "16.5 alley" as this is not a recognized roadway; 9) Show/label unit numbers of structures on subject tract; and 10) Update parcel number 1680281 and owner information (should be 10011532). ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

Stark County Sanitary Engineer: There is no apparent proposal of sanitary facilities for the structures proposed on the parcel.

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.

Groffre Investments
(62,378 sf addition, paving & parking)
SW ¼ Section 30, Nimishillen Township

Haines moved, Bailey 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 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. Include printouts of the hydrographs and pond report to match the summary tables and plans.
   b. Please email .pdf electronic files rather than paper copies to cdbungard@starkcountyohio.gov.

2. 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. (Checklist provided). Please submit directly to our office at SWCDPlans@starkcountyohio.gov.

3. 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, add NE directional to Gephart Ave NW and Jeffries Circle; 2) On plan view, add NE directional to Louisville Street and Jeffries Circle; 3) Owner information labeling for parcels 3307515 & 3307514 are transposed; and 4) Correct owner information for parcels 3306459 & 3300325. ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

Stark County Sanitary Engineer: The existing structure on the parcel is connected to the Stark County Metropolitan Sewer District system. The applicant shall contact the Permit Office (330-451-2304) in order to proceed.

Stark County Building Department: No flood plain.

Katz Tires
(2,264 sf addition)
SW ¼ Section 11, Perry Township

Wilkinson moved, Cozy 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. Show property line bearings and distances and basis of bearings.
   b. Label the name and R/W width of the street.
   c. Provide final plans including contours and a utility plan showing how the site's storm water will be collected and directed.
   d. Provide the existing and proposed impervious areas. If there is an increase in impervious area, 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. Include printouts of the hydrographs and pond report to match the summary tables and plans.
   e. Please email .pdf electronic files rather than paper copies to cdbungard@starkcountyohio.gov.

2. 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) Location map should depict the property lines as they exist; 2) Show township name, quarter section (11 SW), township tract (10), range (9) and parcel number (10020686); 3) Show name, address and phone number for owner (as shown on Auditor's site and plan preparer (A. Kunkle); 4) Show north arrow; 5) Show/label distances, bearings and the method in which they were derived; 6) Show/label all existing/proposed easements (location, width, purpose), utilities, including wastewater treatment (location, size, type), if applicable; 7) Show/label all adjacent streets, include names, right-of-way lines, centerlines and road widths; 8) Show/label contour lines; 9) Show structure along northern property line of subject tract; 10) Show/label plat name, lot range, individual lot numbers (subject tract and adjacent) and book/page; 11) Show/label dimensions of proposed parking (length and width); 12) Show total site acreage and dimensions of proposed addition; and 13) Only submit those pages that have been modified. ***More significant changes may require a revised site improvement plan review.***

Other comments/reports:

ODOT: An ODOT e-permit will be required for proposed work within state right-of-way.

Stark County Sanitary Engineer: The existing structure on the parcel is connected to the Stark County Metropolitan Sewer District system. The applicant shall contact the Permit Office (330-451-2304) in order to proceed.

Stark County Building Department: No flood plain.

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

Mac Trailer – Wreck Repair Addition
(10,560 sf addition & walkways)
SW ¼ Section 14, Lexington Township

Bailey moved, Clark seconded, and the motion carried to recommend **approval** of the above-noted *site improvement plan.*

Other comments/reports:

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

Stark County Building Department: No flood plain.

Alliance City Engineer: No water or sanitary sewer tap permits are required since no new taps on public mainlines are proposed. The storm water drainage plan is approved due to the minimal change in drainage discharge. The stormwater is also collected and discharged into an existing private storm sewer system. No excavation permits are needed from the City of Alliance since no construction will be carried out within the city's right-of-way.

Robin Industries
(51,359 sf bldg., walkways, paving, parking, dumpster pad & 2 access drives)
NE ¼ Section 2, Jackson Township

Section 430.A: Site Improvement Plan Sheet Size
Cozy moved, Clark seconded, and the motion carried to recommend **approval** of the variance request of Section 430.A.

Wilkinson moved, Cozy 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 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. Include printouts of the hydrographs and pond report to match the summary tables and plans.
   b. Show the existing storm sewers, the sizes, the capacity of the receiving streams, and show where the site storm will be discharged.
   c. Please email .pdf electronic files rather than paper copies to cdbungard@starkcountyohio.gov.

2. Stark County Engineer's condition:
   a. The proposed access drive spacing does not meet the requirements of the Stark County Access Management Regulations. Please contact Mike Chapin (330-477-6781) to discuss the proposed use of the access drives.

3. 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. (Checklist provided). Please submit directly to our office at SWCDPlans@StarkCountyOhio.gov.

4. Jackson Township Zoning Department's condition:
   a. Jackson Township Zoning Department's approval is required.

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) Show location map with parcel boundaries; 2) Show/label the township, quarter section, tract and range; 3) Show/label the quarter section line on plans and the method in which the parcel boundaries were derived; 4) Show/label the width of Mt. Pleasant St. NW; 5) Show/label the owners of adjacent parcels; and 6) **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 parcel is served by the Stark County Metropolitan Sewer District system. 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 (330-451-7389) for issuance after approval of the site plan has been received.

Stark County Building Department: No flood plain.

RENEWAL OF PRELIMINARY PLAN REVIEW

Blunk presented the staff review and recommendations on the following:

Stone Creek (Rev – 2)
NW ¼ Section 18, Jackson Township

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

Comments/reports:

Stark County Engineer: Please submit sight distance checks to Mike Chapin of the Stark County Engineer's Office for the street access onto High Mill Ave NW. Contact Mike Chapin (330-477-6781) with questions.

Stark County Sanitary Engineering Department: The developer shall provide the necessary sanitary sewer service in conformance with the rules and regulations of this department, the city of Massillon and the Ohio Environmental Protection Agency. Contact Tom Davis (330-451-2335) with questions.

Stark Soil & Water Conservation District: 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 at SWCDPlans@StarkCountyOhio.gov. Both hydric and predominately hydric, wetland soils indicated 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. Contact Todd Clark (330-451-7645) with questions.

Stark County Building Department: No flood plain.

Weston Place (Rev)
SE ¼ Section 16, Perry Township

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

Comments/reports:

Stark County Sanitary Engineering Department: The developer must provide the necessary sanitary sewer service in conformance with the rules and regulations of this department, the city of Massillon and the Ohio Environmental Protection Agency. Contact Tom Davis (330-451-2335) with questions.

Stark County Building Department: No flood plain.

Perry Township Zoning: The site plan revision for Weston Place has a legend at the top right of the first page showing a required side yard setback of ten (10) feet. The R-3 Residential District only requires a five (5) foot side yard setback, then 25 feet for the front and 25 feet for the back.

PRELIMINARY PLAN REVIEW

Blunk presented the staff review and recommendations on the following:

Rock Creek Estates
SW ¼ Section 2, Jackson Township

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

1. Stark County Soil & Water Conservation District's condition:
   a. 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 at SWCDPlans@starkcountyohio.gov.

2. RPC Staff's conditions:
   a. The following information is required to be shown and labeled on the plan, in accordance with Sections 410 and 520 of the Stark County Subdivision Regulations: 1) Show owner's phone number on plans.
   b. Submit three (3) copies of the revised preliminary plan with minor changes required to comply with the above conditions, and which have been signed by the Jackson Township Zoning Inspector. ***More significant changes may require full review and approval of a revised plan.***

Other comments/reports:

Stark County Sanitary Engineering Department: The developer shall provide the necessary sanitary sewer service in conformance with the rules and regulations of this department, the city of Canton and the Ohio Environmental Protection Agency. Contact Tom Davis (330-451-2335) with questions.

Stark County Building Department: No flood plain.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:51 p.m.

Respectfully submitted,

Susan Nason