

# 2016 | Annual Report

**PORTAGE COUNTY  
REGIONAL PLANNING COMMISSION**





# Mission Statement

*Our mission is to improve the quality of life in Portage County by helping communities turn vision into action in order to equitably achieve sustainable communities in harmony with the natural environment.*



## Message from the Director

The Portage County Regional Planning Commission (RPC) had another productive year in 2016. We were able to receive additional grant funding for a variety of projects which helped our funding improve from past years. Funding is always challenging, but we are working to find more consistent funding sources that we can rely on year to year. The RPC continues to make strides in community collaboration and guiding member communities to meet their needs. We continue to provide zoning and mapping needs for our members, process countywide subdivision reviews, administer CDBG grants on the behalf of the Portage County Commissioners, and write multiple grants for our member communities. Other activities included fair housing calls, attending member zoning commission meetings per their request, and assisting with mapping data as requested. We also sit on several boards representing Portage County in the regional setting.

### Some exciting projects that occurred in 2016:

RPC with a special thank you to the Board of County Commissioners were able to fund a **Full-Time Grant Writer**, Amy Craft. Throughout 2016, Amy was able to bring in funds for a variety of projects. They include \$421,000 for the County's Sheriff's Department; \$50,000 for the County Commissioner's from the Ohio Rail Commission; \$50,000 for a County Wide Marketing & Branding Grant; \$30,000 for a parks grant and several others bringing in close to a million dollars of new funding while planting the seeds for future funding. Grant writing opportunities are available to all local communities in Portage County.

RPC is working to complete a **Local Government Innovation Fund Grant (LGIF)** for a parks and recreation collaboration. This grant is to be completed in May 2018, but has great promise by working with all the local communities to better coordinate area parks, amenities and programs, including private sector recreational activities.

RPC has continued to work on completing the **Subdivision Regulations**, which will be completed in 2017. The Subdivision Regulations have not had a major amendment in more than a decade and those agencies that implement the subdivision regulations, including the Greater Akron Homebuilder's Association and others, have provided valuable insight into the process.

As we work through 2017, we will continue to build on the accomplishments of last year. We are actively seeking grant funds on behalf of our communities and for projects that will benefit our communities. We continue to seek membership gains in the RPC. We believe that our services exceed the cost to our members and we want to strive to increase those benefits. On behalf of our hard working staff, I would like to thank all of our community members for their support and for the desire to make their communities and Portage County a greater place for us all to enjoy.

Sincerely,

Todd Peetz, AICP, Director

Portage County Regional Planning Commission

## PCRPC Staff

Todd Peetz, AICP  
Director

Claudia James  
& Haley Wachholz  
GIS Specialist/Planner

Evelyn Beeman  
Office Manager

Lisa Reeves  
CDBG Specialist

Amy Craft  
Grant Writer

Pam Friend  
Administrative Assistant

Jeff Brown  
Intern

## Zoning

RPC reviewed and provided recommendations to townships on zoning resolution text amendments and zoning district amendments. The following are the zoning amendments in which RPC assisted:

### Text Amendments

- Adding definition of signs and special events – Franklin Township
- Non-conforming uses – Franklin Township
- Location of parking areas and driveways – Franklin Township
- Re-establish the 15-foot requirement between accessory buildings and principle buildings – Franklin Township
- Trustee voting on zoning code amendments – Franklin Township
- Adding questions for zoning map amendment applications – Franklin Township
- Multi-Family residences and all other non-residential uses – Franklin Township
- Structures destroyed by natural disasters – Hiram Township
- Prohibited storage – Hiram Township
- Legal descriptions for zoning districts – Mantua Township
- Hotel/Motel/Inn – Rootstown Township
- Square footage of detached, accessory buildings – Rootstown Township
- Certification for wind energy systems – Rootstown Township
- Adding definition of towing – Rootstown Township
- Adding towing as a conditionally permitted use – Rootstown Township
- Non-Conforming Lots – Shalersville Township
- Definition of a carport – Shalersville Township
- Adding carports as a conditionally permitted use – Shalersville Township
- Outdoor Advertising Signs – Suffield Township

### Zoning District Amendments

- Rezoning Heavy Industrial to Residential on Old Forge Road – Brimfield Township
- Rezoning Residential Commercial to Light Industrial on Nichols – Freedom Township
- Rezoning R-1 to C-1 on State Route 305 & Kyle Road – Nelson Township
- Created C-2 District for Nelson Raceway Property – Nelson Township
- Creating EMC-1 District for Nelson Raceway Property – Nelson Township
- Rezoning General Commercial & Neighborhood Commercial and Town Center to Light Industrial – Randolph Township



## Portage County Subdivision Regulations

The Subdivision Regulations Update Committee continued to meet throughout the year to address needed updates to the regulations. Significant updates are proposed to the County Engineer's and Water Resource's requirements to reflect current needs for new residential and commercial developments in Portage County. Changes to the existing "Open Space" regulations are also proposed. The committee hopes to forward the complete set of proposed revisions to the County Prosecutor and Board of Commissioners in 2017.

## Subdivisions

With the exception of two major subdivisions that platted new phases and one revised preliminary plan for a major subdivision, review activity was limited to replats in existing subdivisions.

### Land Divisions and Subdivisions in Portage County 2016

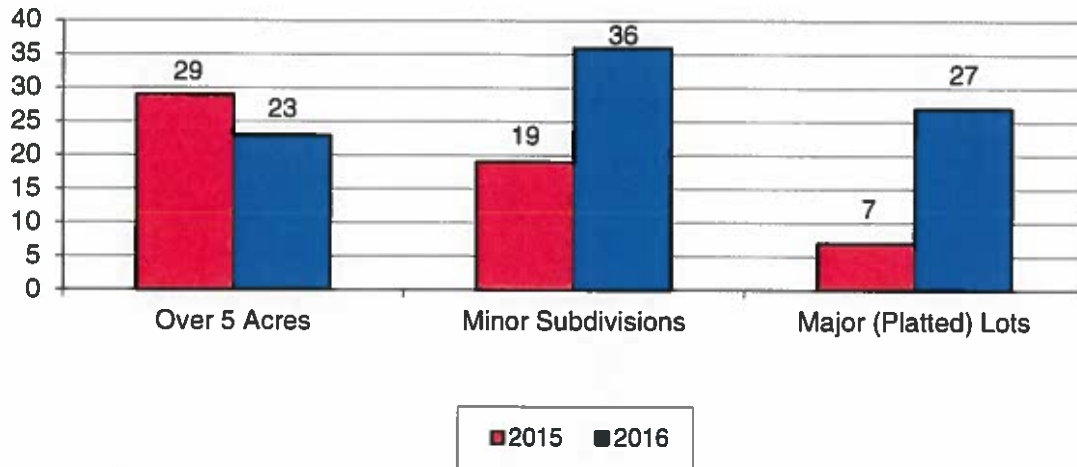
There were 54 subdivision applications and divisions of land to create 86 lots. There was 1 variance from the Subdivision Regulations.

Township	Over 5 Acres	No. of Lots Created by Minor Subdivisions	No. of Lots Created by Major Subdivisions	Total
Atwater	0	2	0	2
Brimfield	2	4	22	28
Charlestown	0	0	0	0
Deerfield	5	0	0	5
Edinburg	0	0	0	0
Franklin	0	0	0	0
Freedom	1	2	0	3
Hiram	4	0	0	4
Mantua	2	0	26	2
Nelson	0	0	0	0
Palmyra	2	2	0	4
Paris	2	0	0	2
Randolph	0	5	0	5
Ravenna	1	6	0	5
Rootstown	1	9	5	15
Shalersville	3	2	0	5
Suffield	0	4	0	4
Windham	0	0	0	0
Total	23	36	27	86

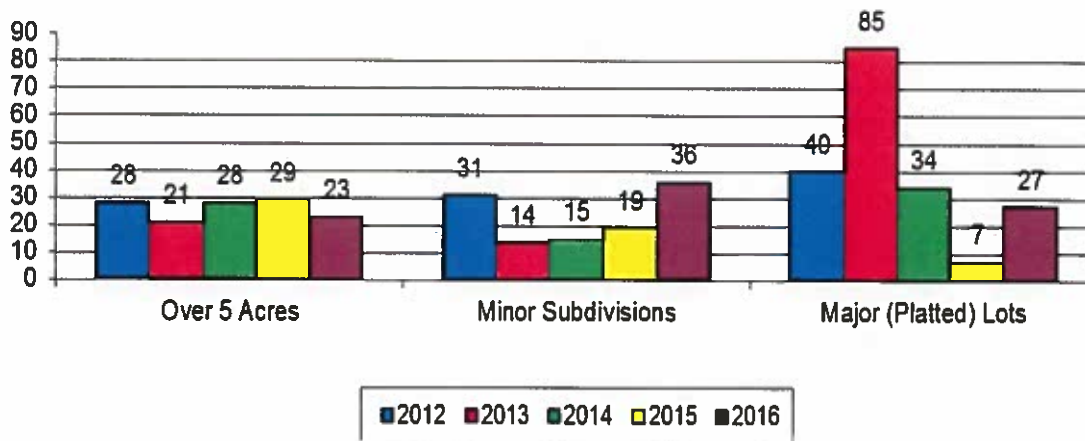
\*Transfers to an adjoining property owner=44. (Not included in table).

## Land Divisions and Subdivisions Lots Approved

Land Divisions and Subdivision Lots Approved 2015-2016



Land Divisions and Subdivisions  
Lots Approved 2012-2016



## Community Development

PCRPC administered \$193,190.79 in CDBG Community Development Grant Program funds for the Portage County Board of Commissioners with the following results:

### 2016 CDBG Allocation Grant

- A chair lift type elevator was installed at the Franklin Township Hall located at 918 Gougler Avenue in the City of Kent to assist the elderly or handicapped to get to the meeting room on the second floor.
- Started construction of an elevator at the former Mantua Center School located at 11741 Mantua Center Road in Mantua Township. Construction is anticipated to be completed by August 31, 2017.
- Started construction on the replacement of the roof at the Phoenix Building located at 111-113 East Main Street in the City of Ravenna.
- Needed repairs were made to concession stand and two (2) ballfields located at 3770 Richardson Avenue in Ravenna Township.
- Contracts were awarded to three (3) contractors for the installation of a 28-foot wide entrance, four (4) light post foundations and a planter; prepare and pave parking lot; installation of four (4) antique light poles between Main and Center Street in the Village of Garrettsville.
- Provided fair housing assistance for 54 households within Portage County excluding the City of Kent.
- Provided educational materials regarding fair housing to 10 agencies/organizations and provided training to 5 agencies/organizations.





## Committees

### ***Celebrate Portage!***

*The RPC is a core participant in Celebrate Portage!, which is a grassroots effort to prepare a countywide vision plan. This project kicked off in 2011 as Visioning in Portage (VIP) and has approximately 200 participants that include all the major regional, county and city agencies.*

*Collaboration and understanding the goals of each community/agency is a key to the success of the program. Celebrate Portage! held the third annual "Celebrate Portage!" events at the end of August and ran through September.*

*The events included the Ravenna Cruise-In, Runway Fest at the Portage County Regional Airport, Volunteer Day with over 200 volunteers and 14 projects around the county.*

*An awards dinner held at NEOMED that recognized and celebrated the great accomplishments in our county. We also offer small \$500 grants for activities in each community.*



## Grants

### **Ohio Local Government Innovation Fund**

As the Asset Mapping grant moved into its final months, the auditor's parcel data for developed non-residential properties and vacant land were prepared in spreadsheet format for each community in Portage County and posted on the county's website. Maps showing developed land and general commercial and industrial zoning were also posted for each community. A PowerPoint presentation explaining the Asset Mapping process was created to meet the final requirement for the grant. The presentation was taken on the road in December 2014 to several regional government entities – the Northeast Ohio Four County Regional Planning & Development Organization (NEFCO) in Akron, the Northeast Ohio Area-wide Coordinating Agency (NOACA) in Cleveland, and the Eastgate Regional Council of Governments in Youngstown.

## Community Member Projects

### **Garrettsville**

Following the devastating downtown fire, Regional Planning worked with the village to map Community Reinvestment Areas to boost opportunities for economic development.

### **Brimfield Township 2016 NatureWorks Grant**

NatureWorks grants are funded through the Ohio Parks and Natural Resources Bond Issue and provide up to 75% reimbursement assistance to local governments for the acquisition, development and rehabilitation of recreational areas. RPC staff assisted Hiram Village in preparing a grant application for the Hiram Village Multi-Use Park on the site of the old elementary school. The village was awarded the grant in December 2014.



**natureWORKS**  
Ohio's Natural Investment

### **Mantua Township–Mantua Center School**

Regional Planning provided assistance to the township by attending and facilitating several meetings concerning the future use of the Mantua Center School. RPC staff provided maps of zoning and land use in the vicinity of the school for township use.

### **Paris Township**

Staff mapped the current Business Zoning District to aid in decisions about setbacks for that district.

### **Ravenna Township**

#### **Ravenna Township/City of Ravenna JEDD**

Regional Planning mapped western side of Ravenna Township along the State Route 59 corridor and provided addresses of business for township-sponsored meetings regarding the formation of the JEDD.

### **Comprehensive Plan Update**

RPC updated maps from the 2004 Comprehensive Plan using current parcel data and other digital mapping data.



### ***Shalersville Township–Zoning update***

*Work continued revising the zoning map and regulations to reflect the recently-adopted Land Use Plan.*

### ***City of Streetsboro***

*RPC completed the city's master plan and several mapping projects to help with decisions on zoning issues in the city.*

### ***Zoning***

*Staff worked on many rezoning and zoning map updates throughout the year.*

### ***Community Development***

*Created Environmental Review maps for projects receiving grant funding. Provided mapping support for the Land Bank and Moving Ohio Forward projects.*

## **Special Projects**

### ***PARTA***

*Supplied PARTA with demographic maps for several proposed bus stop locations.*

### ***Rootstown Township Lake Districts***

### ***Well and Septic***

### ***Ravenna Land Use Plan***

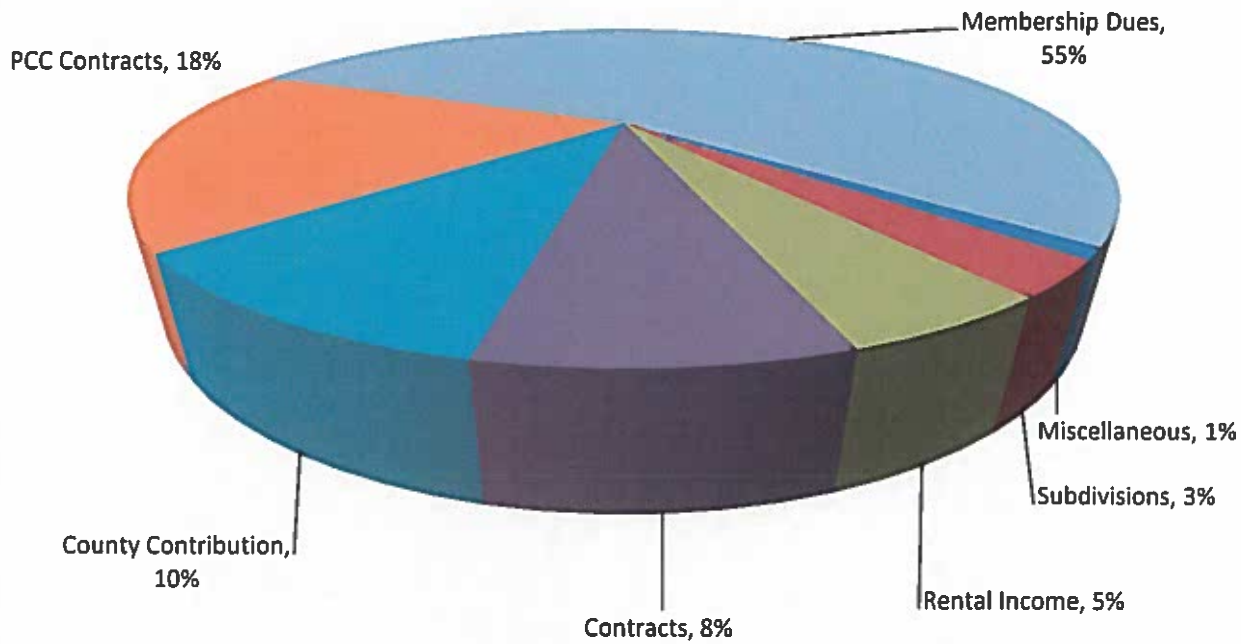
### ***LFPP Grant Feasibility Study***

# Portage County Regional Planning Commission 2016 Financial Report

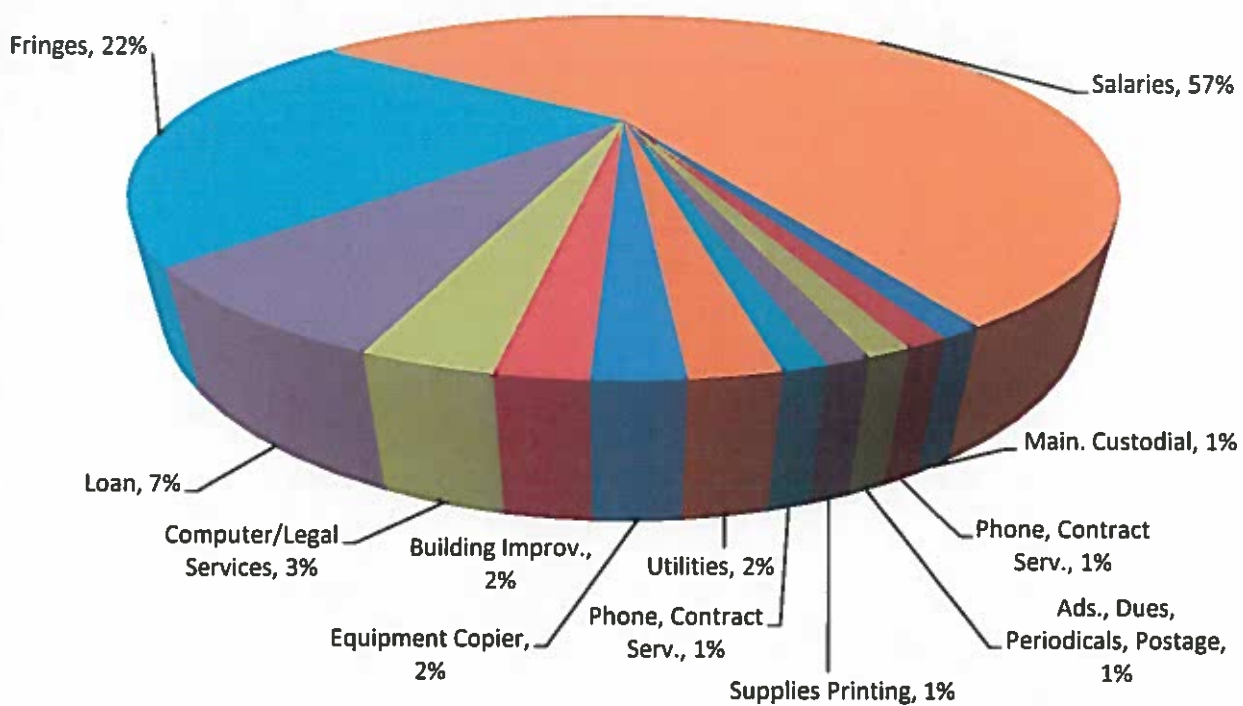
<b>Beginning Cash Balance</b>		<b>69,133.92</b>
<b>Revenue</b>		
RPC Membership Dues	229,233.19	
Subdivisions	12,560.00	
Intergovernmental Reviews	200.00	
Copies/Miscellaneous/Over Hours	575.63	
Publications	-	
Rental Income	21,900.00	
Contracts		
Portage County Septic Program	6,372.71	
Portage Metropolitan Housing Authority	1,541.96	
LFPP Feasibility Study for a Food Hub	4,835.71	
Ravenna City LUP Contract	3,448.58	
NDS/PC Land Reutilization Corporation Contract	3,632.80	
LGIP Park & Recreation Inventory, Implementation Plan	9,337.49	
Streetsboro City Subdivision Regulations Update	2,762.05	
<b>Total Contracts</b>		<b>31,931.30</b>
<b>Grants</b>		
2014 CDBG Formula Grant Administration	3,065.85	
2015 CDGB Formula Grant Project Copies/Bid Books	948.30	
2015 CDBG Formula Grant Administration	37,635.52	
2015 CDBG Formula Grant Fair Housing	5,612.16	
2016 CDBG Formula Grant Administration (Postage)	82.90	
2016 CDBG Formula Grant Administration	9,368.17	
2016 CDBG Formula Grant Fair Housing	168.32	
<b>Total Grants</b>		<b>56,881.22</b>
County Contribution		55,000.00
Refund/Reimbursement		2,303.67
<b>TOTAL REVENUE/BUDGET</b>		<b>479,718.93</b>
<b>Expenditures</b>		
Salaries	271,550.25	
PERS	36,314.25	
Medicare	3,763.87	
Workers Comp	4,327.86	
Health Insurance	70,183.17	
Insurances (Bldg. & Bonds)	354.00	
Maintenance/Custodial Contract	3,000.00	
Utilities	6,854.82	
Telephone	6,347.80	
Contract Services	2,003.88	
Professional & Technical Services	3,356.00	
Audit Services	4,961.00	
Computer Services	339.90	
Legal Services	10,000.00	
Repairs (Equipment, Rental, and Bldg.)	647.00	
Advertising	267.90	
Postage	1,399.00	
Supplies	2,489.56	
Photocopying/Printing	1,545.98	
Dues/Periodicals	534.00	
Travel/Training	2,187.32	
Furniture	-	
Equipment	199.00	
Copier	4,093.55	
Loan (Multi-Purpose Building)	31,778.68	
Building Improvements	948.43	
Reimbursement/Refund	-	
<b>TOTAL EXPENDITURES</b>		<b>469,447.22</b>
<b>Ending Cash Balance</b>		<b>10,271.71</b>
<b>*Unaudited Financial Information</b>		



## 2016 REVENUE SOURCES



## 2016 EXPENDITURES



## Membership

### Atwater Township

John Kovacich  
\*Lynn Whittlesey

### Mantua Village

Ben Prescott  
\*Paul Janson

### Shalersville Township

Nancy Vines  
\*John Kline

### Soil and Water Conservation Office

James Bierlair  
\*Eric Long

### Brimfield Township

Richard Messner  
\*Lisa Cotten

### Nelson Township

Kevin Cihan

### City of Streetsboro

Mayor Glenn Broska

### Portage County Engineer

Mickey Marozzi  
\*Dan Jendrisak

### Franklin Township

Sam Abell  
\*Jenny August

### Palmyra Township

Sandy Nutter  
\*Bill Rohn

### Suffield Township

Mark Frisone  
\*Adam Bey

### PARTA

Clayton Popik  
\*W. Frank Hairston

### Freedom Township

Jeff Derthick  
\*John Zizka

### Paris Township

Tom Smith  
\*Ed Samac

### Sugar Bush Knolls

Jim Beal

### Portage Park District

Allan Orashan  
\*Chris Craycroft

### Garrettsville Village

Rick Patrick  
\*Becky Harrington

### Randolph Township

Pat McGowan  
\*Susan White

### Windham Township

Rich Gano  
\*Joe Pinti

### P.C. Water Resources Department

Gene Roberts  
\*Tia Rutledge

### Hiram Township

Steve Pancost  
\*Jack Groselle

### City of Ravenna

Frank Seman  
\*Don Kainrad

### Windham Village

Deborah Blewitt  
\*Cheree Taylor

### Ex-Officio Members

Hiram College  
Kent State University  
P.C. Health Department  
Habitat for Humanity  
Home Builders Association  
NEOMED

### Hiram Village

Robert Dempsey  
\*Frank Hemphill

### Ravenna Township

Jim DiPaola  
\*Pat Artz

### Portage County

Vicki A. Kline  
\*Terry Montz  
Kathleen Chandler  
\*Melissa Long  
Maureen T. Frederick  
\*Jim Greener

### Mantua Township

Victor Grimm  
\*Sandy Englehart

### Rootstown Township

Joseph Paulus  
\*Jordan Michael

### Officers/Executive Committee

Jim DiPaola, Chairman  
Tom Smith, Vice Chairman  
Todd Peetz, Secretary  
Richard Messner  
Allan Orashan  
Sandy Nutter  
Maureen T. Frederick  
Jim Beal

\*Indicates Alternate Member

## Portage County Regional Planning Commission

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Portage County Regional Planning Commission