

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, DECEMBER 13, 2023
4:30 P.M.

REED MEMORIAL LIBRARY, JENKINS ROOM
167 EAST MAIN STREET
RAVENNA

I. CALL TO ORDER

II. *APPROVAL OF NOVEMBER 8, 2023 MEETING MINUTES

III. SUBDIVISIONS

- *1. Replat of Sublots 5 – 7 in Block “Q” in the “Ravenna Bldg. Co. Allotment No. 2” on Muzzy Avenue, Lot 20 in Rootstown Township, Mark Hirst, applicant

IV. ZONING

- *1. Atwater Township Text Amendment Re: Zoning Inspector Complaint Process.
- *2. Brimfield Township Rezoning From H-C to R-3 on Sunnybrook Road.
- *3. Rootstown Township Rezoning From R-1 to R-2.
- *4. Shalersville Township Text Amendment Re: Add Definition of Wineries and Contractor Yards; Remove Condos from A/R-R in Article 3, Section 312.K.
- *5. Windham Township Text Amendment Re: 7.12, 11.2.F (Appeals and Variances) and Section 2.12.G (Substandard Lot).

**Needs Action*

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.

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

1. November 2023 Work Program Report
2. November 2023 CDBG Report

B. FINANCE

- *1. November 2023 Financial Statements
- *2. Authorization to Enter into an Agreement with the Portage County Prosecutor's Office for Legal Services (Resolution No. 23-12)
- *3. 2024 Appropriation Budget for the Portage County Regional Planning Commission (Resolution No. 23-13)
- *4. Authorization to Enter into Contract with Ravenna Township for the Purpose of Updating their Comprehensive Plan (Resolution No. 23-14)
- *5. Annual Debt Service Payment (Resolution No. 23-15)

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

Next Meeting – Wednesday, January 10, 2024 (Location to be determined)

VIII. ADJOURNMENT

**Needs Action*

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.

**Minutes
Portage County Regional Planning Commission
November 8, 2023**

Portage County Regional Planning Commission dated November 8, 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
Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Randolph Twp., Felecia Davies	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Sugar Bush Knolls Vill., Jim Beal
Shalersville Twp., Ron Kotkowski	Windham Twp., Rich Gano	County Engineer, L. Jenkins Soil
Soil & Water, Anthony Lerch	Water Resources, Tia Rutledge	PARTA, Amy Proseus
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

Public Present:

D. Harmath	L. Haas
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Members Absent:

Franklin Twp., Joe Cicozzi	Garrettsville Vill., Rick Patrick	Hiram Vill., Keith Holmes
Mantua Twp., Susan Lilley	Paris Twp., David Kemble	Suffield Twp., Adam Bey
Windham Vill., Nick Bellas	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.

Due to the lack of quorum, the Executive Committee reconvened to act on the items on the agenda.

PORTAGE COUNTY VETERANS DAY REMEMBRANCE CEREMONY – Sabrina Christian-Bennett

S. Christian-Bennett invited everyone to join the Commissioners on Saturday, November 11, 2023 at 11:00 a.m. at the courthouse lawn for the Portage County Veterans Day Remembrance Day Ceremony.

APPROVAL OF SEPTEMBER 13, 2023 MEETING MINUTES

The September 13, 2023 minutes were presented. J. Paulus noted that on Page 3 he shows that he noted about the Buffalo District. J. Paulus said he only asked about the adverse impacts J. Paulus made a motion to approve the minutes as corrected. Motion seconded by T. Green. Motion carried with 20 Yeas.

APPROVAL OF OCTOBER 11, 2023 MEETING MINUTES

The October 11, 2023 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by C. Walker. Motion carried with 20 Yeas.

SUBDIVISIONS

Replat of Sublots 1 – 9 and 32 – 34 in the “East Park Heights Allotment” on East Main and Hazel Street, Lot 25 S.D. in Ravenna Township and Lot 20 S.D. in the City of Ravenna, Steven Cappelli, applicant – Report presented by Nick DeHaven

The applicant is requesting approval to consolidate 1, 2, 32, 33 and 34 in block “3” and 4, 5, 6, 7, 8 and 9 in Ravenna Township to create Sublot 1-R. The building on site was once a car dealership. Part of the property is in the City of Ravenna and part in Ravenna Township.

The site has public sewer and water available. The sewer is provided by Portage County and water is through the City of Ravenna.

There are no hydric soils on the site. The Portage County Wetland Inventory shows no wetlands on the site. The FEMA Flood Insurance 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 R. Kotkowski to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

Replat of Sublot 18 in “Brimfield Estates” on Howe Road, Lot 23 in Brimfield Township, David DeVault, applicant – Report presented by Gail Gifford

The applicant is requesting approval to split part of Sublot 18. This replat previously came before the Regional Planning Commission in 2022 and was denied due to lack of an adequate method of sewage disposal method.

There is no access to gravity sewer. The existing home (Sublot 18-BR) has access to sewer through Portage County Water Resources via a high-pressure force main. New tap-ins are not permitted on a regional force main; therefore, the vacant subplot 18-AR must be evaluated for septic. The site has been evaluated and has received approval from the Portage County Health Department. Central water is not available to the sublots.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by T. Meyer. Motion carried with 20 Yeas.

Replat of Sublots 33 – 36 in the “Gougler Homesites Allotment” on Randolph Road, Lot 67 in Randolph Township, Diamond Title on behalf of Mark and Jodi Hobson, applicant – Report presented by Nick DeHaven

The applicant is requesting approval to create one lot, Sublot 33-R by combining Sublots 33, 34, 35 and 36.

The site is a large property with a home, detached garage, small pond and wooded area.

Public sewers are available to the site through Portage County Water Resources. The property uses well water as there is no public water available.

The FEMA flood map shows no flood hazard areas on the site. According to the National Wetland Inventory there are wetlands southwest of Sublot 33-R.

The replat complies with the Portage County Subdivision Regulations. Staff recommends approval of the Replat as submitted.

A motion was made by C. Walker to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 20 Yeas.

Replat of Sublot 3-R1 in the “Turnpike Commerce Center” on Beck Road and State Route 44, Lots 46 and 47 in Shalersville Township, Viega, LLC., applicant – Report presented by Gail Gifford

The applicant is splitting Lot 3-R1 into four lots. The Plat was approved on September 19, 2023 by the Regional Planning Commission and was recorded on October 2, 2023. The previous replat on this site, which formed lot 3-R1 was recorded on October 16, 2023. A variance to the wetland survey covers the original platted Lot 3 of the Turnpike Commerce Center and runs with the land.

The site is currently vacant. The site will eventually have access to central water and sanitary sewer through Portage County Water Resources. The water main has been installed. Sanitary sewers and the pump station have not been completed however, the bonding and agreements are in place.

According to the National Wetlands Inventory there appears to be no wetlands on or adjacent to the site. According to the FEMA Flood Map there are no floodplains on the replat.

Lori Haas who is representing Viega, LLC. said they decided to split it into four parcels for economic reasons. Viega wants to develop one parcel right now and then develop the others subsequently. In the meantime, what they have done is as soon as the Replat gets recorded a Declaration of Easements to allow cross access between all four of the parcels to allow access to utilities, maintenance, encroachment, etc. When the first parcel is developed there will be an access road that will connect to Beck Road and that will be the main access point. All four parcels will have access to Beck Road through the Declaration.

All items that were found to be in compliance with the Subdivision Regulations have been corrected therefore, staff recommends approval of the Replat.

A motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

The intent of Section 370.03.I was to allow existing dwellings in industrial districts and their accessory uses to be conforming, but not allow any new dwellings or dwelling units to be constructed. The phrase “no new construction” has raised concern that existing homeowners could not building detached accessory buildings, even though they were intended to be permitted. The proposed amendment is intended to make the intent of this section clearer.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

October 2023 Work Program Report

Todd presented the October 2023 Work Program Report.

- P.C. Subdivision Regulations Update – The next Steering Committee has been scheduled for November 28, 2023.
- Quarterly Zoning Inspector’s Meeting – A meeting was held on October 26, 2023 and the topic was about a variety of ongoing topics. The next meeting will be held on January 25, 2024 at 6:00 p.m. The meeting location and the topic is to be determined. Discussion was held in rotating where the meetings are held each quarter.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program - Four septic systems are in process, and one is pending owner information.
- Shalersville Township Land Use Plan – The next meeting with the Township is on November 9, 2023 and the project will run through early 2024.

- Portage County Water Resources GIS Assistance – Al Zavertrnik has been providing 80 hours/month in GIS services for Water Resources.
- Brimfield Township Historic Structures Story Map Project – The interactive map has been completed.
- Brimfield Township Comprehensive Plan Update – The next meeting will be held December 14, 2023.
- Ravenna City Comprehensive Plan – The kick off meeting will be scheduled for some time in December and it is anticipated that the project will be completed in July 2024.

October 2023 CDBG Report

Lisa presented the October 2023 CDBG Report.

2022 Community Development Allocation Program

Public Facilities – Volunteer Project – The bid opening was held on October 11, 2023. The Commissioners have awarded the project, and the contracts are being prepared.

Clearance Activities – Coleman Demolition Project – Working on bid specifications and are anticipating the demolition going out to bid by mid-November.

Neighborhood Facilities/Community Center – Freedom School House ADA Project – The Advertisement for Bid was published in the newspaper on October 22, 2023. Bids are due by 2:00 p.m. on November 15, 2023.

An application for RLF funds was submitted on Freedom Township's behalf for additional funds needed to cover the estimated cost of construction.

Neighborhood Facilities/Community Center – DMRC ADA Project – The contract was awarded by the Commissioners and the contract is being prepared.

Fair Housing – Three requests for assistance was received in October.

Public Service – Senior Assistance Program – Lawn mowing services have ended for the season. Leaf removal services will start in November.

Clearance Activities – Citywide Demolition Program – Working on the bid specifications and are anticipating the demolition going out to bid by mid-November in conjunction with the Coleman Demolition Project.

2022 Downtown Revitalization Target of Opportunity Program

Façade Improvements – Private Rehabilitation – The architect is preparing the specifications and are anticipating the project going out to bid in the spring 2024.

Residential Public Infrastructure Grant – CHINN Sewer Construction

The pre-application was resubmitted however, OCD has opened applications for all available funds and recommended re-submitting in June 2024.

Residential Public Infrastructure Grant – Mantua Village

OCD has requested the income survey to be re-done before applying for funding.

FINANCE

October 2023 Financial Statements

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

C. Walker made a motion to approve the October 2023 financial statements as presented. Motion seconded by T. Meyer. Motion carried with 20 Yeas.

FAIR HOUSING PRESENTATION

Under the CDBG Allocation we are required to provide fair housing training and information to agencies/organizations and to communities where funds are being spent.

2 brief videos were shown. One video was about “familial status” and the 2nd video was about “housing discrimination.

Anyone with any questions regarding fair housing can contact Lisa Reeves at (330) 297-3613.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on December 13, 2023 at 4:30 p.m. located at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

DIRECTOR’S REPORT

Todd presented a summary report from the retreat that was held on October 20, 2023.

ADJOURNMENT

A motion was made by A. Orashan to adjourn the meeting at 5:20 p.m. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

Minutes approved at the December 13, 2023, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on November 8, 2023 at: 3:43 p.m.

In Attendance: J. Beal J. DiPaola S. Christian Bennett
F. Seman A. Orashan

Staff: T. Peetz E. Beeman

Absent: S. Nutter

J. DiPaola opened the meeting at 3:43 p.m. The meeting was held at 167 East Main Street, Jenkins Room at the Reed Memorial Library in Ravenna. The minutes of October 11, 2023 were presented. Motion made by J. Beal to approve the October 11, 2023 minutes as presented, seconded by S. Christian Bennett. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Planning Administration

A total of 11 subdivision applications were submitted during the month of October 2023 with 11 new lots being created.

Todd gave an overview of the member service activities for the month of October 2023.

Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)

Staff attended the October Board meeting.

Portage County Housing Services Council

Staff attended the July quarterly meeting.

Portage Development Board (PDB)

Staff attended the July 2023 quarterly board meeting.

Todd reported the Rootstown/Ravenna City JEDD is still in the works.

Quarterly Zoning Inspector Meeting

A meeting was held on October 26th @ 6:00 p.m. Discussion on a variety of ongoing topics. The next meeting will be held on January 25, 2024 @ 6:00 p.m. Meeting location and topic to be determined.

Portage County Storm Water Program

Staff continue to take applications to help homeowners replace failing septic systems. E. Beeman reported on 4 septic replacements currently in the process of being replaced. A new contract will need to be in place to continue this program in 2024.



Portage County Comprehensive Plan

This plan will guide growth and development while encouraging participation in programs which provide for the physical, social, and economic needs of County residents over the next 30 years. The Portage County Vision plan was presented at the November 9th, 2022 Commission meeting. The Portage County Commissioners approved the 2032 Vision Plan on December 11, 2022. The Portage County Commissioners adopted the Comprehensive Plan on May 18, 2023. Staff will be meeting with the Commissioners and related department heads to set priorities. RPC will prepare the total amount owed for the multi-purpose building to the Commissioners. The RPC will be making a debt service payment to the county this year against the outstanding debt. An agreement needs to be put in place when the final payment is made on the multi-purpose building the title will transfer from the Portage County Commissioners to the Portage County Regional Planning Commission.

Portage County Water Resources GIS Assistance

Staff will provide GIS mapping assistance to fill out the attribute tables or pre-existing water and sewer lines. Our goal is to provide 80+/- hours per month. Todd reported one of the interns who was working on the Kent Historic Structures Story Map was retained to help with the Water Resources project. He is working a steady 27 hours/week on the project. He also received a wage increase to \$20/hour.

Shalersville Township Land Use Plan

Online web presence has been prepared. Several community meetings will be held for community participation. Todd stated work needs to be done in relation to the Streetsboro JEDD that Shalersville Township is part of. The first community meeting was held on February 16th, 2023. The second community meeting was held on March 25, 2023. The next public hearing is expected to be September 21st. Staff will meet with township officials on November 9th. Ongoing

Brimfield Township Comprehensive Plan update

Todd reported the 2020 census data for communities is now available and will be incorporated into the plan. Staff will evaluate the short-term goals and objectives and establish or update them, as necessary. Staff met with the Zoning Commission on October 12th 2023. The next meeting is scheduled for December 14th.

Brimfield Township Historic Structures Story Map Project

Held meeting with Brimfield Township to discuss goal setting and options. Preparing a community survey and an outline for potential creation of historical district. Working with Kelso House and related community members to help support information gathering related to this project. Todd stated the interns have done a great job on this project. There are still a few things left to do. The community survey, which is now out, and historic district language was presented in October.



Kent City Historic Structures

Todd stated the interns have begun work on the Kent Historic Structures Story map project. Drone footage will be utilized for this project.

Ravenna City Comp Plan update

Todd has been working with Cheryl on the selection of steering committee members. Updates to the maps have begun for the comp plan. It would be good to use this document as a marketing tool for the future. Todd stated he would like to talk with city officials to see what they would like to see for the City. Kick-off meeting will be at the end of November. The plan will be very community focused and user friendly for the public. We anticipate this project being completed sometime in July 2024. The first week of December we look forward to having a kickoff meeting with the steering committee.

2022 Residential Public Infrastructure Grant

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1st, 2nd, and 3rd Allotments. The service area currently does not have access to public water or sanitary sewer system. The purpose of this project is to construct a new public wastewater collection system that will address water quality violations encountered by the EPA and the PC Health Department in the project service area located in Ravenna Township. A permit to install has finally been secured, therefore a full application can be prepared/submitted to OCD. Because OCD has revamped the pre-application and application process OCD has requested a new pre-application be submitted to them.

2021 CDBG Critical Infrastructure Grant (Windham Village)

Portage County was awarded \$452,100 for this project. Grant received; the Commissioners signed the agreement. An environmental review of the project has been completed. Release of funds received. A resolution was passed by the Commissioners to award the contract for engineering services. The contract is in place and notice to proceed has been issued for engineering services. A field survey has been completed. The Engineer is working on the design plans, bid form, and is preparing an estimate. Project is out to bid with bids due on 6/14/23 at 2:00 p.m. Bid opening held with 2 bids received. The contract was awarded by the Portage County Commissioners and is being circulated to obtain signatures. Under construction and will be completed by August 31, 2023. Construction has been completed. Testing has been completed and final restoration is nearing completion. We are awaiting final invoices from the contractor. **UPDATE:** Grant is in close out phase.

2021 CDBG Critical Infrastructure Grant (Ravenna City)

Received notice on 9/29/21 Portage County was awarded \$253,600 for this project. Grant received; Commissioners have signed the agreement. An environmental review of the project has been completed. The release of funds has been received. The contract is in place and the notice to proceed has been issued. A pre-construction meeting was held. Construction started September 26, 2022. Construction restarted on March 27, 2023. It is anticipated that



construction will be completed by the end of May 2023. A punch list is being completed
UPDATE: Project is complete. Grant close out to begin.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM (Mantua Village)

Improvements are being proposed to a small block of buildings located on the east side of Main Street, north of Prospect Street within the village. A pre-application was submitted in the amount of \$165,630. OCD determined the project was not eligible for funding and has recommended alternative methods of funding. The maximum grant amount is \$250,000. This grant was funded for \$215,800 in grant funds. Grant period runs from July 1, 2023 through August 31, 2025. **UPDATE:** Grant agreement signed and in place. Environmental review is now complete.

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT

Portage County allocation is \$480,000; City of Streetsboro allocation totals \$150,000.

The Portage County Commissioners received the following proposals for the 2022 Community Development Allocation Grant:

1. Ravenna Hot Stove League for \$125,000 to pave Volunteer Park Road
Environmental review is complete, funds released February 21, 2023. Awaiting revised cost estimate from the Ravenna City Engineer. The estimate to complete the project has increased by \$46,481.75. An application was prepared and submitted to obtain RLF Funds through the City. Revolving loan funds application was approved by the Portage County Commissioners. We are waiting for road specifications from the Ravenna City Engineers Office. Project is out to bid with bids due on 10/11/23. **UPDATE:** The Portage County Commissioners have awarded the project. Contracts are being prepared. Revolving loan funds received in the amount of \$46,481.75.
2. Freedom Township Historical Society for \$53,900 to comply with ADA requirements. An ADA compliant sidewalk and lift area as well as 2 handicapped accessible parking spaces. Environmental review is complete, funds released February 13, 2023. RFP has been prepared for architectural services, advertised on 5/29/23. RFPs are due by 2:30 p.m. on June 14, 2023. Architectural contract in place. The drawings were reviewed by the Freedom Historical Society, Freedom Township trustee and the architect. The project is anticipated to go out to bid in late October. **UPDATE:** Bids are due by 2:00 11/15/23. An application for RLF Funds was submitted on Freedom Township's behalf for additional funds to cover the estimated cost of construction.
3. Coleman Professional Services for \$45,600 to demolish a blighted house at 463/465 Chestnut Street. Environmental review is complete. Request for release of funds was signed by the Commissioners on March 9, 2023. Request for release of funds was signed and submitted to OCD. Asbestos survey is in place. The contract is in place and notice to proceed has been issued. **UPDATE:** Anticipating demolition going out to bid mid-November.



4. Downtown Mantua Revitalization Corporation (DMRC) for \$186,329 to provide ADA accessibility to the fronts of all businesses in the east block of Main Street in downtown Mantua Village. Environmental review is complete, release of funds released February 21, 2023. Met with DMRC to discuss timeline and information needed to move forward with bidding out the construction. Waiting for the updated cost estimate and plans/specifications to be completed. Bid opening was held September 27, 2023. Three bids were received. Bids are being evaluated. **UPDATE:** Portage County Commissioners have awarded the contract. Contract being prepared.
5. Public Service Senior Assistance Program for the City of Streetsboro. Funds are being utilized to provide senior services such as lawn mowing, leaf cleanup and snow removal to benefit LMI and/or disabled residents within the City. We are currently assisting 91 seniors through the program. **UPDATE:** Lawn mowing services have ended. Leaf removal services start in November.

The general CDBG Public Hearing was held on April 14, 2022. The Commissioners decided which projects to submit and held a public hearing on June 2, 2022. Grant application was submitted on June 29, 2022. Grant agreement received and signed by Board of Commissioners. Environmental review is completed with funds being released in February 2023. Contract between RPC/Commissioners for administration of the grant is now in place.

2022 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE

The Village of Mantua wastewater collections system consists of approximately 36,065 linear feet of 8-inch to 12-inch vitrified clay pipe (VCP), polyvinyl chloride (PVC) and truss piping. Some water laterals have been found to be tapped improperly, hammer tapped, and without a proper wye connection or grout these connections contribute to the infiltration. Improvements to be completed will be the cleaning and camera of sewer lines, grouting of joints and hammer taps in the system, fixing of cracked pipes, inspection, and possible sealing of failing brick manholes. With the improvements of the inflow in the collection system, this will ultimately send less flow to the Village of Mantua Wastewater Treatment Plant and cost less to treat the Villages wastewater and reduce potential of sanitary sewer overflows into the Cuyahoga River. OCD will start accepting applications beginning July 1, 2023.

2022 CDBG TARGET OF OPPORTUNITY PROGRAM - DOWNTOWN BUILDINGS PROGRAM

10676, 10678, 10682 Main Street in Mantua Village requests \$215,800 to assist with facility improvements that will increase the structural integrity, accessibility, and safety of those entering these buildings. The buildings are over one hundred (100) years old and suffer from mortar joint issues. The Village will rebuild sidewalks and steps with ADA compatible access ramp, continuous handrails for the stairs and ramp, replace entry doors with commercial doors, replace glazing with insulated low energy glazing, rebuild store front columns, cornice, and overhangs, along with cleaning and repairing the brick work and joints on the West, South and East of the building.



RPC GENERAL FUND

October 1, 2023 Cash Balance	\$82,728.82
Receipts:	\$8,049.81
Expenditures:	\$43,696.42
October 31, 2023 Cash Balance	\$47,082.21

B-X-21-2 Ravenna City Critical Infrastructure

October 1, 2023	\$3,346.22
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
October 31, 2023 Cash Balance	\$3,346.22

B-X-21-1 Windham Village Critical Infrastructure

October 1, 2023	\$150,050.99
Receipts:	\$ 0.00
Expenditures:	\$ 12,000.00
October 31, 2023	\$138,050.99

B-D-22-1CJ-1 Target of Opportunity NEW GRANT

October 1, 2023	\$0.00
Receipts:	\$5,000.00
Expenditures:	\$0.00
October 31, 2023	\$5,000.00

B-F-22-1CJ-1 County Formula Grant

October 1, 2023	\$ 6,314.31
Receipts:	\$27,000.00
Expenditures:	\$ 875.00
October 31, 2023	\$32,439.31

2023 Financial Statements

E. Beeman presented and reviewed the October 2023 financial statements. A motion was made by S. Christian Bennett to approve the October 2023 financial statements as presented and reviewed and to recommend acceptance to the full Commission, motion seconded by J. Beal. Motion carried unanimously.



Other Business:

Todd did an overview of the Board Retreat analysis of Regional Planning that was held on Friday, October 20, 2023. J. DiPaola stated we should look at doing this once a year to get feedback.

Todd reported he has approached several board members to serve on the Executive Committee to give long time members the ability to withdraw as board representatives as they have served for many years.

Todd stated we are looking into a new program GIS Urban for purchase. There are currently 2 versions available for a cost of \$1,800 and \$3,000. It would be a good planning tool.

Todd is working on providing a cost estimate for Ravenna Township to update their Comprehensive Plan.

University Hospital has made a request to be a member of the Planning Commission. They need to send a formal request to the Commission Board to act upon.

Staff are working on 3 different LMI surveys. The area includes Rootstown Township, Mantua Village and Franklin Township.

Gail Pavliga is looking for projects and/or ideas to go after capital budget funds.

There being no further business to come before the Committee a motion was made by S. Christian-Bennett to adjourn the meeting at 4:20 p.m. seconded by J. Beal. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz

Minutes submitted for approval by Secretary on December 13, 2023

**REPLAT OF SUBLOTS 5-7
IN THE RAVENNA BUILDING COMPANY ALLOTMENT NO.2,
BLOCK Q IN LOT 20 OF ROOTSTOWN TOWNSHIP**

Case No: 23-37

Reviewed By: Nick DeHaven

Date Received: 11/20/2023

Due: 12/20/2023

APPLICANT(S): Mark Hirst

REQUESTED ACTION & HISTORY: The applicant requests to create two lots, sublots 6-R and 9-R-R, by combining lots 5, 6, and 7. The purpose is to move the property line away from the house.

LOCATION: Vicinity Map (Exhibit 1): The location of this replat is south of Sandy Lake Road and east of Prospect Street on Muzzy Avenue.

SIZE & ZONING: (Exhibit 2):

Site Zoning: The replat is zoned Residential Village/ Planned Residential Development (R-V).

	<u>R-V</u>	<u>6-R</u>	<u>9-R-R</u>
Min. Lot Size	7,000 sq. ft. 2 acres	0.1859 acres	0.1859 acres
Min. Frontage	60 feet	75 feet	75 feet
Min. Lot Width	60 feet	75 feet	75 feet

Surrounding: The zoning surrounding sublots 6-R and 9-R-R to the north, east, and south is R-V. The zoning to the west of sublots 6-R and 9-R-R is zoned Lake District (L-D).

LAND USE: Site: Sublot 9-R-R has a home and subplot 6-R has a home soon to be razed.

Surrounding: North of subplot 6-R is wooded vacant lots and north of subplot 9-R-R is subplot 6-R. East of sublots 6-R and 9-R-R are vacant wooded lots. South of subplot 6-R is 9-R-R. South of subplot 9-R-R is a home. West of sublots 6-R and 9-R-R are vacant wooded lots.

UTILITIES: Public sewer and public water are available to the property through Portage County.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Flood Hazard: The FEMA Flood Insurance Rate Map, effective date 2009, shows no flood hazard areas on the site.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: According to the Portage County Soil Survey, there are two soils on the replat. The soils are Geeburg silt loam (GbB) and Remsen silt loam (RmA, RmB).

- Geeburg silt loam, 2-6% slopes (GbB): Very slow permeability, seasonal wetness and a high shrink-swell potential are major limitations to non-farm uses.
- Remsen silt loam, 0-2% and 2-6% slopes (RmA, RmB): Seasonal wetness, a high shrink-swell potential, and slow permeability are limitations to non-farm uses. On level land, Remsen silt loam (RmA) can have hydric inclusions in drainage ways and depressions.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there are wetlands southwest of subplot 9-R-R.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

	Approval	Conditional Approval	Disapproval	No comment
<i>Chief Building Official:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>County Engineer:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Health Dept. (to accept):</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Soil & Water Conservation Dist.:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tax Map:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Water Resources Dept. (to accept):</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rootstown Twp Zoning Inspector:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS: This replat complies with the Portage County Subdivision Regulations.

ANALYSIS: The applicant is combining 3 lots to create two sublots 6-R and 9-R-R. The sublots are outside the wetland area and have two soils that are not hydric. The two sublots comply with township lot and yard requirements. The zoning of sublots 9-R-R and 6-R aligns with the surrounding zoning.

RECOMMENDATIONS: Staff recommends approval.



0 50 100 Feet

— Railroad
 — Township Boundary

— Parks
 — Water

0 2,000 4,000 Feet



Exhibit 1 **Ravenna Building Company Allotment No.2, Block Q Replat of Sublots 5-7**

Rootstown Township

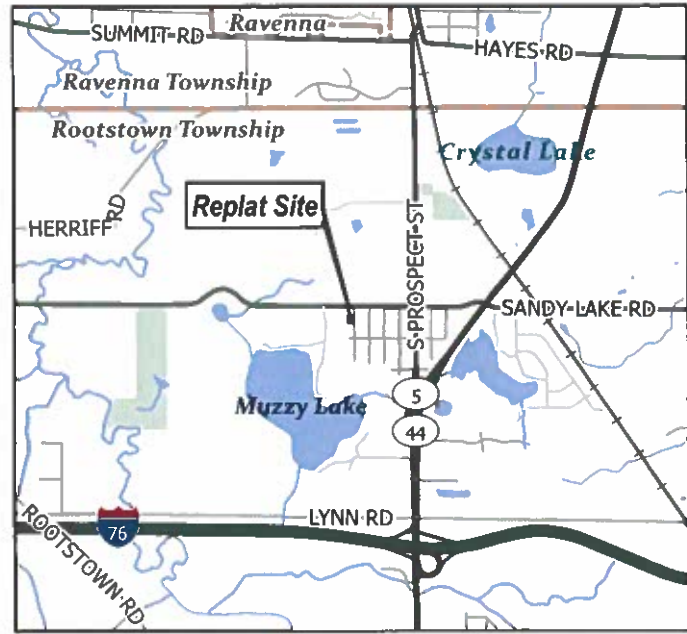
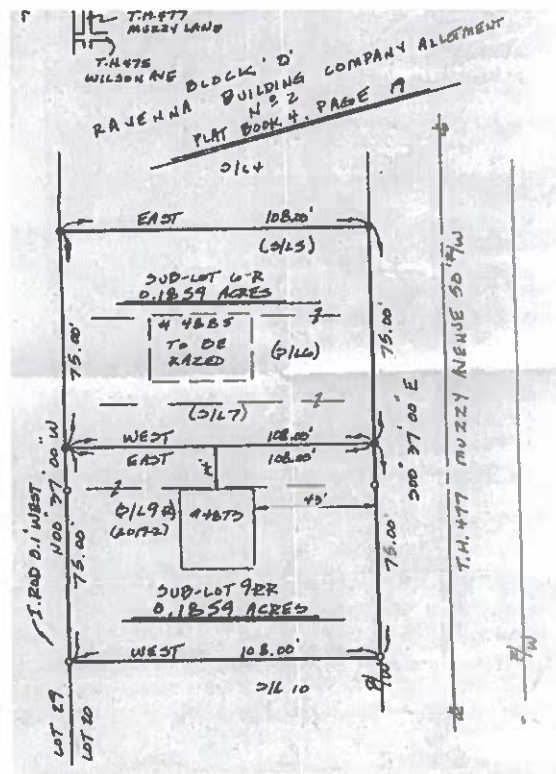


Exhibit 2 Replat

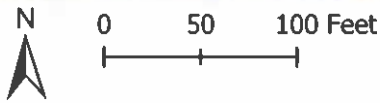


11/22/2023



Data Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR-USGS, 2020; Railroads, ODOT, 2022; Aerial, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022.

Soils



Note:
Floodplain & wetland locations are
approximate and not to survey quality

PCRPC 11/22/2023

Data Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR, 2020; Flood Zones, FEMA FIRM, 2017; Wetlands, NWI USFWS, imagery 2007, updated 2021; Soils, Portage County Soil Survey digital version, updated 2021; Aerial, Portage County GIS, 2022.

Exhibit 3

Ravenna Building
Company Allotment
No.2, Block Q
Replat of Sublots 5-7

Rootstown Township

- Hydric Soils
- Soils
- Wetlands
- Portage County Wetland Inventory

Wetlands & Floodplains



**ATWATER TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
DECEMBER 2023**

Received: November 13, 2023
Meeting Date: December 13, 2023

Reviewed by: Nick DeHaven

Bolded is new text and ~~struck-out~~ text is to be deleted. All CAPs are staff suggested language.

**Amendment 1
Section 15 (D)**

**Existing:
15.00 VIOLATIONS**

A. PREVENTION OF VIOLATIONS

In case any building is or is proposed to be located, erected, constructed, reconstructed, enlarged, changed, maintained, or used in violation of this Resolution, or any land is or is proposed to be used in violation of Sections 519.01 to 519.99, inclusive, of the Revised Code of the State of Ohio, or if any regulations or provisions adopted by the Board of Township Trustees or other Township Boards, the Prosecuting Attorney, the Township Zoning Inspector, or any adjacent or neighboring property owner who would be especially damaged by such violation, in addition to other remedies provided by law, may institute an injunction, mandamus, abatement, or any other appropriate action or proceeding to prevent, enjoin, abate, or remove such unlawful location, erection, constructions, reconstruction, enlargement, change, maintenance or use. The Board of Township Trustees may employ special counsel to represent any proceeding or to prosecute any actions brought under this section.

B. VIOLATIONS

Violations of buildings erected, altered, moved, raised, or converted or any use of land or premises carried out in violation of any provision of this Resolution are declared to be nuisance per se.

C. INSPECTION

The Zoning Inspector shall inspect each alleged violation and shall, in writing, order correction of all conditions which are found to be in violation of this Resolution.

D. CORRECTION PERIOD

The Zoning Code(s) have been approved by the Atwater Township Trustee's and any violation of these codes shall be applied in this manner.

- 1) When the zoning inspector receives a complaint or witnesses a potential violation, the zoning inspector shall investigate. If after the investigation the violation is confirmed, a violation letter will be sent out to the property owner.
- 2) The property owner shall have thirty days from the date of the letter to correct the violation. If more time is needed to correct the violation, the property owner needs to contact the trustees for an extension of time at their next available trustee's meeting.
- 3) If after thirty days, or the extension, the violation still exists, the matter must be turned over to the Prosecutor's Office for enforcement.
- 4) The ensuing action may result in court costs and fines that increase with the length of time that the property owner remains in violation.
- 5) If fines do not result in compliance, then such amount may be placed as a lien on the property owned by the violator.

Proposed: (shown in bold)

D. Correction Period

The Zoning Code(s) have been approved by the Atwater Township Trustee's and any violation of these codes shall be applied in this manner.

- 1) When the zoning inspector receives a complaint or witnesses a potential violation, the zoning inspector shall investigate. If after the investigation the violation is confirmed, a violation letter will be sent out to the property owner.
- 2) The property owner shall have **a maximum 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.~~
- 3) If after thirty days, or the extension, the violation still exists, the matter must be turned over to the Prosecutor's Office for enforcement.
- 4) The ensuing action may result in court costs and fines that increase with the length of time that the property owner remains in violation.
- 5) If fines do not result in compliance, then such amount may be placed as a lien on the property owned by the violator.

Staff Comments: This amendment is intended to further describe in general terms the process of a zoning violation. This amendment is replacing the September amendment of the same section. The new language was worked through the Prosecutor's Office. This is a straightforward and understandable process that was previously suggested.

Staff Recommendations: Approval as resubmitted.

Atwater

The zoning codes have been approved by the Atwater Township Trustee's and any violation of these codes shall be applied in this manner.

- 1) When the zoning inspector receives a complaint or witnesses a potential violation, the zoning inspector shall investigate. If after an investigation the violation is confirmed, a violation letter will be sent out to the property owner.
- 2) The property owner shall have a maximum of thirty days from the date of the violation. If more time is needed to correct the violation, the property owner to contact the trustee liaison for an extension of time.
- 3) If any thirty days, or the extension, the violation still exist, the matter may be turned over to the Prosecutors Office for enforcement.
- 4) The ensuing action may result in court cost and fines that increases with the length of time that the property owner remains in violation.
- 5) If fines do not result in compliance, then such amount may be placed as a lien on the property owned by the violator.

This is in reference to Section 15D of the zoning book.

**BRIMFIELD TOWNSHIP
ZONING MAP AMENDMENT
REVIEW BY RPC STAFF
DECEMBER 2023**

Reviewer: Gail Gifford, AICP
Date Received: 11-2-23
Hearing Date: 12-13-23

Applicant: Brimfield Township

AMENDMENT 1
Amend Zoning Map from H-C Highway Commercial to R-3 Residential Medium High Density

PROPOSED/RECOMMENDED CHANGES

The proposal is to change the Zoning Map from Highway Commercial (H-C) to Residential Medium High Density (R-3) for four parcels along Sunnybrook Road. The amendment consists of approximately 4.69 acres.

04-038-00-00-008-000
04-038-00-00-009-000

04-038-00-00-010-000
04-038-00-00-011-000

The information provided by the applicant is included in the report as appendix 1.

This 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 one is a vacant lot.

The differences are shown in the following zoning comparison table:

Note: *Italics* depict differences in the rezoning from Highway Commercial (H-C) to Residential Medium High Density (R-3).

Requirements	H-C Existing	R-3 Proposed
Use Type	General commercial uses plus banks, restaurants, and mixed-use structures.	<i>Single family</i>
Minimum Lot Size	1 acre	<i>0.5 acres</i>
Minimum Lot Width	100 Feet	100 Feet
Minimum Lot Frontage	100 Feet	100 Feet
Minimum Rear Yard Width	50 Feet	50 Feet

Minimum Front Yard Setbacks	50 Feet	50 Feet
Minimum Rear Yard Setbacks	30 Feet	<i>25 Feet</i>
Minimum Side Yard Setbacks	12 Feet	<i>15 Feet each side</i>
Maximum Building Height	40 Feet	<i>35 Feet</i>
Maximum Lot Coverage	80% impervious	<i>40% impervious if 1/2-1-acre lot</i>

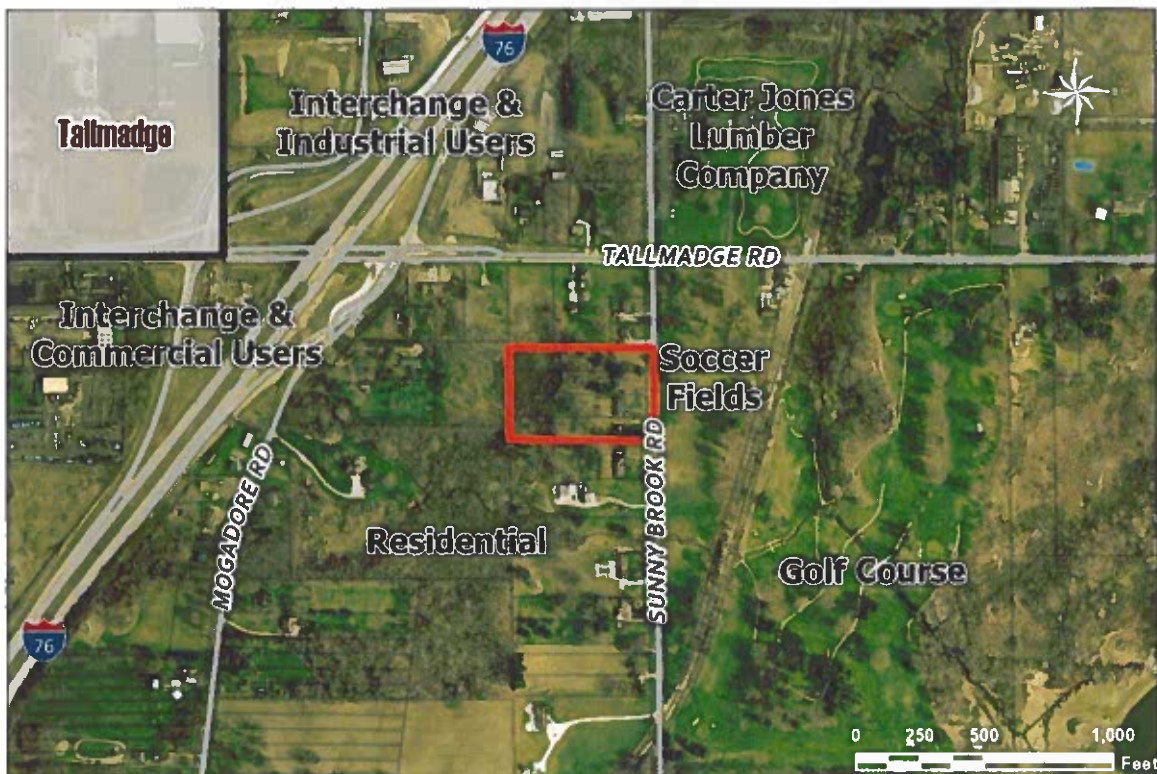
SURROUNDING ZONING:

North	East	South	West
H-C	Open Space Conservation (O-C)	R-3	H-C

The zoning district to the south of the site was approved by the Township Trustees and changed to R-3 in November 2023 (motion 2023-351) 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.

SURROUNDING EXISTING LAND USE:

The surrounding area is predominantly residential and vacant land with the golf course located east of the rezoning site. North of the rezoning site is Tallmadge Road. Along the south side of Tallmadge Road are a mix of residential and vacant lots. North of Tallmadge Road is a mix of residential, industrial, and commercial lots. West of the rezoning site to the I-76 interchange is residential and vacant land. South of the site are several residential single-family homes. The closest commercial or industrial user to the rezoning site is Carter Jones Lumber Company located at the northeast corner of Tallmadge and Sunnybrook Roads. See the image provided below for exact locations and the Existing Land Use Map attached.



TRANSPORTATION

As this area is already developed, traffic is not expected to increase on Sunnybrook Road. The closest access to mass transit is in the Cascades shopping center.

WATER AND SEWER RESOURCES

As this area is already developed, sources for water and sewer are already provided. There is sanitary sewer and central water along Sunnybrook Road.

NATURAL RESOURCES

The western portion of the rezoning site appears to be covered by Carlisle muck (Cg), a hydric soil. Based on the aerial photo, this area appears to be wet and may be a wetland area too small to show up on the wetland inventory.

CONSISTENCY WITH TOWNSHIP LAND USE PLAN

The future land use map adopted by the township shows this area as future industrial. Any zoning change made by the Township should be consistent with the Land Use Plan and adopted future land use map.

COMMENTS

This change is being made to be more reflective of the existing development pattern of the area bringing the residential lots in this area into conformity with the Zoning Resolution, reducing the number of variances being processed by the Township. This rezoning is consistent with the character of the area.

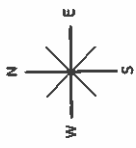
The change is inconsistent with the adopted future land use map. Rezoning should be consistent with and justified through the future land use map; however, the Township is reevaluating their map, and this is one of the areas that will be changed in the update.

RECOMMENDATION

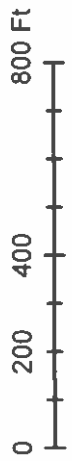
Staff recommends approval of the proposed map amendment from H-C to R-3.

Brimfield Township

2022 Aerial



- Roads
- Rezoning H-C to R-3
- Jurisdictional Boundaries
- Parcels

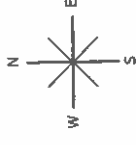


Sources: Parcels, Roads, Portage County GIS, 2023; Proposed Zoning, PCRPC, 2023.
Map Created Nov. 2023



Brimfield Township

Environmental



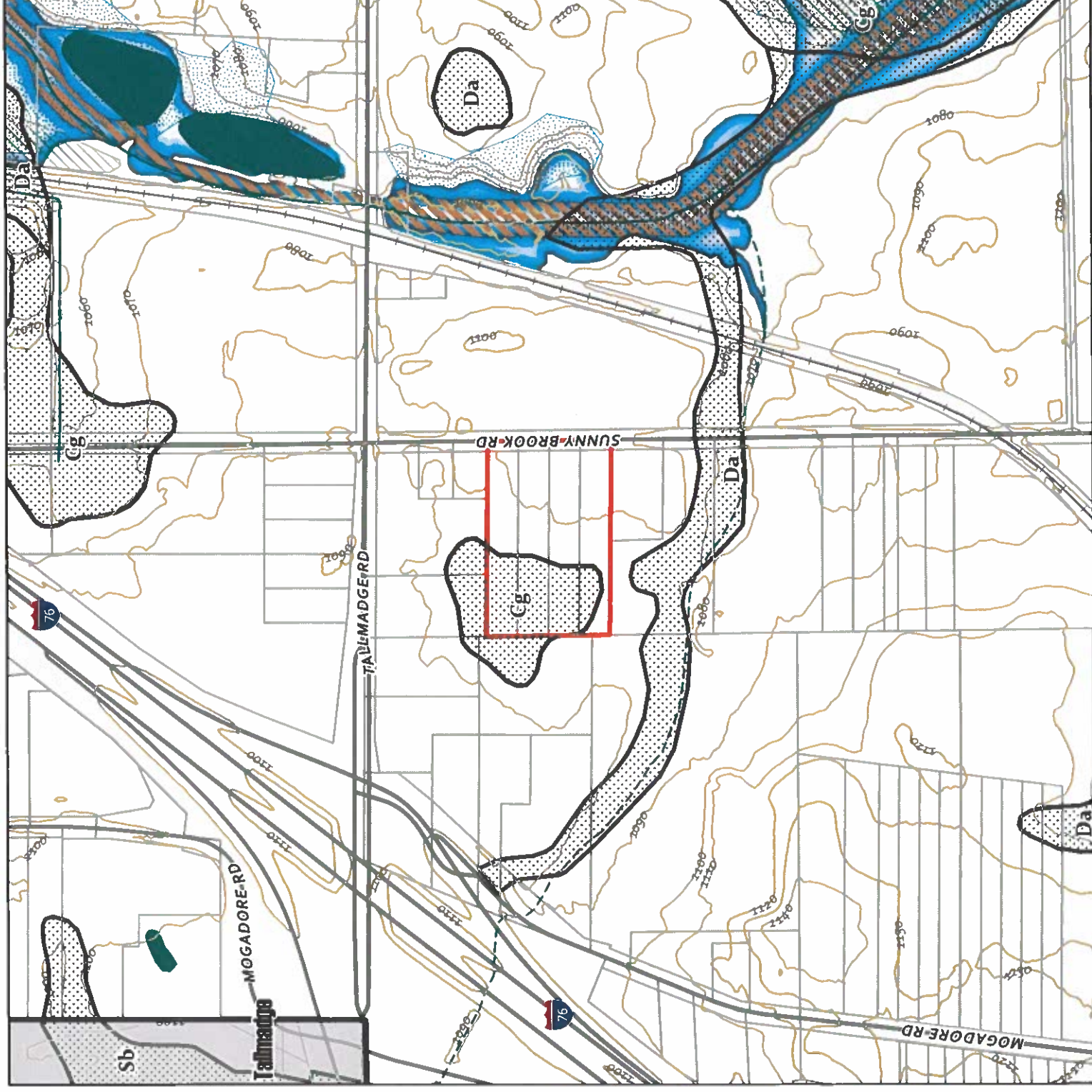
- Rezoning H-C to R-3
- Railroad
- 10-foot contour
- Roads
- Stream / River
- Intermittent or Ephemeral
- Lake or Pond
- Parcels
- Portage County Wetland Inventory
- NWT Wetlands
- Hydric Soils
- Flood Zone
- Floodway
- Flood Zone AE



Parcels, Portage County GIS, 2023; Proposed Zoning, PCRPC, 2023; Water, NHDPlus HR USGS, 2020; Wetlands, NWT USFWS, imagery 2007, updated 2019; Flood Zones, FEMA FIRM, 2017, effective date 2009; Soils, Portage County Soil Survey digital version, updated 2021.

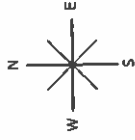


Map Created Nov. 2023













Brimfield Township

Land Use



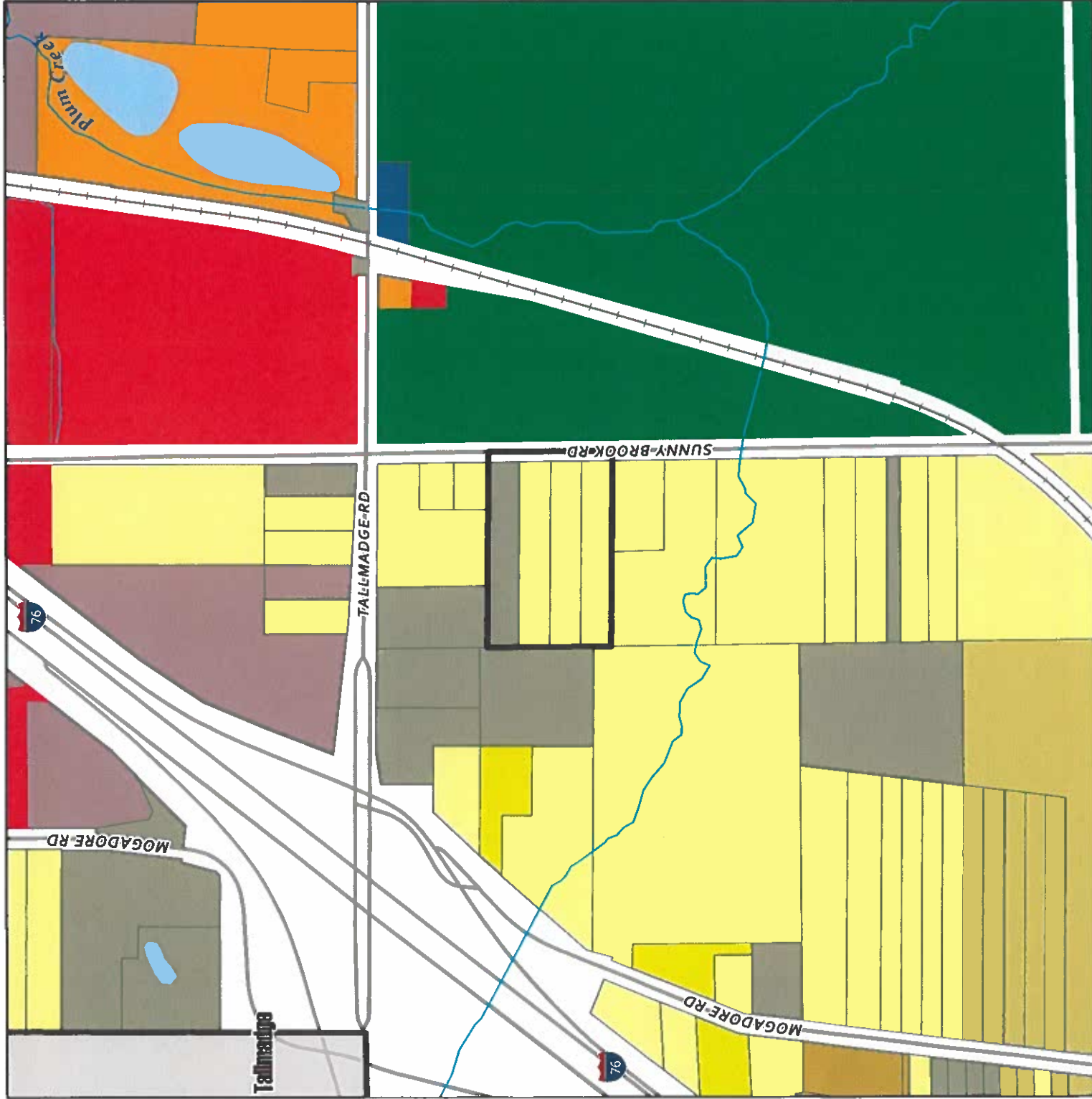
 Rezoning from H-C to R-3

Land Use

-  Agriculture
-  Single-Family Residential
-  Two-Family Residential
-  Multi-Family Residential
-  Commercial
-  Government
-  Cemeteries, Charities, & Churches
-  Open Space
-  Industrial
-  Vacant

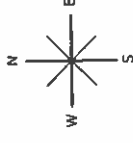


Sources: Parcels & Land Use, Portage County GIS Auditor parcel data, July 2023;
Proposed Zoning, PCRPC, 2023;
Roads, Portage County GIS, 2023.
Map Created Nov. 2023

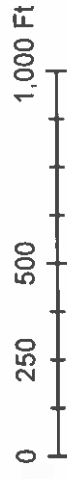


Brimfield Township

Current Zoning



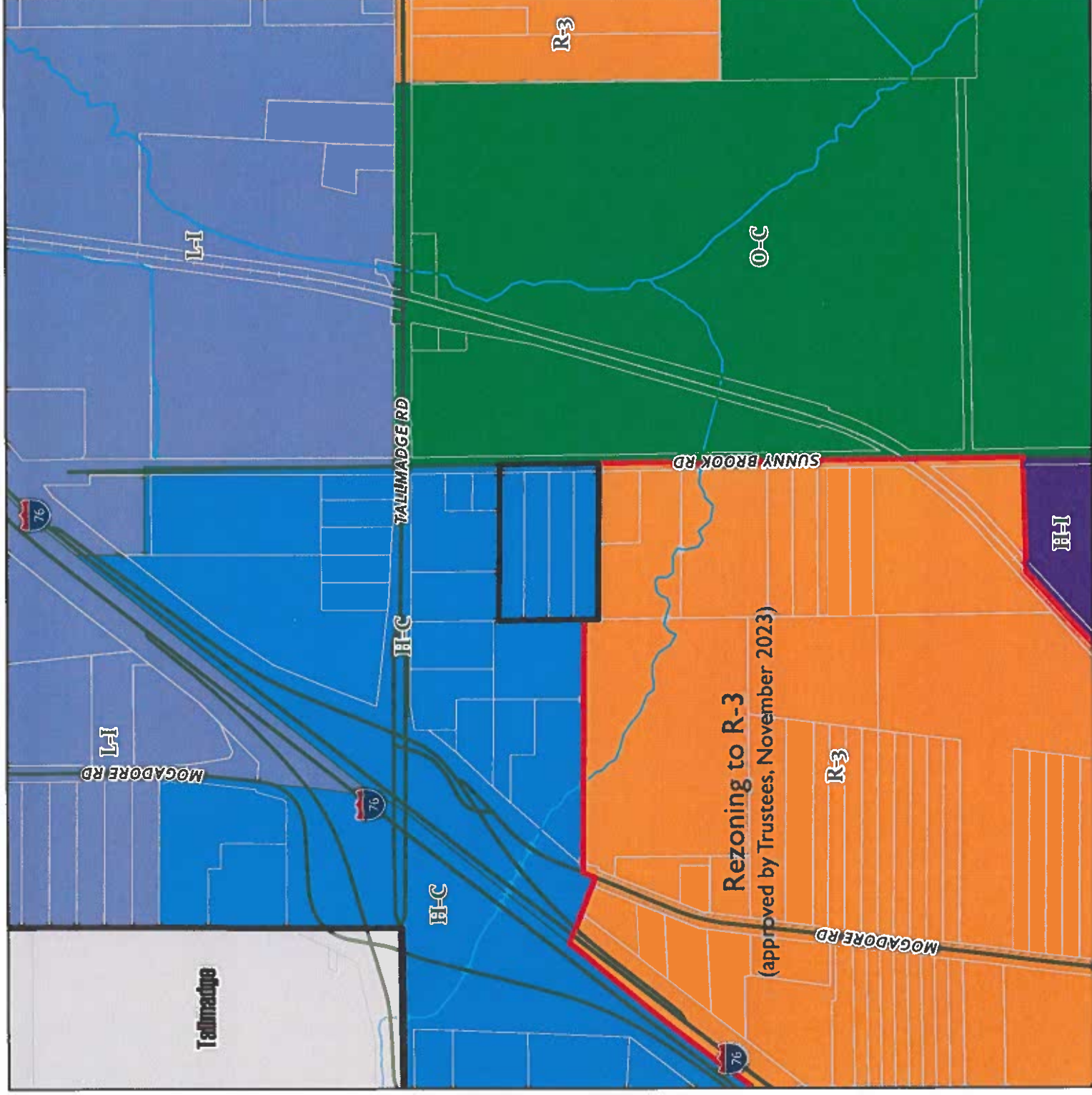
- Rezoning from H-C to R-3
- Parcels
- September Rezoning Request
- Zoning District**
- Heavy Industrial
- Highway Commercial
- Light Industrial
- Open Space Conservation
- Residential- Medium High Density



Sources: Parcels, Roads, & Boundaries, Portage County GIS, 2023; Proposed Zoning, PCRPC, 2023; Zoning, PCRPC, 2023.

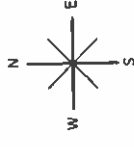


Map Created Nov. 2023

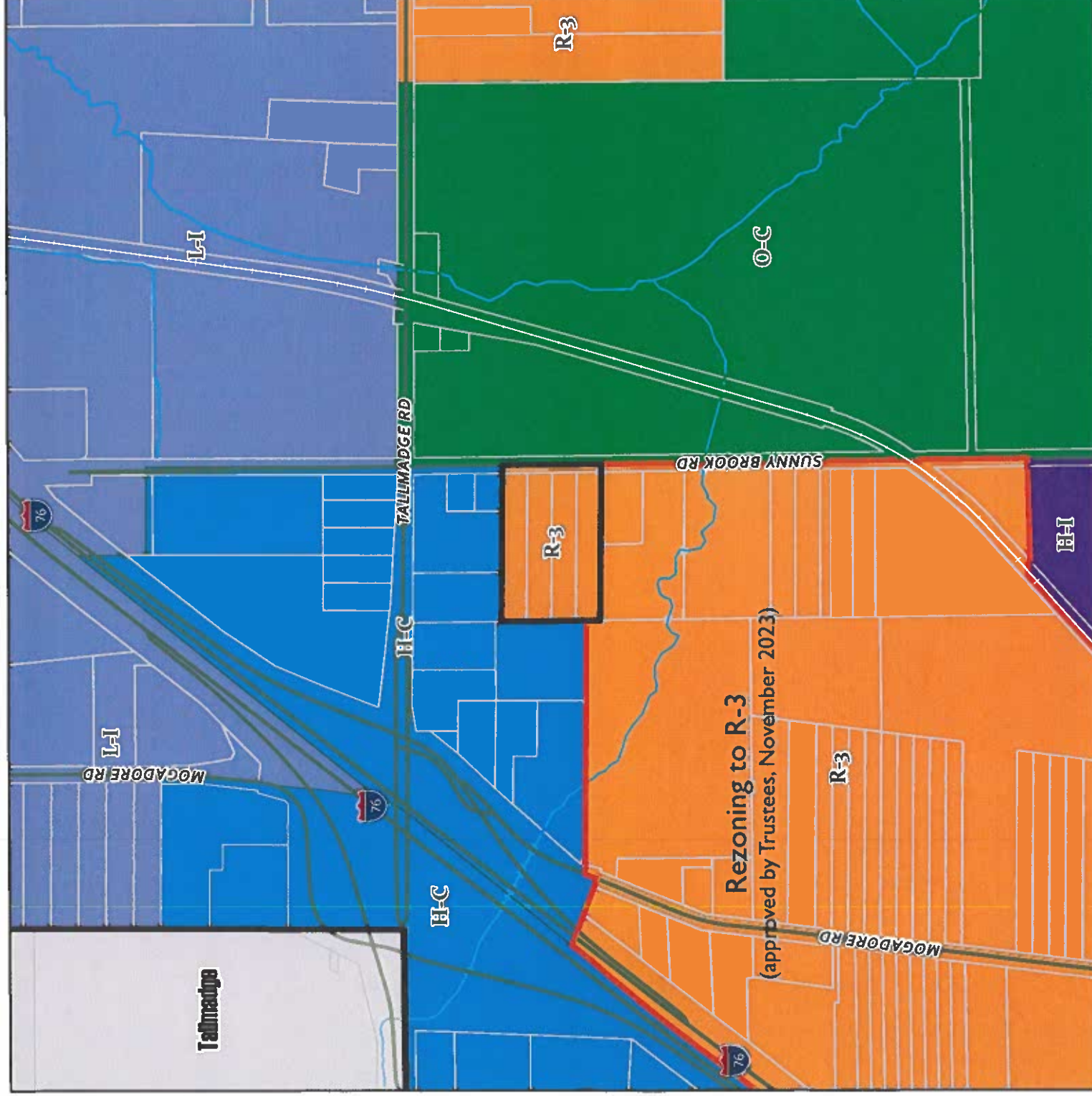


Brimfield Township

Proposed Zoning



- Rezoning from H-C to R-3
- September Rezoning Request
- Zoning District**
- Heavy Industrial
- Highway Commercial (H-C)
- Light Industrial (L-I)
- Open Space Conservation (O-C)
- Residential- Medium High Density (R-3)



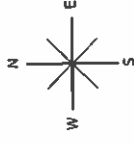
Sources: Parcels, Roads, & Boundaries, Portage County GIS, 2023; Proposed Zoning, PCRPC, 2023.



Map Created Nov. 2023

Brimfield Township

Future Land Use



 Rezoning from H-C to R-3

 Parcels

Future Land Use

 Commercial

 Industrial

 Residential

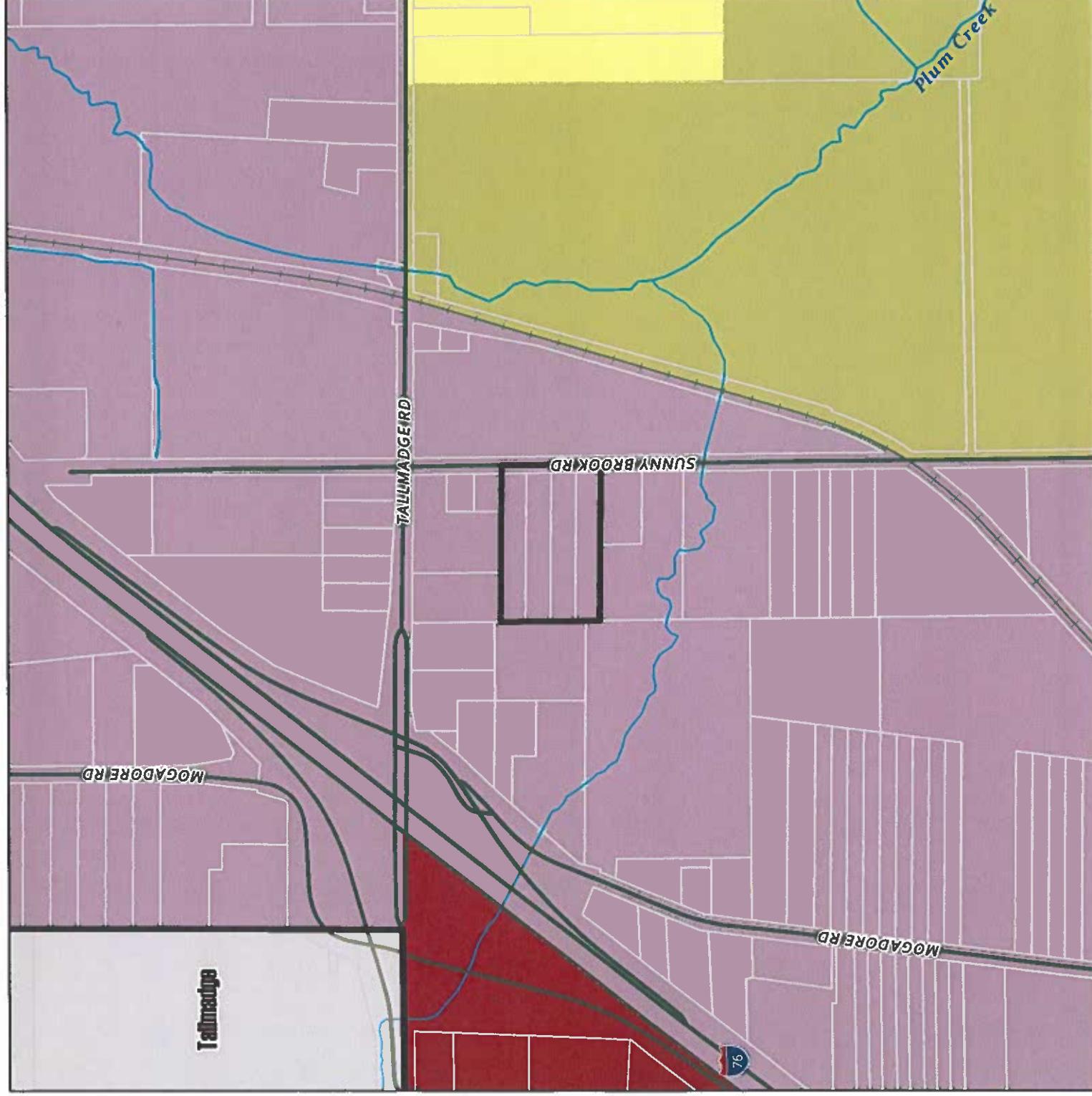
 Rural Residential



Sources: Parcels & Roads, Portage County GIS,
2023; Proposed Zoning, PCRPC, 2023;
Future Land Use, PCRPC/Brimfield
LUP, 2020.



Map Created Nov. 2023



BRIMFIELD TOWNSHIP ZONING COMMISSION

BRIMFIELD TOWNSHIP ZONING COMMISSION

PUBLIC MEETING

MINUTES of October 12, 2023 at 7:00 PM

Brimfield Township Community Center

Present: Chairman Tom Johnson, Bill Anderson, Debbie Darlas, Tom Sargent, Kolette Woloszek

Alternates: Clyde Pierson, Carl Riggensch

Absent:

Staff: Michael Hlad, Economic Development Director and Zoning Inspector, Jendy Miller, Zoning Secretary, and Todd Peetz from Regional Planning Commission.

The Zoning Commission meeting is called to order by Tom Johnson at 7:00 PM on **October 12, 2023**.

Roll call:

Anderson: Here	Darlas: Here	Johnson: Here	Sargent: Here
Woloszek: Here	Pierson: Here	Riggensch: Here	

MOTION #2023-58

Debbie Darlas made a motion to accept the revised agenda to add fire limitations regarding building heights. Her motion was seconded by **Kolette Woloszek** and passed unanimously.

MOTION #2023-59

Tom Sargent made a motion to approve the September meeting minutes. His motion was seconded by **Kolette Woloszek** and passed unanimously.

BRIMFIELD TOWNSHIP ZONING COMMISSION

WORK SESSION

Discussion – Building Height Restrictions:

Ron Goodspeed, Assistant Fire Chief and Fire Inspector was present to discuss building heights, so Tom Johnson moved this discussion item to the top of the agenda.

Ron Goodspeed explained that the surrounding communities are equipped with ladder trucks, and Brimfield's ladder truck has a 24-foot extension ladder. Rootstown has a 75-foot ladder capability, Tallmadge has close to a 100-foot ladder capability, and Kent has a 110-foot ladder capability. He explained how suppression systems and existing life-saving measures assist in emergencies, and when ladder trucks are needed.

Bill Anderson suggested limiting the size of residential structures. The Board decided to ask Regional Planning for their input on the matter. They will reach out to Ron Goodspeed if additional questions arise.

MOTION #2023-60

Tom Sargent made a motion to forward this issue to Regional Planning for their input on increasing height restrictions. His motion was seconded by **Bill Anderson** and passed unanimously.

Discussion of Proposed Map Amendment Changes:

Kolette Wolosznec felt they should amend the new district to R-3 instead of R-4.

MOTION #2023-61

Kolette Wolosznec made a motion to change the amendment from R-4 to R-3 and forward it to the Trustees. Her motion was seconded by **Tom Sargent** and passed unanimously.

MOTION #2023-62

Bill Anderson made a motion to include four remaining H-C parcels into the rezoning (to R-3) and to forward the amendment to Regional Planning Commission. His motion was seconded by **Debbie Darlas** and passed unanimously.

MOTION #2023-63

Tom Sargent made a motion to send the text amendment changes to the Trustees for their approval. His motion was seconded by **Bill Anderson** and passed unanimously.

BRIMFIELD TOWNSHIP ZONING COMMISSION

Discussion – Parks Districts:

Todd Peetz was present to discuss the topic and update the Commission. He is still working on getting input and opinions from the Trustees.

He also updated the Commission on the most recent survey findings.

Discussion – Temporary Use Permits on Vacant Lots:

Mike Hlad said this was brought up by Clyde Pierson at a previous meeting. He suggested the temporary use permits only be issued to secondary uses to an existing primary use. For example, a hotdog vendor who operates out of the Gun Shop parking lot would be a secondary use to the primary use, the Gun Shop. Clyde Pierson was against temporary vendors operating on vacant properties and Mike Hlad agreed.

MOTION #2023-64

Debbie Darlas made a motion to send the text amendment to Regional Planning Commission. Her motion was seconded by **Tom Sargent** and passed unanimously.

SET NEXT MEETING:

Thursday, November 9th, 2023 at 7:00 pm is the next regularly scheduled meeting.

MOTION #2023-65

A motion was made by **Debbie Darlas** to adjourn the meeting, seconded by **Tom Sargent**. The motion passed unanimously.

Chairman Tom Johnson

Vice Chair Debbie Darlas

Bill Anderson

Tom Sargent

Kolette Wolosznec

Zoning Inspector Michael Hlad

Alternate Clyde Pierson

Alternate Carl Riggensbach

**ROOTSTOWN TOWNSHIP
ZONING MAP AMENDMENT
REVIEW BY RPC STAFF
DECEMBER 2023**

Reviewer: Gail Gifford, AICP
Date Received: 11-27-23
Hearing Date: 12-13-23

Applicant: Rootstown Township

**AMENDMENT 1
Amend Zoning Map from R-1 Single Family Residential to R-2 Single Family
Residential 2**

PROPOSED/RECOMMENDED CHANGES

The proposal is 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.

Parcels to be rezoned to R-2 that are partially zoned R-1 and R-2:

32-003-00-00-023-001	32-003-00-00-023-008
32-003-00-00-023-005	32-003-00-00-035-000
32-003-00-00-023-006	32-003-00-00-038-000
32-003-00-00-023-007	

Parcels to be rezoned to R-2 from R-1:

32-003-00-00-031-000	32-003-00-00-035-001
----------------------	----------------------

Parcels zoned R-1, R-2 and Limited Industrial (L-1) to be rezoned R-2 and L-1:

32-003-00-00-034-000

The information provided by the applicant is included in the report as Appendix 1. The rezoning site is single family residential in character with some large lot residential sites and one farm.

The differences between the zoning districts are shown in the comparison table. Note: *Italics* depict differences in the rezoning from R-1 to R-2.

Requirements	R-1 Existing	R-2 Proposed
Use Type	Single Family Residential	Single Family Residential
Minimum Lot Size	1.5 acre	<i>0.3099 acres</i> <i>13,500 square feet</i>
Minimum Lot Width	150 Feet	<i>80 Feet</i>

Minimum Lot Frontage	60 Feet	60 Feet
Minimum Rear Yard Width	30 Feet	30 Feet
Minimum Front Yard Setbacks	70 feet all roads	70 feet state highways <i>40 feet all other streets</i>
Minimum Rear Yard Setbacks	30 Feet	30 Feet
Minimum Side Yard Setbacks	10 Feet 30 Feet total both sides	<i>8 Feet</i> <i>20 Feet total both sides</i>
Maximum Building Height	35 Feet	35 Feet
Maximum Lot Coverage	N/A	N/A

SURROUNDING ZONING:

North	East	South	West
L-1 is due north following the railroad right-of-way, R-1 is to the northeast.	R-1	R-1	R-2

SURROUNDING EXISTING LAND USE:

The surrounding area is comprised of residential, large lot residential, vacant lots, and several farms. Directly east of the site is the right-of-way for the Norfolk Southern Railway. A small commercial garage is located at the northwest corner of the rezoning area.

TRANSPORTATION

This area has been developed at a low density; however, if new development occurred transportation would need additional scrutiny. New, higher density developments will require working with the County Engineer's Office to determine if improvements are needed.

There is no access to mass transit in this area.

WATER AND SEWER RESOURCES

Water, sewer, and/or septic will need to be coordinated with Portage County Water Resources or the Portage County Health District when development occurs. This area is currently not sewered.

NATURAL RESOURCES

The northern half of the rezoning site appears to be covered by Sebring silt loam (Sb), a hydric soil. 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

existing home sites and to the large 50-acre parcel near the center of the rezoning site which contains a single-family home.

CONSISTENCY WITH TOWNSHIP LAND USE PLAN

The Township Comprehensive Land Use Plan shows this rezoning area split by the Growth Area Boundary. The Growth Boundary is intended to restrict higher density development to a portion of the Township and preserve rural character outside of the boundary. The R-2 zoning district is intended to be for single family residential within the Growth Boundary.

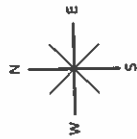
COMMENTS

This change is being made to reduce the confusion that split zoning causes. As most parcels proposed for the rezoning front on Sandford Road, with that frontage being zoned R-2, rezoning the rear of the properties to be consistent with the front makes sense. R-2 was chosen for the rezoning as it is the least restrictive of the split zoning. This 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.

RECOMMENDATION

Staff recommends approval of the proposed map amendment from R-1 to R-2.

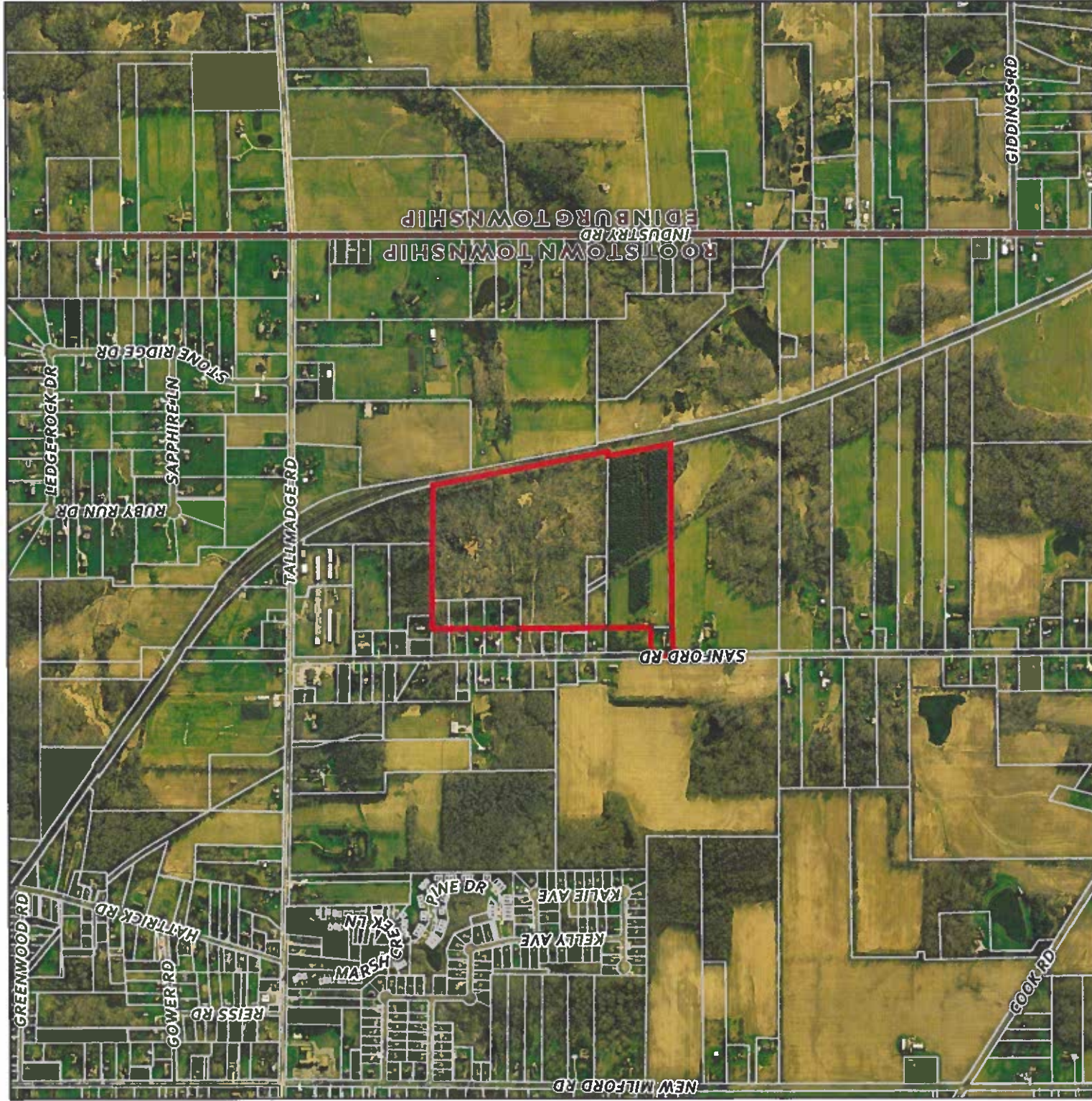
Rootstown Township Aerial 2022



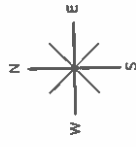
- Parcel
- Rezoning from R-1 to R-2
- Jurisdictional Boundaries



Map Created 11/29/2023
Sources: Parcels, Roads, Boundaries,
Portage County GIS, 2023; Proposed
Zoning, PCRPC, 2023.



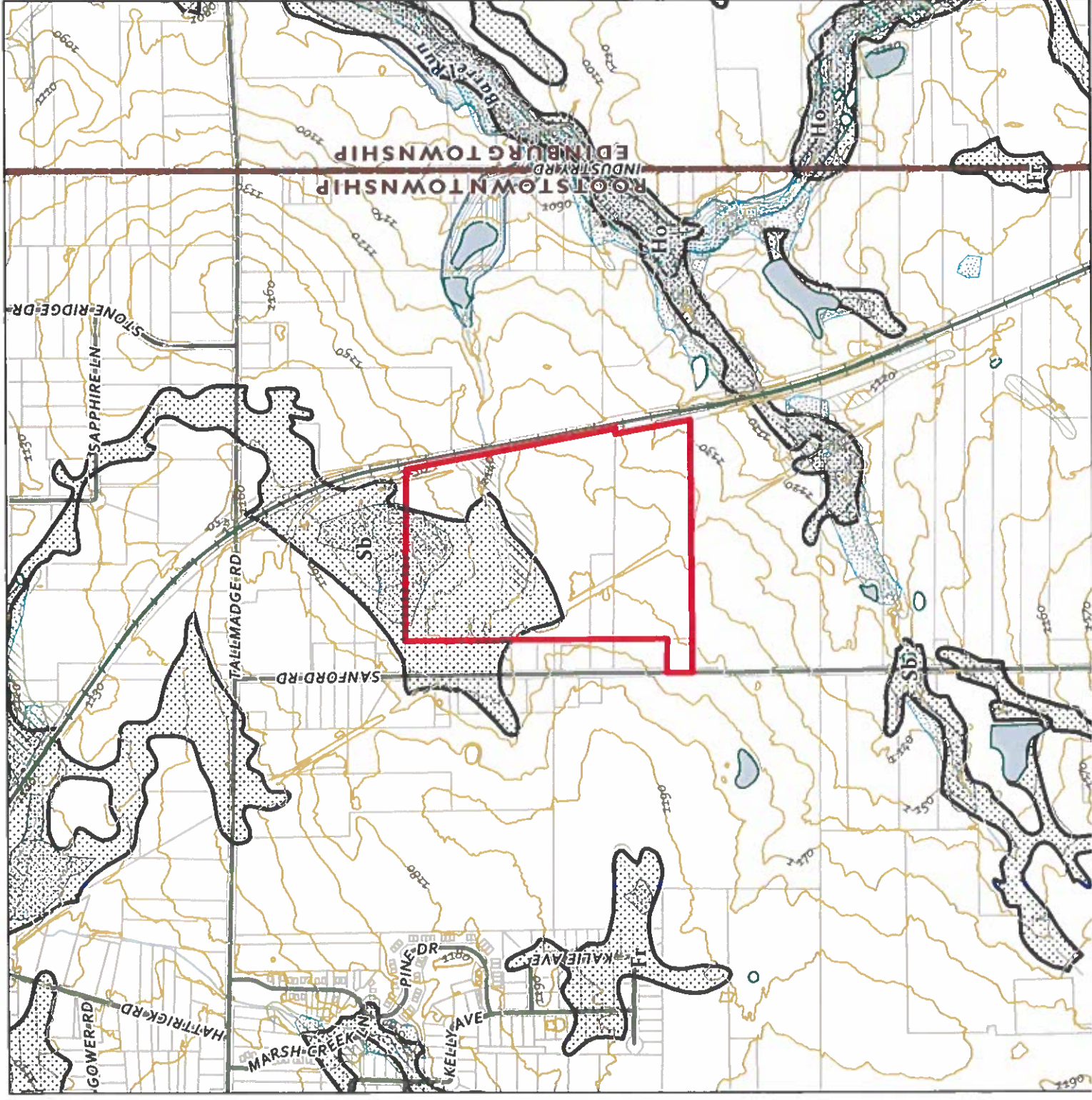
Rootstown Township Environmental



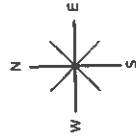
- Railroad
- 10-foot contour
- Parcel
- Rezoning from R-1 to R-2
- Jurisdictional Boundaries
- Water
- Portage County Wetland Inventory
- NWI Wetlands
- Hydric Soils
- Flood Zone A



Map Created 11/29/2023
 Sources: Parcels, Roads, Boundaries, Portage County GIS, 2023; Water, NHDPlus HR, 2020; Soils, Portage County Soil Survey digital version 2017; Wetlands, NWI USFWS (2007) & Portage County Wetland Survey (2000); Railroads, ODOT, 2022.



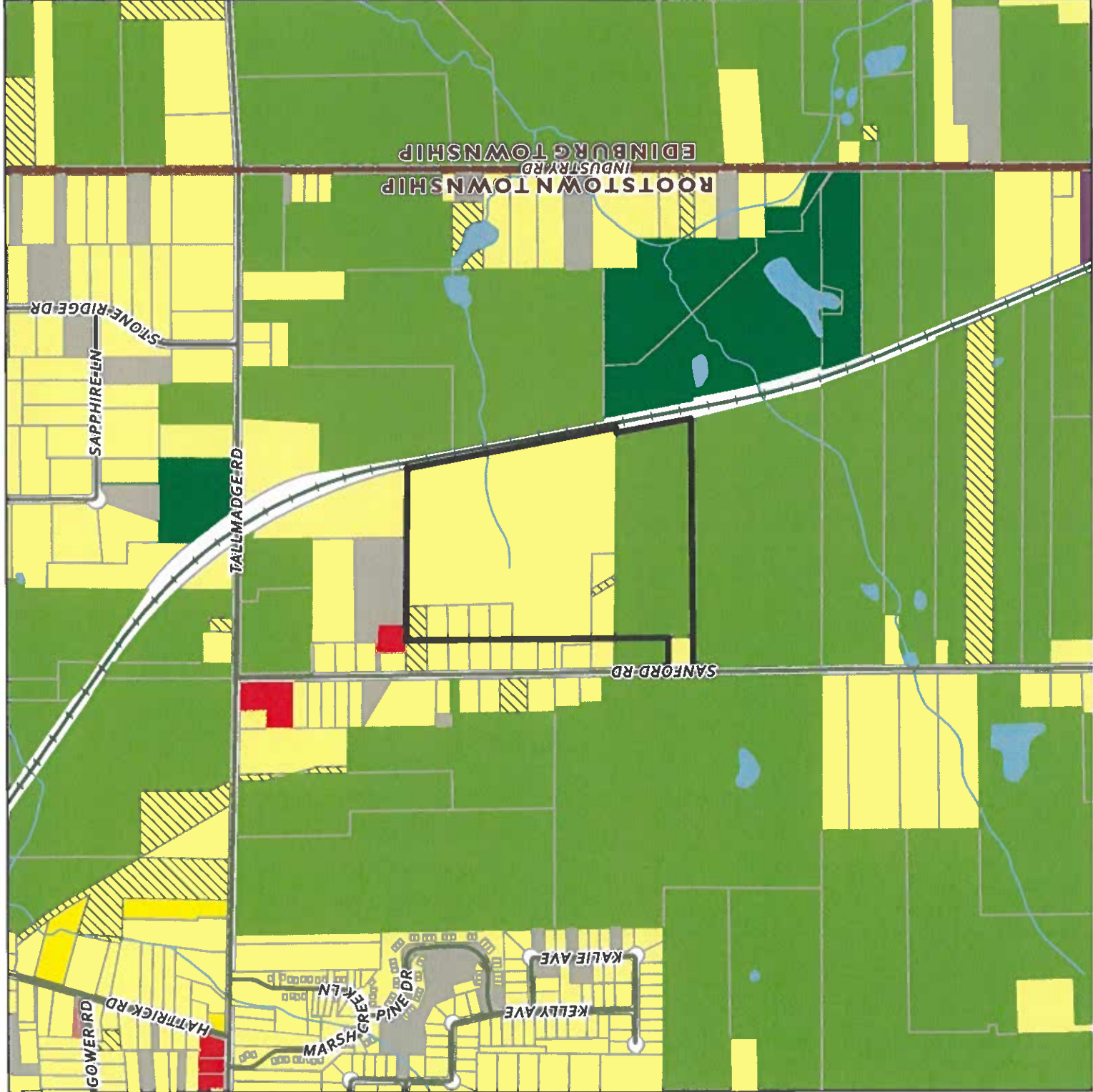
Rootstown Township Land Use



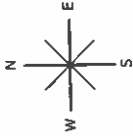
- Railroad
- Roads
- Streams
- Water
- Rezoning from R-1 to R-2
- Parcel
- Jurisdictional Boundaries
- Land Use
 - Vacant
 - Agriculture
 - Vacant Residential
 - Single-Family Residential
 - Two-Family
 - Commercial
 - Industrial
 - Churches, Cemeteries, Charities
 - Park or Protected Area



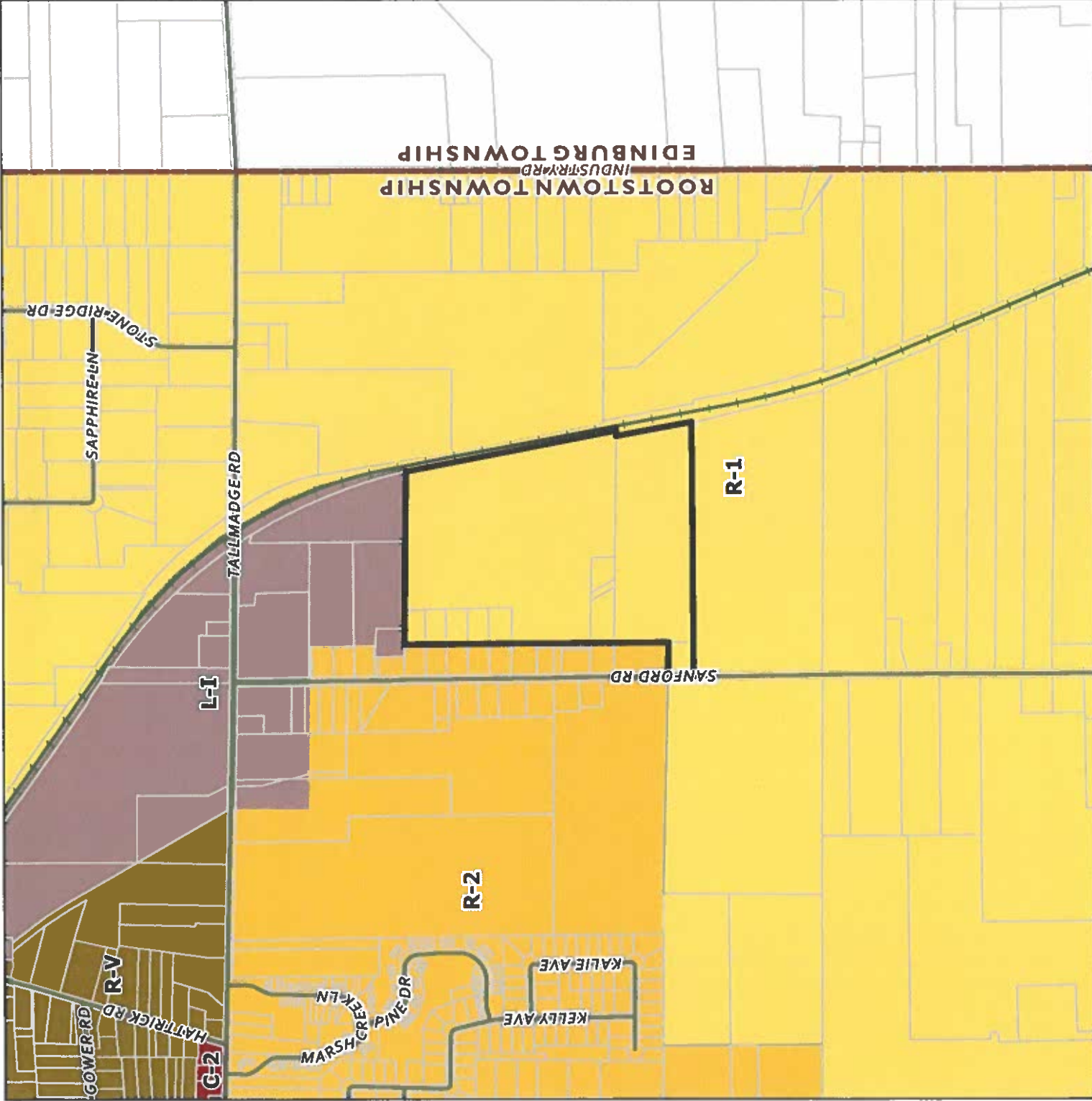
Map Created 11/29/2023
 Sources: Parcels, Roads, Boundaries, Portage County GIS, 2023; Water, NHDPlus HR, 2020; Land Use, PCRPC/Portage County Auditor parcel data, 2023; Railroad, ODOT, 2022.



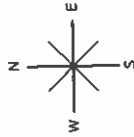
Rootstown Township Zoning



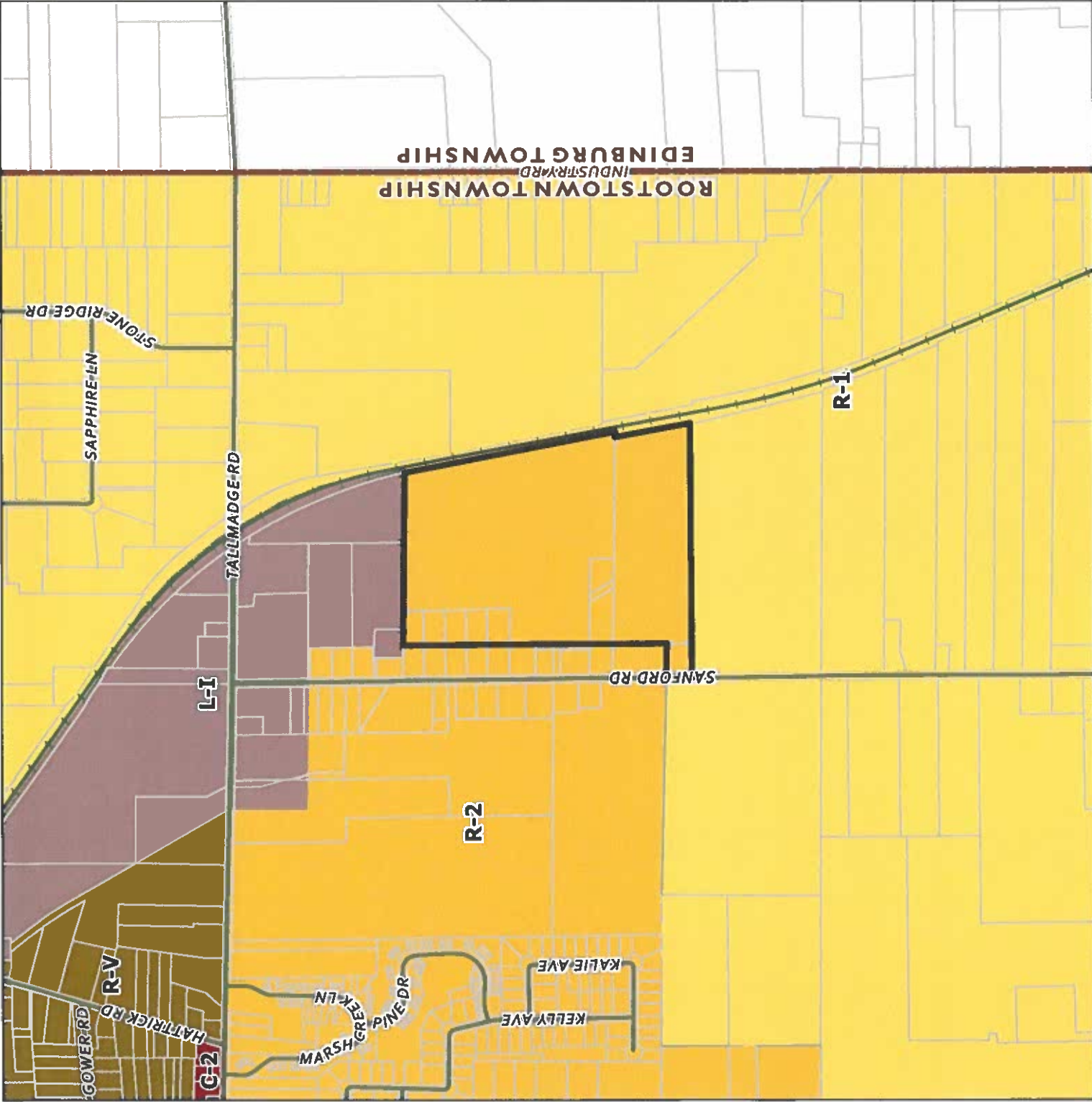
- Railroad
- Rezoning from R-1 to R-2
- Parcel
- Zoning Districts
 - Single-Family Residential / Planned Residential Development
 - Single-Family Residential 2 / Planned Residential Development
 - Residential Village / Planned Residential Development
 - General Commercial / Planned Commercial Development
 - Limited Industrial



Rootstown Township Proposed Zoning



- Railroad
- Rezoning from R-1 to R-2
- Parcel
- Zoning Districts**
 - Single-Family Residential / Planned Residential Development
 - Single-Family Residential 2 / Planned Residential Development
 - Residential Village / Planned Residential Development
 - General Commercial / Planned Commercial Development
 - Limited Industrial

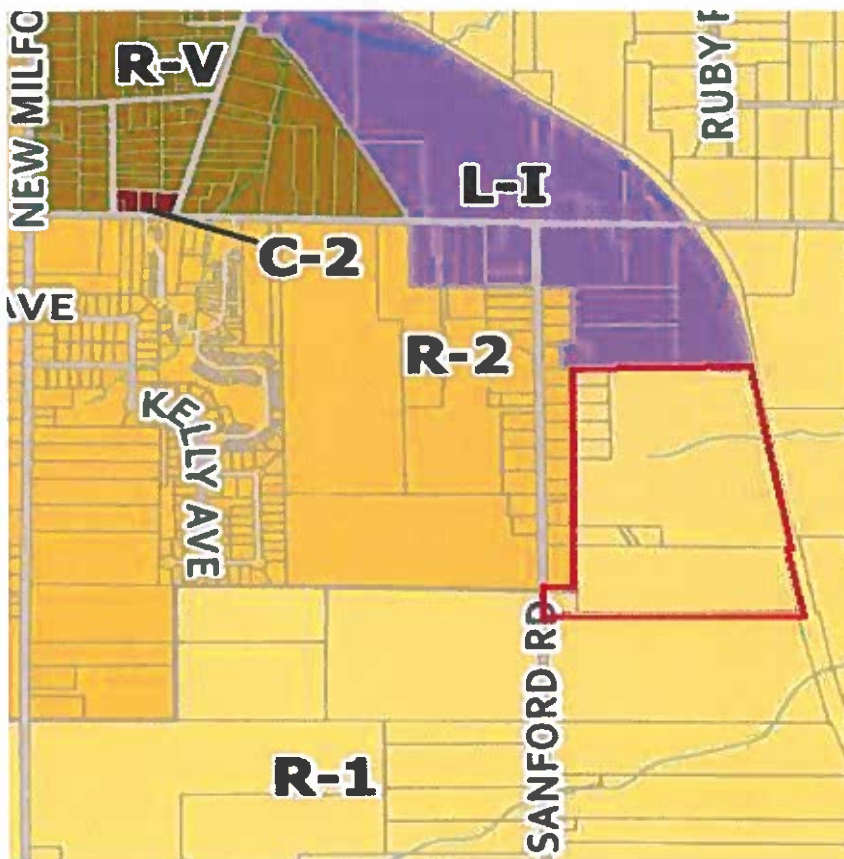




TO: Portage County Regional Planning Commission
 FROM: Zoning Commission
 DATE: November 27, 2023
 RE: Proposed Amendment to Zoning Map – 2023-011

At our regular meeting on November 21, 2023, a motion was passed to propose an amendment of the Rootstown Township Zoning Map.

EXISTING:



PROPOSED: Re-zone the following parcels from R-1 to R-2:
 32-003-00-00-031-000 32-003-00-00-035-001
 Re-zone the following parcels from R-1/R-2 to R-2:
 32-003-00-00-023-001 32-003-00-00-023-005 32-003-00-00-023-006
 32-003-00-00-023-007 32-003-00-00-023-008 32-003-00-00-038-000
 Re-zone parcel #32-003-00-00-034-000 (R-1 portion only) from R-1 to R-2

Rationale: Several parcels here were found to be in multiple zoning districts. The goal is to eliminate confusion for these property owners by giving these parcels one zoning classification instead of two. R-2 was chosen because it is less restrictive than R-1, and some of the parcels

are too small to conform to R-1 regulations. One parcel does have a portion that is zoned Light Industrial (L-I), which is proposed to remain unchanged.

Please provide your input and recommendations to secretary Jordan Michael, 3988 State Route 44, Rootstown, OH 44272 or rootstownzoning@sbcglobal.net.

JM

**SHALERSVILLE TOWNSHIP
ZONING AMENDMENTS
December 2023**

Received: November 21, 2023

Meeting Date: December 13, 2023

Reviewed by: Todd Peetz

Proposed Language Bold underline is new language and ~~strikethrough~~ is proposed deleted language. ALL CAPS is a staff recommended language.

**Amendment 1
Article II Definitions**

Proposed Change/Addition:

Wineries

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.

A) Holds an Ohio A-2 permit. Per ORC. 4303.03

Comments: The proposed change 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.

The one thing that the Township needs to be sensitive too, is this should only be allowed in zoning districts that can accommodate uses that could serve alcohol. Like N-C Neighborhood Commercial or M-R-C Mixed Residential Commercial districts. This would not make wedding barns or facilities that serve other alcohol not grown or processed on-site or by the establishment. Grapes can be grown on-site and bottled off site or grapes can be bottled into wine on-site or some combination to meet the agricultural exemptions. Selling of assorted alcohol would require the A-2 permit but depending on what is being sold may not meet the intent of an agricultural exemption.

Food trucks should have a permit or a limitation on how long they can stay on-site. Brick and mortar businesses have perceived food trucks being treated differently from them. For example, because food trucks are mobile they do not have setback requirements, no parking requirements and no property tax requirements. Concerns that have been previously been presented is they get several advantage than what a brick and mortar building would get. The

township should consider some limitations when allowing food truck vendors. Especially in areas that would be outside of the NC or M-R-C zoning districts.

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

Amendment 2

Article II Definitions

Proposed Change/Addition:

Contractor Yards

A lot or portion of a lot or parcel is used for outside storage, maintenance, or equipment assembly, for builders, trade workers, and contractors for their construction or building trade needs.

Comments: The proposed change is straight forward. The Township should also clarify which zoning district's they are permitted or conditionally permitted as appropriate.

Staff Recommendation: Staff would recommend approval.

Amendment 3

A/R-R Article 3, Sections 311-K and 312 – J

Proposed Change:

~~K. Condominium Developments~~

~~Condominium Developments would be conditionally permitted, pending review of the Zoning Board of Appeals, in order to ensure that the project complies with reasonable specifications to control density and spacing and are subject to specific conditions found in certain subsections of Article VI, Section 630 (102, 103, 104, 106, 112, 115, 121A, 121B, 121C, 127).~~

Comments: In previous meetings we deleted condos in certain sections. This section also needed to be deleted. The proposed change is consistent with removing condominiums from A/R-R zoning districts. This language to allow condominiums exists in the R-2 Residential

Zoning district. Staff also noted that this is actually Section 311-K and Section 312 -J and should also be deleted.

Section ~~312 J. Condominium Regulations:~~

~~a. Density: Number of acres: two acres for each single family dwelling and two and one-half acres to a two family unit.~~

~~b. Attached units: Attached units would be allowed for two family units~~

~~c. Space Requirements: Space requirements between units would be 40 feet.~~

~~d. Open Space Requirements: Open space requirements would be pursuant to our minimum standards.~~

~~e. Road Development Any road development should be up to Portage County Standards.~~

Staff Recommendation: Staff would recommend approval as amended.

**Amendment 4
Article 4 "All Districts" Section 403**

Proposed Change: Section 403

Existing:

Section 403 Building or Zoning Certificate

No Building Permit or Zoning Certificate shall be issued ~~without 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.~~

Proposed:

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 resolutions 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.

Comments: The original language was about documenting appropriate sanitation and should still be included. The proposed language was entirely about design guidelines needed to be followed. Staff thinks leaving some of the pre-existing language is still appropriate.

Staff Recommendation: Staff would recommend approval as amended.

SHALERSVILLE TOWNSHIP ZONING COMMISSION

Maude Bias, Secretary
9090 State Route 44
Ravenna, Ohio 44266
330-221-0847

Ben Kotkowski, Chairman
Nathan Goodell, Vice-Chairman
Todd Brugmann
Dan Denzinger
Maude Bias, Secretary
Todd Lamb /Alternate

.....
November 15, 2023

Todd Peetz
Portage County Regional Planning Commission
128 North Prospect Street
Ravenna, Ohio 44266

New amendments and changes to the Shalersville Township Zoning Resolutions.

Mr. Peetz;

In the regular meeting on November 9, 2023, the Shalersville Township Zoning Commission passed motions to submit to Regional Planning for review and recommendations of our Zoning Resolution, for the following:

Article II Definitions
Add the following:

Wineries

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.

- ***Holds an Ohio A-2 permit. Per ORC. 4303.03***

Contractor Yards

A lot or portion of a lot or parcel is used for outside storage, maintenance, or equipment assembly, for builders, trade workers, and contractors for their construction or building trade needs.

Article III Zoning Districts

Remove from A/R-R Article 3, Section 312 – K

K. Condominium Developments

~~Condominium Developments would be conditionally permitted, pending review of the Zoning Board of Appeals, in order to ensure that the project complies with reasonable specifications to control density and spacing and are subject to specific conditions found in certain subsections of Article VI, Section 630 (102, 103, 104, 106, 112, 115, 121A, 121B, 121C, 127).~~

Todd Peetz,

When the motion was made and voted on it was for the Section 312-K Condominium Developments only. There is another portion in A/R-R, Section 312-J Condominium Regulations. I believe it was the intention to remove all of the language for Condominiums from A/R-R. But due to the motion, I did confer with Brett Bencze, and he stated to send this to you, with his response being that if Regional Planning recommends to include the removal of 312-J. The zoning commission can accept the recommendation and include it with the removal of 312-K.

Please take this into consideration for your review and recommendation.

Add to Article 4, Section 403

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 resolutions.

~~Strike through~~ is the removal of the amendment

Bold Italic Is new language.

Our public meeting to hear your recommendation will be scheduled for Thursday, December 14, 2023 at 7:00 p.m. You are welcome to attend, and your attendance is greatly appreciated, as there may be questions in the discussion that will follow.

Let me know if you have any questions.

Respectfully,
Maude Bias
Zoning Commission Secretary

**WINDHAM TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
DECEMBER 2023**

Received: October 20, 2023
Meeting Date: December 13, 2023

Reviewed by: Nick DeHaven

Bolded is new text and ~~struck-out text~~ is to be deleted. All CAPs are staff suggested language.

**Amendment 1
Section 7.12.H.2.F**

Existing:

Section 7.12.H.2.F.

A. Appeals and Variances:

1. Applications shall be submitted on Township Zoning Appeal/Variance Application Forms.
2. The application shall include the following items at a minimum.
 - a. Name, address and phone number of applicant.
 - b. The application shall be signed by the owner.
 - c. Description or nature of the appeal or variance.
 - d. Legal description of the property accompanied by a copy of the most current Portage County Tax map showing the subject property, if applicable.
 - e. Narrative statements, maps and/or drawings establishing and substantiating the rationale for the appeal or variance.
 - f. A list of property owners adjoining and within 500 feet of the property lines of the subject property, as they appear on the County Auditor's current tax list.

Proposed:

Section 7.12.H.2.F.

Appeals and Variances:

- 1) Applications shall be submitted on Township Zoning Appeal/Variance Application Forms.
- 2) The application shall include the following items at a minimum.
 - a. Name, address and phone number of applicant.
 - b. The application shall be signed by the owner.
 - c. Description or nature of the appeal or variance.
 - d. Legal description of the property accompanied by a copy of the most current Portage County Tax map showing the subject property, if applicable.

- e. Narrative statements, maps and/or drawings establishing and substantiating the rationale for the appeal or variance.
- f. A list of property owners adjoining and within ~~500~~ 200 feet of the property lines of the subject property, as they appear on the County Auditor's current tax list.

Staff Comments: This amendment is intended to reduce the property line distance from 500 to 200 feet. 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 to 200 feet will save the Township money and eliminate confusion by village residents.

Staff Recommendations: Staff recommends approval.

Amendment 2

Section 2.12.G.(1)

Existing:
Section 2.12.G

Substandard Lot: Any lot which was platted prior to the enactment of this Resolution, that does not meet the requirements of this Resolution for yards, or other open space, may be utilized for single residence purposes, provided the necessary requirements for sanitary sewage facilities and water as established by the responsible health authority can safely be accommodated. The purpose of this provision is to permit utilization of recorded lots, which lack adequate width, depth, or area, so long as reasonable living standards can be maintained.

Proposed:
Section 2.12.G

Substandard Lot: Any lot which was platted prior to the enactment of this Resolution, that does not meet the requirements of this Resolution for yards, or other open space, may be utilized for single residence purposes, provided the necessary requirements for sanitary sewage facilities and water as established by the responsible health authority can safely be accommodated. The purpose of this provision is to permit utilization of recorded lots, which lack adequate width, depth, or area, so long as reasonable living standards can be maintained.

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

Staff Comments: This amendment is adding the 8 foot language to give existing substandard lots the ability to be conforming. In some cases, the Township has several non-conforming lots

that need variances because of the existing language. The new language will avoid variances on existing lots.

Staff Recommendations: Staff recommends approval.

Todd Peetz

From: Poots, Gayle <Gayle.Poots@SWAGELOK.com>
Sent: Friday, October 20, 2023 4:08 PM
To: Todd Peetz
Subject: Windham Zoning Updates

Hi Todd – Here are the changes we discussed last night. Please let us know if this gets approved and we can proceed with public hearings.

Section 7.12 Section H.2.F. Changed from 500 feet to 200 feet.

A. Appeals and Variances:

1. Applications shall be submitted on Township Zoning Appeal/Variance Application Forms.
2. The application shall include the following items at a minimum.
 - a. Name, address and phone number of applicant.
 - b. The application shall be signed by the owner.
 - c. Description or nature of the appeal or variance.
 - d. Legal description of the property accompanied by a copy of the most current Portage County Tax map showing the subject property, if applicable.
 - e. Narrative statements, maps and/or drawings establishing and substantiating the rationale for the appeal or variance.
 - f. A list of property owners adjoining and within 200 feet of the property lines of the subject property, as they appear on the County Auditor's current tax list.

500 GOES OVER 1-80, LOSING THE TOWNSHIP
WITH THE MAIL OUTS

Would like to add to Section 2.12 G.

Substandard Lot: Any lot which was platted prior to the enactment of this Resolution, that does not meet the requirements of this Resolution for yards, or other open space, may be utilized for single residence purposes, provided the necessary requirements for sanitary sewage facilities and water as established by the responsible health authority can safely be accommodated. The purpose of this provision is to permit utilization of recorded lots, which lack adequate width, depth, or area, so long as reasonable living standards can be maintained.

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

VARIANCES NON CONFORMING

Thank you!!!

I appreciate so much what you do for us!
Gayle

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
November 2023**

A. COMPREHENSIVE PLANNING

**1. Portage County Comprehensive Economic Development Strategy Update (CEDS)
2022 CEDS**

- On behalf of the EDA, RPC is requesting the submission of economic development projects for EDA funding that are designed to create or retain jobs and to provide assistance to economically distressed communities.
- Met with NEFCO to start discussing CEDS and other economic development opportunities.

B. PLAN IMPLEMENTATION/SHORT TERM PLANNING

1. Update of Portage County Subdivision Regulations

- The updated version is available on our website.
- Annual updates will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.
- Met on November 29th to discuss proposed changes moving forward.
- Next Steering Committee meeting is scheduled for January 9th.

C. INFORMATION SYSTEMS

1. Database Acquisition and Updates

2. Web Site

Check out the website at www.portagecounty-ohio.gov/regional-planning-commission.

We have moved everything from our old website over to the County's website.

Check out the:

- Recreation Interactive Map
- Asset Mapping Information
- Comprehensive Interactive Plans
- Historic Structures Interactive Projects
- And much more

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plans	0 Applications	0 Lots
Plats	0 Applications	0 Lots
Replat	0 Applications	0 Lots
Exceptional Replats	1 Application	0 Lots
Variances	0 Applications	
Minor Subdivisions	0 Applications	0 Lots

b. Divisions of Land

5+ Acre Lot Divisions	3 Applications	3 Lots
<u>Transfers. To Adj. Prop.</u>	<u>1 Application</u>	<u>1 Transfer</u>
	5 Applications	3 Lots Created

E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES

1. Other Member Services as Requested

- Atwater Township
- Brimfield Township
Finalizing the update to their comprehensive plan. Working on a variety of zoning issues
- Deerfield Township
- Franklin Township
Coordinating an income survey of the Brady Lake area. Provided a cost estimate for a comprehensive plan.
- Freedom Township
Adminstrating a CDBG grant for the old schoolhouse on SR 303. Coordinating recreational grants.
- Garrettsville Village
- Hiram Township
Preparing a Capital Budget request for parks project.
- Hiram Village

- Mantua Township
Preparing a Connecting Communities grant to study storm drainage improvements.
- Mantua Village
We will be processing an income survey for the entire Village. Administering a CDBG grant for sidewalk improvements and a “target of opportunities” grant for the façade.
- Nelson Township
- Palmyra Township
- Paris Township
- Randolph Township
- Ravenna City
Continue to work on their Comprehensive Plan.
- Ravenna Township
Preparing contract language for their Land Use Plan.
- Rootstown Township
Processed a text amendment for November’s meeting. Mobilized for a neighborhood income survey.
- Shalersville Township
Provided a final draft of their Land Use Plan update. Preparing a Capital Budget request for a trails project.
- Suffield Township
- Sugar Bush Knolls
Trying to coordinate opportunities that the Village can utilize.
- Windham Township
Assisting with some text amendments
- Windham Village

Non-Member Technical Assistance

- 1. Akron Metropolitan Area Transportation Study (AMATS)**
- 2. Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)**
 - Attended November meeting.
- 3. Portage County Housing Services Council**
- 4. Data/Information/Graphics to Developers, Businesses, Private Sector upon Request**
 - Topography maps, aerials, wetlands, zoning, census, floodplain and subdivision information for the public, businesses, and organizations.
- 5. Portage Development Board (PDB)**
- 6. Quarterly Zoning Inspectors (QZI) Meeting**
 - We held a meeting on October 26th. The topic was an update on a variety of ongoing topics. **The next meeting will be held on January 25th @ 6:00 pm.** The meeting location and topic is to be determined.
- 7. Portage County Storm Water Program – Home Sewage Repair and Replacement Program**
 - The Portage County Storm Water Program has set aside \$500,000 to repair and replace home septic systems. This is part of a three-pronged program to help homeowners with the problem of high costs to repair and replace the home septic system. The contract to extend the program is being processed and four (4) septic systems are in process and one pending owner information.

8. Shalersville Land Use Plan

- Existing conditions have been compiled.
- Online web presence has also been prepared.
- Next meeting with the Township is November 9th.
- The project will run through to early 2024.

9. Portage County Water Resources GIS Assistance

- Provide GIS Mapping assistance to fill out the attribute tables or pre-existing water and sewer lines.
- The goal is to provide 80+/- hours per month.

10. Brimfield Comprehensive Plan Update

- Incorporate 2020 census data into the plan.
- Evaluate the short-term goals and objectives and establish or update as necessary.
- Make some modifications to the on-line summary as needed.
- Met on October 12th with the Zoning Commission.
- Next Meeting will be on December 14th.

11. City of Ravenna Comprehensive Plan

- Kick-off meeting December 5th.
- The plan will be very community focused.
- Interactive Map/marketing by describing Ravenna's opportunities and quality of life.
- User friendly for the public.
- Should be completed in July of 2024.
- Next meeting 1st week in February 2024.

F. COMMISSION MANAGEMENT/ADMINISTRATION

1. Other

- **Celebrate Portage! /Visioning in Portage (VIP)** - Celebrate Portage! is to keep the key elements of the vision alive. The core concept of Celebrate Portage! is to celebrate the good to great things happening in the County. Doing so will bring greater awareness of what the County has to offer and to inspire others to action. Looking forward to next year!!

CDBG REPORT
December 2023
Work Through November 2023

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$630,000.00 (Portage County - \$480,000 + City of Streetsboro - \$150,000)

Public Facilities – Volunteer Park Project - \$125,000 (CDBG) + \$1,000 (Ravenna Hot Stove League)

The funds will be used to pave Volunteer Park Road in the City of Ravenna to the fields to increase activities including tournaments to the Ravenna Hot Stove League Fields to serve an area that is 58.37% LMI.

The contract is in place and a Notice to Proceed has been issued. Pre-construction meeting is being scheduled.

Clearance Activities – Coleman Demolition Project - \$45,600 (CDBG)

The funds will be used to demolish a blighted house owned by Coleman Professional Services at 463/465 South Chestnut Street, Ravenna City to eliminate a blight to the area.

The Advertisement for Bid was published on November 19, 2023 for the demolition. Bids are due by 2:30 p.m. on December 6, 2023.

Neighborhood Facilities/Community Center – Freedom School House ADA Project - \$53,900 (CDBG)

The funds will be used to remove the barriers that exist for the elderly and handicapped individuals that prevent them entering an historic building located at 7276 State Route 303 in Freedom Township and serves the community as a museum and is open to small groups for tours by providing an ADA compliant sidewalk and lift area and two handicap accessible parking spaces.

The bid opening was held on November 15, 2023 and two bids were received. The Commissioner's awarded the project on November 21, 2023. The contract has been prepared and is being circulated for signatures.

The RLF application for the additional funds needed to cover the estimated cost of construction was approved by the Commissioners on November 16, 2023.

Neighborhood Facilities/Community Center – DMRC ADA Project - \$173,500 (CDBG) + \$12,820 (RLF)

Funds will be used to provide ADA accessibility to the fronts of the businesses by rebuilding the sidewalks and steps along with an ADA compatible access ramp at the north end of the walk. An ADA parking space will be added near the ramp entry, continuous railings at the stairs and ramp will be included to remove the barriers that exist for the elderly and handicapped individuals that prevent them entering the building located on the east side of Main Street, North Prospect Street in the Village of Mantua.

The contract is in place and a Notice to Proceed has been issued. The pre-construction meeting has been scheduled for December 8, 2023 at 10:00 a.m. Construction is not anticipated to start until January 2024.

Fair Housing - \$10,000 (CDBG)

Fair housing services including landlord/tenant information, discrimination complaints, training, posters, and brochures will be provided for the residents of Portage County, excluding the City of Kent.

Over the course of two years presentations will be made to 12 agencies/organizations targeted for CDBG assistance and/or special populations affected by CDBG assisted project.

Also, staff will be required to distribute to a minimum of ten public events, agencies or organizations each quarter through the grant program period.

There were three (3) requests for assistance received in November. One (1) call was in Ravenna Township; One (1) call was in Edinburg Township and One (1) call was in the City of Ravenna.

Three (3) presentations were completed in November. One at the Streetsboro Senior Center, one for the Portage County RPC and one for the Haven of Portage County.

Administration of the Portage County Projects - \$72,000 (CDBG)

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the three "County" projects.

City of Streetsboro - \$150,000 (CDBG)

Public Service – Senior Assistance Program - \$75,000 (CDBG)

The funds will be used to provide lawn mowing, leaf cleanup and snow removal to benefit LMI and/or disabled residents in the City of Streetsboro.

Ninety-two (92) applications have been received for the Senior Assistance Program and 91 applications were approved for the Senior Assistance Program and one (1) household had too much income.

Lawn mowing services have ended for the season. Leaf removal services has started.

Clearance Activities – Citywide Demolition Program - \$52,500 (CDBG)

Funds will be used for a Citywide Demolition Program in the City of Streetsboro to eliminate a slum and blight where needed within the City of Streetsboro.

The Demolition of 9156 State Route 14 is being bid out in conjunction with the demolition of 463/465 South Chestnut Street in the City of Ravenna.

The Advertisement for Bid was published on November 19, 2023 for the demolition. Bids are due by 2:30 p.m. on December 6, 2023.

Administration of the City of Streetsboro Projects - \$22,500 (CDBG)

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the "City of Streetsboro" projects.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM - \$240,000 (CDBG) + \$24,200 (DMRC on behalf of property owners)

Façade Improvements – Private Rehabilitation - \$200,800 (CDBG)

Improvements are being proposed to a small block of buildings located on the east side of Main Street, North of Prospect Street in the Village of Mantua (10676, 10678, 10682 Main Street). Renewal of the store fronts and façade of the building, including masonry restoration of the store front. Five of the entrance doors have been changed over time and have undersized, cheap residential entrance doors. These will be replaced with new aluminum covered wood doors with low E tempered glazing and commercial hardware. The two existing doors that are original will be reglazed with low E tempered glazing and will be refurbished. The upper windows in all of the storefronts are currently boarded up and painted over. The windows will be opened back up and reglazed with 1" insulating low E glazing. All woodwork will be painted on the exterior face. Above the storefronts are cornice roofs. These will be repaired and re-roofed. All the cornice trim work will be painted and refurbished. The masonry face of the building will be cleaned and tuckpointed with brick repairs as needed.

Administration - \$15,000 (CDBG)

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the project.

2023 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – CHINN SEWER CONSTRUCTION - \$750,000 (Includes RPC Administration) (CDBG) + \$1,500,000 (OPWC) + \$7,859,000 (WPCLF)

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1st, 2nd and 3rd Allotments. This area was developed in the 1950 – 1970 and comprises of 170 residential homes that have on site treatment systems and wells. The service area currently does not have access to a public water or sanitary sewer system. The purpose of this project is to construct a new public wastewater collection system that will address water quality violations encountered by the EPA and the P.C. Health Department in the project service area located in Ravenna Township.

The new collection system will require the construction of new gravity sewers, a new pump station and upgrades to an existing pump station and force mains in the area and roadway full depth pavement replacement.

OCD has recommended re-submitting a pre-application in June 2024.

2023 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE - \$750,000 (Includes RPC Administration) (CDBG) + \$750,000 (50% Match – Surcharge)

The Village of Mantua wastewater collections system consists of approximately 36,065 linear feet of 8-inch to 12-inch vitrified clay pipe (VCP), polyvinyl chloride (PVC) and truss piping. Approximately 21, 331 linear feet of the collection system is VCP, consisting of sections ranging from 2-feet to 5-feet. Over the years, the VCP joints have grown old and have separated, allowing root intrusions which is leading to infiltration of

ground water into the collection system. Some water laterals have been found to be tapped improperly, hammer tapped, and without a proper wye connection or grout these connections contribute to the infiltration. The improvements that will be completed will be the cleaning and camera of sewer lines, grouting of joints and hammer taps in the system, fixing of cracked pipes, inspection, and possible sealing of failing brick manholes.

This will alleviate the deterioration of sewer lines and joints. In doing so, it will improve the infiltration and inflow that is currently in the system from these joints. With the improvement of the inflow in the collection system, this will ultimately send less flow to the Village of Mantua Wastewater Treatment Plant and cost less to treat the Villages wastewater and reduce potential of sanitary sewer overflows into the Cuyahoga River.

OCD has requested the Income survey to be re-done before applying for funding. The income survey has been prepared and submitted to OCD for review and approval. Once approved a QR Code will be added and the survey will go out to households on the randomized list.

PORTAGE COUNTY RPC

FINANCIAL STATEMENT

November 1, 2023

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 47,082.21	<-- Nov 1st-->	\$ 47,295.78	<-- Jan. 1st
Total All Receipts	\$ 77,528.39		\$ 480,475.48	
Total All Expenditures	\$ 42,203.28		\$ 445,363.94	
Ending Cash Balance	\$ 82,407.32	<--Nov 30th -->	\$ 82,407.32	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	261,549.00	46,906.05	264,055.26	-	(2,506.26)	101%
Subdivisions	18,000.00	525.00	17,405.00	-	595.00	97%
Copies/Misc.(community over hrs)	2,000.00	-	4,361.25	162.80	(2,361.25)	218%
Rental Income	30,900.00	3,875.00	29,625.00	1,275.00	1,275.00	96%
Contracts	92,000.00	16,235.28	96,499.30	4,554.82	(4,499.30)	105%
Contract Portage County	78,000.00	9,987.06	68,529.67	7,400.47	9,470.33	88%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
TOTAL REVENUE	482,449.00	77,528.39	480,475.48	13,393.09	1,973.52	100%
January 1, 2023 Unencumbered						
Cash Balance	42,295.78					
TOTAL CERTIFICATE OF RESOURCES	524,744.78					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	302,299.00	23,883.23	261,963.02	-	40,335.98	87%
3 PT Salaries	21,454.00	2,160.00	22,533.75	-	(1,079.75)	105%
3 Retirement/Termination Pay Off	-	-	-	-	-	0%
3 PERS	43,022.00	3,646.06	39,829.63	-	3,192.37	93%
3 Medicare	4,456.00	362.93	3,964.42	-	491.58	89%
3 Workers Comp	5,224.00	442.72	4,836.39	-	387.61	93%
3 Health Insurance	89,928.00	6,802.04	73,872.96	-	16,055.04	82%
4 Contract Service	1,660.00	-	1,623.88	-	36.12	98%
4 Travel/Training	4,624.00	1,237.99	3,991.19	17.95	614.86	87%
4 Dues	746.00	-	631.00	-	115.00	85%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,740.00	260.25	4,262.00	414.00	64.00	99%
4 Advertising	250.00	-	102.25	22.75	125.00	50%
4 Telephone	1,400.00	196.48	1,072.81	-	327.19	77%
4 Postage	500.00	-	500.00	-	-	100%
4 Repairs	2,840.00	-	2,701.56	511.54	(373.10)	113%
4 Equip/Copier/Postage meter Leases	4,200.00	239.00	3,459.04	239.00	501.96	88%
4 Professional & Technical Services	3,153.00	2,085.00	2,085.00	-	1,068.00	66%
4 Photocopying/Printing	2,700.00	-	1,446.46	865.54	388.00	86%
4 Audit Services	300.00	-	20.50	279.50	-	0%
4 Legal Services	10,000.00	833.33	9,166.67	833.33	(0.00)	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	2,912.00	54.25	1,429.37	262.67	1,219.96	58%
5 Equipment/Software	1,560.00	-	647.10	400.00	512.90	67%
5 Food Supplies	350.00	-	275.00	-	75.00	0%
6 Building Improvements	5,355.00	-	4,949.94	405.00	0.06	100%
6 Equipment (PLOTTER)	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
TOTAL 2023 EXPENDITURES	528,923.00	42,203.28	445,363.94	4,251.28	79,307.78	85%
2022 Carryover Encumbrances	-	-	-	-	-	0%
Total 2022 Encumbrances	-	-	-	-	-	
GRAND TOTAL	528,923.00	42,203.28	445,363.94	4,251.28	79,307.78	

CDBG FUNDS
11/30/23

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Rav City Critical Infrastructure	3,346.22	-	1,121.36	2,224.86
Windham Village Critical Infrastructure	138,050.99	-	137,269.68	781.31
Target of Opportunity	5,000.00	-	-	5,000.00
Formula 2022 Grant (B-F-22)	32,439.31	88,501.75	13,963.06	106,978.00
TOTAL	178,836.52	88,501.75	152,354.10	114,984.17

11/30/23

2021 CRITICAL INFRASTRUCTURE GRANT (RC) B-X-21-1CJ-2

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
02-3	Pratt Street Improvements	\$ 66,700.00	\$ -	\$ 66,700.00	\$ -	\$ -	\$ 66,700.00	\$ -
02-4	Pratt Street Water Facility Improvements	\$ 166,900.00	\$ -	\$ 166,900.00	\$ -	\$ -	\$ 166,900.00	\$ -
1-1	General Administration	\$ 20,000.00	\$ 1,121.36	\$ 13,975.14	\$ 6,024.86	\$ -	\$ 16,200.00	\$ 3,800.00
	TOTALS	\$ 253,600.00	\$ 1,121.36	\$ 247,575.14	\$ 6,024.86	\$ -	\$ 249,800.00	\$ 3,800.00

Grant period 9-1-21/10-31-2023

2021 CRITICAL INFRASTRUCTURE GRANT (WV) B-X-21-1CJ-1

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Maple Grove Rd Improvements	\$ 427,100.00	\$ 136,079.25	\$ 437,100.00	\$ (10,000.00)	\$ -	\$ 427,100.00	\$ -
General Administration	\$ 25,000.00	\$ 1,190.43	\$ 12,018.69	\$ 12,981.31	\$ -	\$ 22,800.00	\$ 2,200.00
TOTALS	\$ 452,100.00	\$ 137,269.68	\$ 449,118.69	\$ 2,981.31	\$ -	\$ 449,900.00	\$ 2,200.00

02-1
01-1

Grant period 9-1-21/10-31-2023

Target of Opportunity Cares Act B-D-22-1CJ-1

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Façade Improvements MV	\$ 200,800.00		\$ -	\$ 200,800.00	\$ -	\$ -	\$ 200,800.00
General Administration	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 5,000.00	\$ 10,000.00
TOTALS	\$ 215,800.00	\$ -	\$ -	\$ 215,800.00	\$ -	\$ 5,000.00	\$ 210,800.00

01
02

Grant period 7-1-23/06-30-2025

B-F-22-1CJ-1 Formula Grant

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
01	Mantua Village ADA Accessibility	\$ 173,500.00	\$ 174.20	\$ 174.20	\$ 173,325.80	\$ -	\$ 200.00	\$ 173,300.00
02	Freedom Twp School house ADA	\$ 53,900.00	\$ -	\$ 100.25	\$ 53,799.75	\$ 6,800.00	\$ 11,000.00	\$ 42,900.00
03	Fair Housing Program	\$ 10,000.00	\$ 758.88	\$ 2,553.81	\$ 7,446.19	\$ 1,200.00	\$ 4,900.00	\$ 5,100.00
04	Ravenna City Demolition	\$ 45,600.00	\$ -	\$ 927.00	\$ 44,673.00	\$ -	\$ 1,300.00	\$ 44,300.00
05	Streetsboro Senior Public Services	\$ 75,000.00	\$ 4,465.00	\$ 27,131.05	\$ 47,868.95	\$ 12,300.00	\$ 45,000.00	\$ 30,000.00
06	Ravenna City Volunteer Park Street Improvements	\$ 125,000.00	\$ 169.85	\$ 169.85	\$ 124,830.15	\$ 200.00	\$ 200.00	\$ 124,800.00
07	Streetsboro City Demolition	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00	\$ -	\$ 200.00	\$ 52,300.00
08	Streetsboro City Administration	\$ 22,500.00	\$ 1,292.04	\$ 17,739.90	\$ 4,760.10	\$ 1,200.00	\$ 20,900.00	\$ 1,600.00
08	RPC Administration	\$ 72,000.00	\$ 7,103.09	\$ 44,827.69	\$ 27,172.31	\$ 7,500.00	\$ 57,500.00	\$ 14,500.00
	RLF FUNDS for activity #06		\$ -	\$ -	\$ 46,481.75	\$ 46,481.75	\$ 46,481.75	\$ -
	RLF FUNDS for activity #01		\$ -	\$ -	\$ 12,820.00	\$ 12,820.00	\$ 12,820.00	\$ -
	Totals	\$ 630,000.00	\$ 13,963.06	\$ 93,623.75	\$ 536,376.25	\$ 88,501.75	\$ 200,501.75	\$ 488,800.00

Grant period 9-1-22 to 10-31-24

RESOLUTION

No. 23-12

**RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT
WITH THE PORTAGE COUNTY PROSECUTOR'S OFFICE
FOR LEGAL SERVICES.**

It was moved by _____, seconded by
_____ that the following resolution be
adopted:

WHEREAS: The Portage County Regional Planning Commission is in need of legal services, and

WHEREAS: The Portage County Regional Planning Commission authorizes to enter into a Fee Agreement with the Portage County Prosecutor's Office to provide said services beginning January 1, 2024 and ending December 31, 2024 for a fee not to exceed \$10,000; NOW THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission does hereby approve entering into a Fee Agreement with the Portage County Prosecutor's Office for an amount not to exceed \$10,000.

UPON CALL FOR VOTE BY CHAIRMAN, JIM DIPAOLO THE
VOTE WAS AS FOLLOWS

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on December 13, 2023.

Jim DiPaola, Chairman

Todd Peetz, Secretary

**FEE AGREEMENT
FOR LEGAL SERVICES**

Portage County Regional Planning Commission, hereinafter referred to as "Client" agrees to hire the Portage County Prosecutor, hereinafter referred to as "Prosecutor" for a period of 1 year. Client will pay 1 payment of \$833.37 and 11 payments of \$833.33 per month for 12 months for a total of \$10,000 for the year.

This amount covers unlimited attorney services and does not include any other fees which may arise, including but not limited to, filing fees, witness fees, deposition costs, sheriff's fees, and court costs. Any costs not covered by this fee will be billed directly to the Client.

The Client has the option to end this relationship with thirty (30) days notice, after which time client will not be responsible for any further payment of retainer fees, nor would any legal services be expected after that (30) day period.

This Agreement shall otherwise be in effect from January 1, 2024 through December 31, 2024.

Jim DiPaola, Chairman
Portage County RPC

Date

Todd Peetz, Director
Portage County RPC

Date

Witness

Date



Victor V. Viglucci
Portage County Prosecuting Attorney



Date



Witness



Date

RESOLUTION

RE: 2024 APPROPRIATION BUDGET FOR THE PORTAGE COUNTY REGIONAL
PLANNING COMMISSION

It was moved by _____ and seconded by
_____ the following Resolution be adopted:

- WHEREAS: The Portage County Regional Planning Commission has reviewed the proposed 2024 Appropriations for the operation of the Portage County Regional Planning Commission; and
- WHEREAS: The certified revenue is \$628,016.00 for 2024, and expenditures have been adjusted to \$595,360.00; NOW THEREFORE BE IT
- RESOLVED: The Portage County Regional Planning Commission does hereby approve the proposed operating Budget for 2024 as shown in the attached Budget.

UPON CALL FOR VOTE BY JIM DIPAOLO THE VOTE WAS AS FOLLOWS:

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on December 13, 2023.

Jim DiPaola, Chairman RPC

Todd Peetz, Secretary, RPC

Office of Budget Commission, Portage County, Ravenna, Ohio

The following is the **official certificate** of estimated resources for the year beginning **January 01, 2024** by the Budget Commission of Portage County, which shall govern the total appropriations made at any time during the year.

Date: **AUG 07 2023**

cc: Regional Planning

Portage County
Budget
Commission

M. N. L. [Signature]

[Signature]

V. V. [Signature]

**PORTAGE COUNTY REGIONAL PLANNING
Appropriations for 2024**

RPC Resolution #23-13 SET APPROPRIATIONS 12/13/23 FOR 2024 BUDGET

code	EXPENDITURES	July		December	
		2023 Proposed Appropriations	Increase / Decrease	2023 Amended Appropriations	
8500-906-3-311200	Salaries (Full time)	\$ 319,800.00	\$ 3,328.00	\$ 323,128.00	
8500-906-3-311300	Salaries (Part time/Seasonal)	\$ -	\$ 28,922.00	\$ 28,922.00	
85009063-3-314000	Retirement/Termination	\$ 11,000.00	\$ 3,000.00	\$ 14,000.00	
8500-906-3-321010	PERS	\$ 44,772.00	\$ 4,515.00	\$ 49,287.00	
8500-906-3-321200	Medicare	\$ 4,637.00	\$ 468.00	\$ 5,105.00	
8500-906-3-321300	Workers Comp	\$ 5,437.00	\$ 548.00	\$ 5,985.00	
8500-906-3-321500	Health Insurance	\$ 99,892.00	\$ (342.00)	\$ 99,550.00	
8500-906-4-400000	Contract Services	\$ -	\$ -	\$ -	
8500-906-4-400170	Travel/Training	\$ 5,000.00	\$ -	\$ 5,000.00	
8500-906-4-400180	Dues	\$ 726.00	\$ -	\$ 726.00	
8500-906-4-400190	Publications/Periodicals	\$ 250.00	\$ -	\$ 250.00	
8500-906-4-410000	Utilities	\$ 4,900.00	\$ -	\$ 4,900.00	
8500-906-4-412000	Advertising	\$ 350.00	\$ -	\$ 350.00	
8500-906-4-412100	Telephone	\$ 1,300.00	\$ -	\$ 1,300.00	
8500-906-4-412400	Postage	\$ 1,200.00	\$ -	\$ 1,200.00	
8500-906-4-413000	Repairs	\$ 2,000.00	\$ -	\$ 2,000.00	
8500-906-4-414000	Equipment Rental (copier, postage meter)	\$ 4,200.00	\$ -	\$ 4,200.00	
8500-906-4-420000	Professional & Technical Services	\$ 4,003.00	\$ (1,918.00)	\$ 2,085.00	
8500-906-4-420050	Printing Services	\$ 2,500.00	\$ -	\$ 2,500.00	
8500-906-4-420100	Audit Services	\$ 6,200.00	\$ -	\$ 6,200.00	
8500-906-4-422000	Legal Services	\$ 10,000.00	\$ -	\$ 10,000.00	
8500-906-4-461000	Insurances (Bldg & Bonds)	\$ -	\$ -	\$ -	
8500-906-5-500000	Supplies	\$ 3,672.00	\$ -	\$ 3,672.00	
8500-906-5-596300	Equipment	\$ -	\$ -	\$ -	
8500-906-5-596410	Software	\$ -	\$ -	\$ -	
8500-906-6-621000	Capital Reserve & Improvements	\$ 10,000.00	\$ -	\$ 10,000.00	
8500-906-8-830000	Debt Service	\$ 15,000.00	\$ -	\$ 15,000.00	
8500-906-7-710000	Other/Refunds	\$ -	\$ -	\$ -	
	TOTALS	\$ 556,839.00	\$ 38,521.00	\$ 595,360.00	

RESOLUTION

AUTHORIZE ENTERING INTO A CONTRACT WITH RAVENNA TOWNSHIP FOR THE PURPOSE OF UPDATING THEIR COMPREHENSIVE PLAN, USING TECHNICAL ASSISTANCE HOURS AND IN ADDITION NOT TO EXCEED \$32,413.22

It was moved by _____, seconded by _____

that the following resolution be adopted:

WHEREAS: Ravenna Township has requested the Portage County Regional Planning Commission to update their Comprehensive Plan, using 200 technical assistance hours from ('22-'25) and in addition not to exceed \$32,413.22;

WHEREAS: Ravenna Township would like the Portage County Regional Planning Commission to begin December 2023 and be completed by April 2025;
NOW THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission authorizes entering into a contractual agreement with Ravenna Township to provide services to update their Comprehensive Plan as proposed, not to exceed their 200 technical assistance hours and in addition up to \$32,413.22.

Upon call for vote by Jim DiPaola the vote was as follows:

Yeas _____ Nays _____ ABSTENTIONS _____

I, Secretary of the Portage County Regional Planning Commission, do hereby certify that the a foregoing is a true and correct copy of a Resolution of the Portage County Regional Planning Commission duly adopted on December 13, 2023.

Jim DiPaola, Chairman

Todd Peetz, Secretary

Ravenna Township

Comprehensive Plan Sections – 2050

Sections (based on current plan)

Introduction

Natural Resources & Physical Features

1. Geology & Topography
2. Hydric Soils & Wetlands
3. Watersheds, Rivers, Lakes, and Floodplains
4. Land cover & Woodlands (if available)
5. Priority woodlands and wetlands
6. Protected Areas & Parks
7. Drinking Water Features
8. Mineral Resources
9. Oil & Gas Resources
10. Plants & Animals

Agriculture – new section

1. Farmland & Statistics
2. Protected Farmland
3. Farmland Preservation including strategies such as transfer of development rights

Community Facilities & Land Use (includes transportation & cultural resources)

1. Existing Land Use
2. Existing Zoning
3. Publicly Owned Property
4. Central Sewer & Water Facilities
5. Utility Easements, Rights of Way, Electric Transmission Lines (if Available)
6. Recreation
7. Historic Assets

Transportation

1. Roads including average daily traffic, high crash areas, turnpike information & connectivity.
2. Alternative Transportation Strategies i.e., Complete street and Multi-Modal.
3. Transportation Plans & Capital Improvements
4. Airport

Population, Housing, and Economic Characteristics

1. Population trends- historic population, social characteristics, group quarters, age, education level, household income
2. Economic trends- employment status, commute to work, labor force characteristics by occupation and industry
3. Housing- residential development trends, vacancy rates, housing structure types, age of units, lot creation, subdivisions, housing costs, cost burden of homeowners and renters, senior housing

Economy

1. City of Ravenna connection
2. Major Road Corridors

3. Airport
4. Economic projections- job creation predictions, etc.

Population Projections- may not be available

Community Survey

1. Public Participation results- includes survey creation and public meetings (2-3)

Development Trends

Implementation- new section

1. Implementation Strategy
2. Future Land Use & other considerations
3. Goals, Objectives, Strategies
4. Action Tables

Appendices, Clean-up, Misc.

Map Updates (see list)

StoryMap (interactive digital summary)

Map List

1. Township Base Map
2. Topography
3. Wetland & Hydric Soils
4. Lakes, Rivers, & Watersheds
5. Flood Hazard Areas
6. Priority Wetlands & Woodlands (Critical Natural Areas)
7. Farmland
8. Protected Areas and Bikeways
9. Drinking Source Water
10. Groundwater Availability in Bedrock & Sand & Gravel Aquifers
11. Oil & Gas Wells, Pipelines & Utility Lines- *if available*
12. Existing Land Use
13. Ravenna Township Current Zoning
14. Public Land & Facilities
15. Traffic Counts
16. Historic & Prehistoric Sites
17. Development Trends & Opportunities
18. Future Land Use
19. Economic Strategies
20. Social Justice/Equity
21. Demographic Maps
22. Functional Class
23. Traffic Counts/Level of Service/ Crashes
24. Pavement Conditions
25. Capital Improvements

Cost Estimate

Section	Hours	Cost
Introduction	6	\$ 405.60
Natural Resources & Physical Features	40	\$2,503.20
<i>Agriculture</i>	20	\$1,352.00
<i>Transportation</i>	30	\$2,837.90
Community Facilities & Land Use	60	\$3,754.80
Population, Housing, and Economic Characteristics	60	\$3,654.40
Economy	40	\$3,373.40
Public Engagement	74	\$4,535.91
Development Trends	40	\$3,139.10
Implementation	100	\$6,177.60
Appendices, Clean-up & Misc.	40	\$2,704.00
Map Updates	100	\$6,760.00
StoryMap (interactive digital summary)	80	\$5,408.00
Total	690	\$46,605.91
Started before 24' and end in February/March 25'; using 22'-25' Hours = 200 TA hours		\$-14,192.69
Total		\$32,413.22

Final (hourly not to exceed)

Cost estimate based on Gail between 50- 60%
 Nick between 30-50%
 Todd between 20-30%

R E S O L U T I O N

THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION WILL PAY AN AMOUNT OF \$15,000 TOWARDS THE DEBT OWED TO THE PORTAGE COUNTY COMMISSIONERS FOR THE MULTI-PURPOSE BUILDING FOR 2023 AND ANNUALLY HEREAFTER UNTIL THE DEBT SERVICE IS PAID OFF. ALSO, ACKNOWLEDGING THAT ANY CASH CARRY FORWARD OF MORE THAN FOUR (4) PAYROLLS OF EXISTING STAFF TO END AND START A NEW YEAR WILL ALSO BE PAID TO THE REMAINING DEBT SERVICE. THE REMAINING DEBT SERVICE ON THE MULTIPURPOSE BUILDING IS \$194,191.43 (TO BE CONFIRMED).

It was moved by _____, seconded by _____

that the following resolution be adopted:

WHEREAS: Portage County Regional Planning Commission owes \$194,191.43 of debt service on the Multipurpose Building and is submitting a payment of \$15,000 to the Board of County Commissioners for the year 2023 and annually thereafter.

WHEREAS: When available any cash carry forward funds of more than 4 payrolls would also be added to the debt service payment.

NOW THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission authorizes annual debt service payments of \$15,000 annually and when available funds exceeding 4 payrolls to be added to the annual payment. Upon meeting the terms of the contractual agreement with the Board of Commissioners the title and property shall be transferred from the Board of Commissioners to the Portage County Regional Planning Commission.

Upon call for vote by Jim DiPaola the vote was as follows:

Yeas _____ Nays _____ ABSTENTIONS _____

I, Secretary of the Portage County Regional Planning Commission, do hereby certify that the foregoing is a true and correct copy of a Resolution of the Portage County Regional Planning Commission duly adopted on December 13, 2023.

Jim DiPaola, Chairman

Todd Peetz, Secretary