

## **AGENDA**

### **PORTAGE COUNTY REGIONAL PLANNING COMMISSION**

**WEDNESDAY, FEBRUARY 8, 2023**

**4:30 P.M.**

**FORMER REGIONAL PLANNING COMMISSION OFFICE  
124 NORTH PROSPECT STREET  
RAVENNA**

- I. CALL TO ORDER
- II. PUBLIC HEARING – AMENDMENT TO THE PORTAGE COUNTY SUBDIVISION REGULATIONS
- III. APPROVING AND ADOPTING AMENDMENTS TO THE PORTAGE COUNTY SUBDIVISION REGULATIONS (RESOLUTION NO. 23-01)
- IV. \*APPROVAL OF JANUARY 11, 2023 MEETING MINUTES
- V. SUBDIVISIONS
  - \*1. Replat of Sublot 8-R of “*Hilltop Acres*” on Hilltop Drive, Lot 59 in Brimfield Township, Lisa and Michael Douvikas, applicant
  - \*2. Replat of Sublot 9-R in “*Rootstown Estates*” on Cook Road, Lot 22 in Rootstown Township, David Molnar, applicant (Approval of an Extension of Time Until March 8, 2023)
  - \*3. Preliminary Plan of “*Hickory Creek*” on Meloy Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant (Motion to Accept for Review Only)
  - \*4. Replat of Sublots 644 – 649 in the “*Clapp Subdivision*” on Lincoln Street, Lot 35 in Franklin Township, Deirdra Pendleton, applicant (Approval of an Extension of Time Until March 8, 2023)
- VI. ZONING
  - \*1. Freedom Township Text Amendment Re: Signs; Nuisances

*\*Needs Action*

- \*2. Windham Township Text Amendment Re: Home Renewable Energy Systems; Substandard Lots
- \*3. Brimfield Township Text Amendment Re: Section 600.04.a (Location of Parking Areas)
- \*4. Franklin Township Text Amendment Re: Medical Marijuana
- \*5. Shalersville Township Text Amendment Re: Article 6, Conditional Zoning Certificates

VII. EXECUTIVE COMMITTEE

A. WORK PROGRAM

- 1. January 2023 Work Program Report
- 2. January 2023 CDBG Report

B. FINANCE

- \*1. January 2023 Financial Statements
- \*2. 2023 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 23-02)

VIII. DIRECTOR'S REPORT

IX. OTHER BUSINESS

Next Meeting – Wednesday, March 8, 2023 (Annual Meeting) – Reed Memorial Library, Jenkins Room 167 East Main Street, Ravenna.

X. ADJOURNMENT

*\*Needs Action*

# Portage County Subdivision Regulations

## Summary of Changes

Location refers to the location of the change in the edited version of the documents.

Location	Page	Modification Description
Throughout	All	Minor changes to grammar, spelling, punctuation, and spacing
180	1-3	Minor changes to wording
302.2	3-2	Removed reference to number of copies and submission time period.
302.4 B	3-3	Conditional approval of preliminary plan
302.5 B	3-4	Length of Validity of Preliminary plan Conditional Approval added
303.3 G.1 I	3-8	Removed alphabetical phase labelling requirement
304.2	3-8	Removed reference to number of copies to submit for plats
304.3	3-8	Corrected reference to section 302.3
306.1 E	3-17	Added conditional approval section
307.4 B3	3-19	Moved basis of bearings reference to item 3
310.1 B	3-22	Clarified language
Major Subdivision Development Guide		Procedure & Processes

**RESOLUTION**

**NO. 23-01**

**RE:    APPROVING AND ADOPTING AMENDMENTS TO THE PORTAGE COUNTY SUBDIVISION REGULATIONS.**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the following resolution be adopted:

- WHEREAS,** section 711.10 of the Ohio Revised Code authorizes the Portage County Regional Planning Commission to adopt general rules, of uniform application, governing plats and subdivisions of land falling within its jurisdiction, to secure and provide for the proper arrangement of streets or other highways in relation to existing or planned streets or highways or to the county or regional plan, for adequate and convenient open spaces for traffic, utilities, access of firefighting apparatus, recreation, light, and air, and for the avoidance of congestion of population; to provide for their modification by the commission in specific cases where unusual topographical and other exceptional conditions require the modification; to require the board of health to review and comment on a plat before the commission acts upon it and also may require proof of compliance with any applicable zoning resolutions, and with sewage treatment rules adopted under section 3718.02 of the Revised Code, as a basis for approval of a plat; and to require actual construction of streets or other improvements or facilities or assurance of that construction as a condition precedent to the approval of a plat of a subdivision; and
- WHEREAS,** the Portage County Regional Planning Commission and the Portage County Board of Commissioners have previously adopted such rules known as the "Portage County Subdivision Regulations"; and
- WHEREAS,** said rules provide for the administration thereof and prescribe the penalties for the violation thereof; and
- WHEREAS,** said rules are for the purpose of promoting the public health, safety, comfort, convenience, and general welfare; and
- WHEREAS,** Chapter 711 of the Ohio Revised Code enables the County Board of Commissioners and the Portage County Regional Planning Commission to approve and adopt amendments to the rules adopted under Chapter 711 of the Ohio Revised Code; and
- WHEREAS,** on the 8<sup>th</sup> day of February the Portage County Regional Planning Commission held a public hearing pursuant to Chapter 711 of the Ohio Revised Code to consider amendments to the Portage County Subdivision Regulations; now, therefore be it
- RESOLVED,** that amendments to the Portage County Subdivision Regulations, marked exhibit "A" and attached hereto and incorporated herein as though fully rewritten, be and hereby are approved and adopted by the Portage County Regional Planning Commission in accordance with Chapter 711 of the Ohio Revised Code; and be it further

**RESOLVED,** that the amendments to the Portage County Subdivision Regulations approved and

adopted hereinabove shall be forward to the Portage County Board of Commissioners to become effective upon approval after the public hearing, and certification by the Portage County Board of Commissioners to the Portage County Recorder in accordance with section 711.10 of the Ohio Revised Code; and be it further

**RESOLVED,** it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Upon call of the roll, vote was as follows:

YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ ABSTENTIONS \_\_\_\_\_

I, Secretary of the 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 February 8, 2023.

\_\_\_\_\_  
Jim DiPaola, Chairman

\_\_\_\_\_  
Todd Peetz, Secretary

**Minutes  
Portage County Regional Planning Commission  
January 11, 2023**

Portage County Regional Planning Commission dated January 11, 2023 at 4:30 p.m. The meeting was held at the former Portage County Regional Planning Commission office, 124 North Prospect Street, Ravenna.

**Members Present:**

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Freedom, Charlene Walker	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Mantua Vill., Tammy Meyer	Paris Twp., David Kemble	Randolph Twp., Sue White
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal
Windham Twp., Rich Gano	Water Resources, Tia Rutledge	Soil & Water, Anthony Lerch
PARTA, Amy Proseus	Portage Park District, Allan Orashan	County Engineer, Larry Jenkins
P.C. Commissioner, Sabrina Christian-Bennett		

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves
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**Public Present:**

J. Gadd	J. Smith	T. Burgoyne	D. Miller
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**Members Absent:**

Hiram Vill., Robert Dempsey	Mantua Twp., Susan Lilley	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Windham Vill., Nick Bellas	P.C. Commissioner, Vicki Kline
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:30 p.m.

**APPROVAL OF DECEMBER 14, 2022, MEETING MINUTES**

The December 14, 2022 minutes were presented. T. Green made a motion to approve the minutes as presented. Motion seconded by D. Kemble. Motion carried with 20 Yeas.

**APPOINTMENT OF NOMINATING COMMITTEE**

The following persons were appointed to the Nominating Committee:

- A. Orashan
- J. Beal
- S. Nutter

The Nominating Committee will meet after the Full Board Meeting in February.

## **SUBDIVISIONS**

Preliminary Plan of "Wingfoot Lake Development" on State Route 43, Lot 29 in Suffield Township, Wingfoot Development, LLC., applicant - Report presented by Todd Peetz

The site is northeast of Wingfoot Lake on the west side of State Route 43 and approximately ½ mile south of Waterloo Road in Suffield Township. The preliminary plan proposed 42 single-family lots and two new residential streets off of State Route 43. The site was a farm for many decades.

The site is zoned Low Density Residential (R-1).

There are wetland areas identified on the survey. A permit from U.S. Army Corps of Engineers or from Ohio EPA must be submitted along with the Plat and the permit number must be on the Plat.

Staff recommends *conditional approval* of the preliminary plan. The following items must be provided:

1. Township lot numbers are missing. The lot numbers must be in the title block on the Plat.
2. Names, addresses and phone numbers of the owners, developers and/or professional engineer or surveyor who prepared the preliminary plan are required with registration numbers and seals.
3. Total acreage of the subdivision is missing on the preliminary plan.
4. Proposed names of streets are missing.
5. Missing lot dimension.
6. Missing geometry including segment lengths, curve data and intersection angles.
7. Proposed restrictions and covenants will need to be submitted at the time of Plat including any proposed for the Homeowners Association.
8. Before any Plat can be approved with 300 feet of a highway or 500 feet of a highway intersection, it must be submitted to the State Department of Transportation. This must be done before Plat approval.
9. Wetland delineations should be clearly delineated.
10. May need a variance for lot depth on some lots.
11. Need approval and/or a conversation with Wingfoot Lake/ODNR about trail and access road to state park. Need a conversation with the school district about accessing the school from the subdivision.

12. Need input from the electric company who owns the overhead wires. The developer will need to work with Ohio Edison to bury the lines appropriately.

The County Engineer is recommending *“conditional approval”*:

- Wetlands must clearly be delineated on the preliminary plan and subdivision Plat.
- Trip generation calculation is acceptable. A traffic impact study is not required.
- Subdivision Plat submission needs to follow the P.C. Subdivision Regulations for procedures for subdivision approval.

The Portage County Health Department is recommending *“approval”*:

- A written consultation from Ohio EPA is needed in accordance with OAC 3701-29-08 B.6.

The above conditions must be met prior to submitting the Plat for review.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by S. White. Motion carried with 22 Yeas.

Replat of Sublots 12 – 15 of Block 3 of “East Park Heights Allotment” on Hazel Street, Lot 25 S.D. in Ravenna Township, L & K Capital, applicant – Report presented by Todd Peetz

The applicant is requesting approval to combining sublots 12, 13, 14 and 15 to build a collision center. The Replat is north of State Route 59 on the west side of Hazel Street. The site is located in Ravenna Township adjacent to the eastern border of Ravenna City.

The site is on sanitary sewer through Portage County Water Resources and water is available to the site through the City of Ravenna.

According to the National Wetlands Inventory and the Portage County Wetland Inventory, there are no wetlands on the site.

The FEMA Flood Insurance Rate Map shows no flood hazard areas on the site.

Staff recommends approval of the Replat. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 22 Yeas.

Replat of Sublot 8 Part of Lot 63 of “Coia Subdivision” on Summit Road, Lot 63 S.D. in Ravenna Township, Bisirri Commercial Properties, applicant

A motion was made by S. Christian-Bennett to approve an extension of time until March 8, 2023. Motion seconded by R. Patrick. Motion carried with 22 Yeas.

## **ZONING**

Mantua Township Text Amendment – Report presented by Todd Peetz

Mantua Township is proposing the following under Section 610.09 (Swimming Pools):



- C. The swimming pool or the entire property upon which it is located shall be secured by an enclosure (wall, fence or similar type of structure) in such a manner as to prevent uncontrolled access by children. The structure used to secure the pool shall not be less than FOUR (4) ~~six (6)~~ feet in height and it shall be maintained in good condition with a gate and a self-latching lock.

Staff recommends approval of the proposed amendment. A motion was made by S. Christian-Bennet to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

#### Rootstown Township Text Amendment – Report presented by Todd Peetz

Rootstown Township wants to make sure that businesses and community facilities in the Township can provide electric vehicle charging stations and that residents can also have charging stations for their personal vehicles. The amendment proposed is to allow electric charging stations as a permitted use in all zoning districts, with the exception of the Open Space Conservation District which would be a conditional use.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

### EXECUTIVE COMMITTEE

#### WORK PROGRAM

##### December 2022 Work Program Report

Todd presented the December 2022 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting was held on October 11, 2022 to discuss some minor additions that will be brought to the Board. This has been tabled until the February 8, 2022 Full Board meeting. The Commissioners have scheduled their public hearing for March 16, 2023.
- Brimfield Township – Continued working on their Historic Structures Story Map. Staff is also assisting them with several zoning related requests.
- Deerfield Township – Staff is assisting them with grant information for their fire department.
- Freedom Township – Staff is looking into grant opportunities for a community center and a park. Staff needs to set up a meeting.
- Mantua Township – Staff is looking into grant opportunities for a community center and a park. Staff needs to set up a meeting.

- Mantua Village – Assisting them with a CDBG project for ADA sidewalk improvements. Staff is looking into a variety of grants to help the Village. Staff will be looking into resubmitting a pre-application for a Targets of Opportunity grant as well as submitted a pre-application for a Residential Public Infrastructure Grant. A portion of the LMI Income Survey was updated for the Village and the Village was 54.5% LMI.
- Nelson Township – Staff is discussing possible zoning/text amendments.
- Ravenna City – Working with the City on their Critical Infrastructure Grant.
- Rootstown Township – Staff is in the process of completing an income survey for a very small area in the Township.
- Shalersville Township – Staff has started updating the Township's Land Use Plan. Several community meetings are being scheduled.
- Windham Village – Working with the Village on their Critical Infrastructure Grant.
- Quarterly Zoning Inspector's Meeting – The next meeting will be held on January 19, 2023 at the Ravenna Township Townhall. There will be a variety of discussion topics for the next meeting but specifically HB 56 and EV charging stations.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program – Currently there are two septic systems in process, and one is pending owner information.
- Portage County Vision and Comprehensive Plan – The Commissioners approved the Vision Plan on December 1, 2022. A meeting has been scheduled with the Commissioners next Thursday to provide a summary of the Comprehensive Plan. Staff has met with a number of departments and non-profit organizations to help wrap up the project. Draft implementation schedule is available for review. Those departments or agencies that do not respond, we will set up appointments with them to make sure we have their input.
- Portage County Water Resources GIS Assistance – Staff has been working with Water Resources to provide GIS mapping assistance and the goal is to provide 80+ hours pers month. We are hoping to hire a planner to help with it.
- Brimfield Township Historic Structures Story Map Project – Todd met with Mike Kostensky to discuss goal setting and options; Staff is working on a community survey for input; Worked on creating an outline for potential creation of a historical district; Staff is also working with Kelso House and related community members to help support information gathering related to this project.

- Brimfield Township Comprehensive Plan Update – A kick-off meeting will be held on January 12, 2023.
- Shalersville Township Land Use Plan – Staff met with the Zoning Commission at their December meeting. Staff plans to have several community meetings in March and April. A Community Survey has been prepared for review. Much of the existing conditions have been compiled. Online web presence has also been prepared. Post cards with community meetings and survey information has been mailed out.

**December 2022 CDBG Report** – Report presented by L. Reeves

**2021 Critical Infrastructure Grant – Windham Village**

A contract is in place for engineering services and the Notice to Proceed has been issued to the engineer.

**2021 Critical Infrastructure Grant – Ravenna City**

Construction is underway and it is anticipated construction will be completed in the spring of 2023.

**2021 CDBG Target of Opportunity Program CARES Act (CDBG-CV)**

Contract has been signed by the contractor and are waiting for the funds to be certified/appropriated at the County before circulating to the County Auditor, Prosecutor and the Commissioners. A notice to proceed will be issued once the contract is in place.

An extension has been approved and all construction must be completed by April 30, 2023.

**2022 Community Development Allocation Grant**

**Administration**

We have received the grant agreement and it has been signed by the Office of Community Development and the Commissioners.

We have received release of funds for the Public Service – Senior Assistance Program activity. Staff is working on the bid document for the project.

**Public Service – Streetsboro Senior Assistance Program**

Seventy-Eight (78) applications have been received for the Senior Assistance Program. All income has been verified for each household and a letter has gone out to all households who applied for the program.

Currently working on the bid specifications and it is anticipated the project will go out to bid next week.

## Fair Housing

Staff received 14 fair housing calls in the month of December.

## 2022 Residential Public Infrastructure Grant – CHINN Sewer Construction

We have received the Permit to Install from EPA and a full application will be submitted as soon as it is available.

## 2022 Residential Public Infrastructure Grant – Mantua Village

We have enough LMI surveys at this time to justify the area to be LMI and are working with the State for their determination. The Office of Community Development (OCD) has recommended we wait until the next available cycle in 2023 to submit a full application.

## 2022 Downtown Revitalization Target of Opportunity Program

A full application is being prepared and will be submitted to OCD once it is completed and public hearing is held.

## 2023 P.C. Regional Planning Commission Work Program Report – Todd Peetz

Todd presented the 2022 Portage County Regional Planning Commission Work Program.

A motion was made by S. Christian-Bennett to accept the 2023 Regional Planning Commission Work Program as presented. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

## FINANCE

### December 2022 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the December 2022 financial statements and recommends acceptance.

R. Patrick made a motion to approve the December 2022 financial statements as presented. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

## OTHER BUSINESS

### Next Meeting

T. Peetz announced the next Regional Planning Commission meeting will be held on February 8, 2023 at 4:30 p.m. at the former Regional Planning Commission Offices located at 124 North Prospect Street, Ravenna.

## **DIRECTOR'S REPORT**

### **Electric Vehicle Charging Stations**

There are 3 levels of charging stations: (1) Level 1 uses common 120-volt household outlet and adds 2 – 5 miles of range per hour charging; (2) Level 2 is commonly used for daily EV charging and adds 10 – 20 miles of range per hour charging depending on power output and the vehicles max charge rate; (3) Level 3 is a DC fast charge and is found along heavy traffic corridors and gives up to 400 miles of range per 30 minutes of charging.

There are two charging stations proposed in Portage County. One in Brimfield Township and one in Palmyra Township.

Zoning is the primary tool for implementation until the building code or state code catches up.

More information will be provided at the Quarterly Zoning Inspectors meeting.

### **Planner Position**

As of today, no applications have been received for the planner position and we will need to re-advertise the position.

## **ADJOURNMENT**

A motion was made by R. Patrick adjourn the meeting at 5:11 p.m. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

Minutes approved at the February 8, 2023, Meeting.

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Jim DiPaola, Chairman

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Todd Peetz, Secretary



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Meeting called to order on January 11, 2023 at: 3:30 p.m.

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

Staff: T. Peetz E. Beeman

Absent: S. Nutter

J. DiPaola opened the meeting at 3:33 p.m. The meeting was held at the former Regional Planning Commission office at 124 N Prospect, in Ravenna. The minutes of December 14, 2022 were presented. J. Beal made a motion to approve the December 14, 2022 minutes as presented, seconded by A. Orashan. Motion carried unanimously.

**WORK PROGRAM** as reported by T. Peetz

**Portage County Subdivision Regulations**

Todd stated due to the fact we need to advertise 30 days prior to discussing and/or adopting Portage County Subdivision Regulation changes staff will present the changes at the February 2023 full Commission meeting.

**Planning Administration**

A total of 10 subdivision applications were submitted during the month of December 2022 with 6 new lots being created.

Todd gave an overview of the member service activities for the month of December 2022.

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

Staff attended the December Board meeting.

**Quarterly Zoning Inspector Meeting**

A meeting was held October 27<sup>th</sup>, 2022. The topic included PRD, PUD and RRNOSO subdivision regulation updates. The next meeting will be held January 19<sup>th</sup> at the Ravenna Township town hall at 6:00 p.m. There will be a variety of discussion topics for this meeting specifically HB 56 and EV charging stations.

**Portage County Storm Water Program**

Staff continues to take applications to help homeowners replace failing septic systems. E. Beeman reported on 2 projects currently in process of being replaced.



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### **Portage County Vision and 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 9<sup>th</sup>, 2022 Commission meeting. The Portage County Commissioners approved the 2032 Vision Plan on December 11, 2022. Todd reported we anticipate presenting a final document sometime in March/April 2023 for the Portage County Comprehensive Plan.

### **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.

### **Shalersville Township Land Use Plan**

Kick off meeting was held October 13<sup>th</sup> with the Zoning Commission. A community survey has been prepared for review. Existing conditions is being compiled. Online web presence is being 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. Post cards with community meetings and survey information were mailed out on January 9, 2023.

**Celebrate Portage!** We look forward to a bigger and better 2023. The first meeting is scheduled for the end of January 2023.

### **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 we are making progress. Todd reported there is a meeting scheduled with the City of Kent Historical Society to submit a proposal for a historic structures story map. We are looking at bringing an intern on board to help with this project. Kaylan has graduated with an architectural degree.

### **Brimfield Comprehensive Plan Update**

Staff will be updating the 2010 data to reflect the 2020 census data. Staff will also look at what goals were accomplished. Staff will evaluate the short-term goals and objectives and establish or update them, as necessary.

### **2022 Residential Public Infrastructure Grant**

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Allotments. 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 PC Health Department in the project service area located in Ravenna Township. A



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permit to install has finally been secured, therefore a full application will be prepared/submitted to OCD when it becomes available.

**2021 CDBG Critical Infrastructure Grant (Windham Village)**

Portage County was awarded \$452,100 for this project. Grant received; the Commissioners have signed the agreement. An environmental review of the project has been completed. Release of funds received. **UPDATE:** A resolution was passed by the Commissioners to award the contract for engineering services. Contract is in place and notice to proceed has been issued for engineering services.

**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. Contract is in place and the notice to proceed has been issued. A pre-construction meeting was held. **UPDATE:** Construction started September 26, 2022.

**CDBG TARGET OF OPPORTUNITY COVID-19 RESPONSE (CDBG-CV)**

Family and Community Services are requesting CDBG-CV funds for two projects.

Permanent Supportive Housing Facility Improvement Project- Request for hard surface flooring and HVAC updates at their Supportive Housing Program. The hard surface flooring will provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide for improved air filtration and purification to better prevent the spread of COVID-19.

Transitional Housing Facility Improvement Project- Request for hard surface flooring and HVAC updates at their Supportive Housing Program, Transitional Housing. Hard surface flooring will provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide improved air filtration and purification to prevent the spread of COVID-19. Application was funded. Grant agreement has been received and was signed by Commissioners on April 4, 2022. One bid was received. An extension has been requested until July 31, 2023. **UPDATE:** Contract is signed. Funds are in process of being certified and appropriated. Will circulate after funds are in place for signatures. A notice to proceed will be issued once the contract has been appropriated. An extension request until April 30, 2023 has been approved.

**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 have recommended alternative methods of funding. The maximum grant amount is \$250,000. Applications will require firm participation commitments from business/building owners.





**UPDATE:** A pre-application was submitted. The state has recommended we wait until 2023 to submit a full application due to the number of applications currently under review at OCD.

## **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
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.
3. Coleman Professional Services for \$45,600 to demolish a blighted house at 463/465 Chestnut Street.
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.

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.

**UPDATE:** Environmental review is underway.

## **RPC GENERAL FUND**

December 1, 2022 Cash Balance	\$64,443.84
Receipts:	\$11,676.81
Expenditures:	\$28,824.87
December 31, 2022 Cash Balance	\$47,295.78

## **B-F-20 Formula Grant**

December 1, 2022	\$2,138.95
Receipts:	\$5,100.00
Expenditures:	\$7,138.95
December 31, 2022 Cash Balance	\$100.00

## **B-X-21-2 Ravenna City Critical Infrastructure**

December 1, 2022	\$5,118.97
Receipts:	\$ 0.00
Expenditures:	\$ 148.65
December 31, 2022 Cash Balance	\$4,970.32



#### **B-X-21-1 Windham Village Critical Infrastructure**

<b>December 1, 2022</b>	<b>\$1,401.23</b>
<b>Receipts:</b>	<b>\$ 0.00</b>
<b>Expenditures:</b>	<b>\$ 112.60</b>
<b>December 31, 2022</b>	<b>\$1,288.63</b>

#### **B-D-21-1CJ-4 Target of Opportunity**

<b>December 1, 2022</b>	<b>\$2,908.09</b>
<b>Receipts:</b>	<b>\$ 0.00</b>
<b>Expenditures:</b>	<b>\$2,711.04</b>
<b>December 31, 2022</b>	<b>\$197.05</b>

#### **2022 Financial Statements**

E. Beeman presented and reviewed the December 2022 financial statements. A motion was made by Sabrina Christian-Bennett to approve the December 2022 financial statements as presented and reviewed and to recommend acceptance to the full Commission, motion seconded by F. Seman. Motion carried unanimously.

Todd reviewed potential revenue that is not in place at this time.

- City of Kent Historic Structures if funded will begin sometime in the spring
- City of Ravenna Comprehensive Plan
- Ravenna Township Land Use Plan update
- Windham Village Land Use Plan update

The Farmland Preservation Plan needs to be done due to Portage County farms not funded under the Agricultural Protection Plan due to an outdated preservation plan. Todd attended meetings with the Western Reserve Land Conservancy, Farm Bureau, PC Soil & Water, to discuss doing an interactive map for farm markets, farms selling produce. The farmland plan would delve into acreage, products being produced by farmers. Preserve farmland by identifying key areas and on the other hand we can indicate what the farms are producing and where they are located by utilizing an interactive map.

Todd stated he has talked to the Ohio EPA about a county-wide brownfield assessment. Discussion was held on how to clean up and prepare brownfield sites for redevelopment. Following site remediation, properties can be redeveloped to revitalize neighborhoods and attract new economic development.

Todd stated there are several upcoming CDBG projects for fiscal year 2023 on our radar. It would probably need a part time person to help Lisa.

Todd reviewed the general work program for 2023 with the committee.



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Other Business:

Todd stated there were no planner resumes received from our recent advertising for the vacant position.

Todd stated the Northeast Ohio Planning and Zoning Conference would like Portage County to host the conference in 2023. Todd asked Ravenna City, Aurora City, City of Kent to participate in the event however, he has not heard back from anyone. Todd stated it would be a great way to showcase Portage County.

There being no further business to come before the Committee a motion was made by Sabrinia Christian-Bennett to adjourn the meeting at 4:09 p.m. seconded by F. Seman. Motion carried unanimously.

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Chairman, Jim DiPaola

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Secretary, Todd Peetz

Minutes submitted for approval by Secretary on February 8, 2023

**REPLAT OF SUBLOT 8-R  
IN HILLTOP ACRES IN LOT 59  
IN BRIMFIELD TOWNSHIP**

**Case No:** 22-46

**Reviewed By:** Gail Gifford

**Date Received:** 11/15/22

**Due:** 12/15/22 (extension of time to 2/8/23)

**APPLICANT(S):** Michael and Lisa Douvikas

**REQUESTED ACTION & HISTORY:**

The applicant requests a review of the replat splitting lot 8-R in Hilltop Acres in order to build a home.

**LOCATION: Vicinity Map (Exhibit 1)**

The replat is in Hilltop Acres east of SR 43 and south of Old Forge Road off Hilltop Road.

**SIZE & ZONING: (Exhibit 2)**

**Site Zoning:** The site is zoned Residential- Medium Density (R-2).

**BRIMFIELD TOWNSHIP ZONING REQUIREMENTS**

	<u><b>R-2</b></u>	<u><b>8R-A</b></u>	<u><b>8R-B</b></u>
Min. Lot Size	1 acre	0.820 acres	0.702 acres
Min. Frontage	125 feet	210 feet	180 feet
Min. Lot Width	125 feet	210 feet	180 feet

**LAND USE: Site:** Sublot 8R-A has an existing single-family home. Sublot 8R-B is currently vacant.

**Surrounding:** To the north and west is a several commercial uses including an ice cream parlor and auto shop. East of the site are several parcels of predominantly vacant land and farm fields. South of the site are several single-family homes.

**UTILITIES:** The site is on sanitary sewer through Portage County Water Resources. It has water service through Aqua Ohio.

**PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):**

**Soils:** The soils on the replat site are Udorthents (Ua) and soils associated with former gravel pits (Pg). These are soils commonly associated with development, have no hydric rating, and are not considered prime farmland.

**Wetlands:** According to the National Wetland Inventory and Portage County Wetland inventory, there are no wetlands on site.

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

**COMMENTS FROM OTHER DEPARTMENTS & AGENCIES**

	<b>Approval</b>	<b>Conditional Approval</b>	<b>Disapproval</b>	<b>No comment</b>
<i>Chief Building Official:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Soil &amp; Water Conservation Dist.:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>Brimfield Township 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.

**COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:**

The applicant of this replat obtained a variance from the Brimfield Township Board of Zoning Appeals to allow for lot sizes less than one acre in the R-2 zoning district. The variance permit was granted on November 30, 2022. The zoning inspector has no other comments on the replat.

**ANALYSIS:** Sublot 8R-A and 8R-B have no environmental constraints on the site; however, by splitting the lot, the home on Sublot 8R-A will be splitting out the sewer lateral. It is possible that the location of the lateral will make Sublot 8R-B difficult to build on; however, an easement has been added to the survey to mark the location.

**RECOMMENDATIONS:** Staff recommends approval.

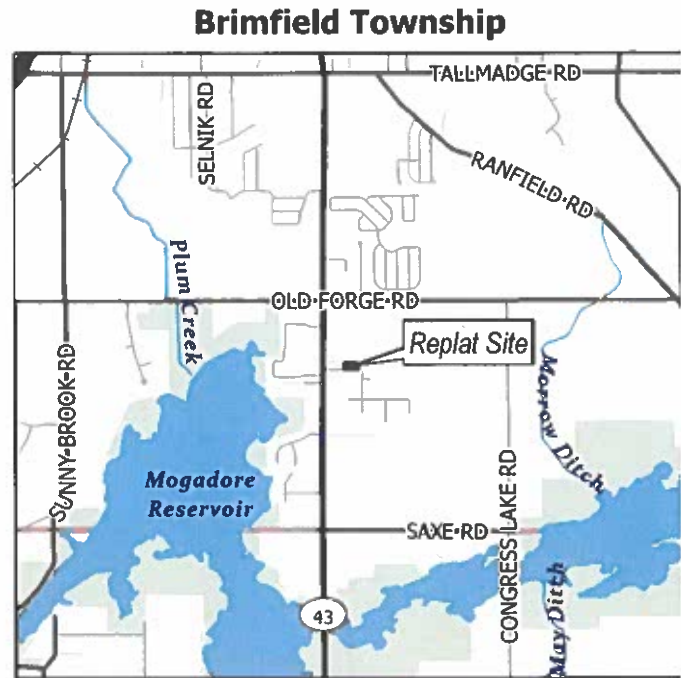
## Exhibit 1

### Hilltop Acres Replat of Sublot 8-R



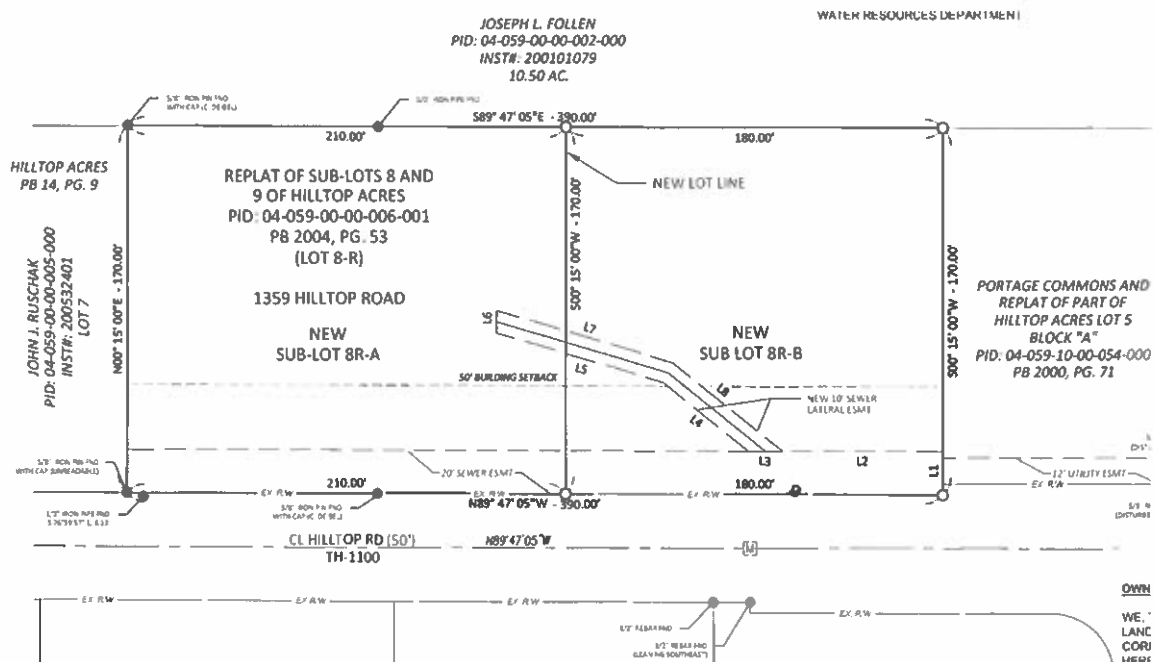
0 100 200 Feet

— Railroad — Stream — Water — Parks — Township Boundary



0 0.5 1 Mile

## Exhibit 2 Replat



2/1/23



Data Sources: Roads, Boundaries, & Parcels, Portage County GIS, 2022; Water, NHD-USGS, edited by PCRPC, 2007 & 2012; Railroads, ODOT, 2022; Aerial, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022.



Soils



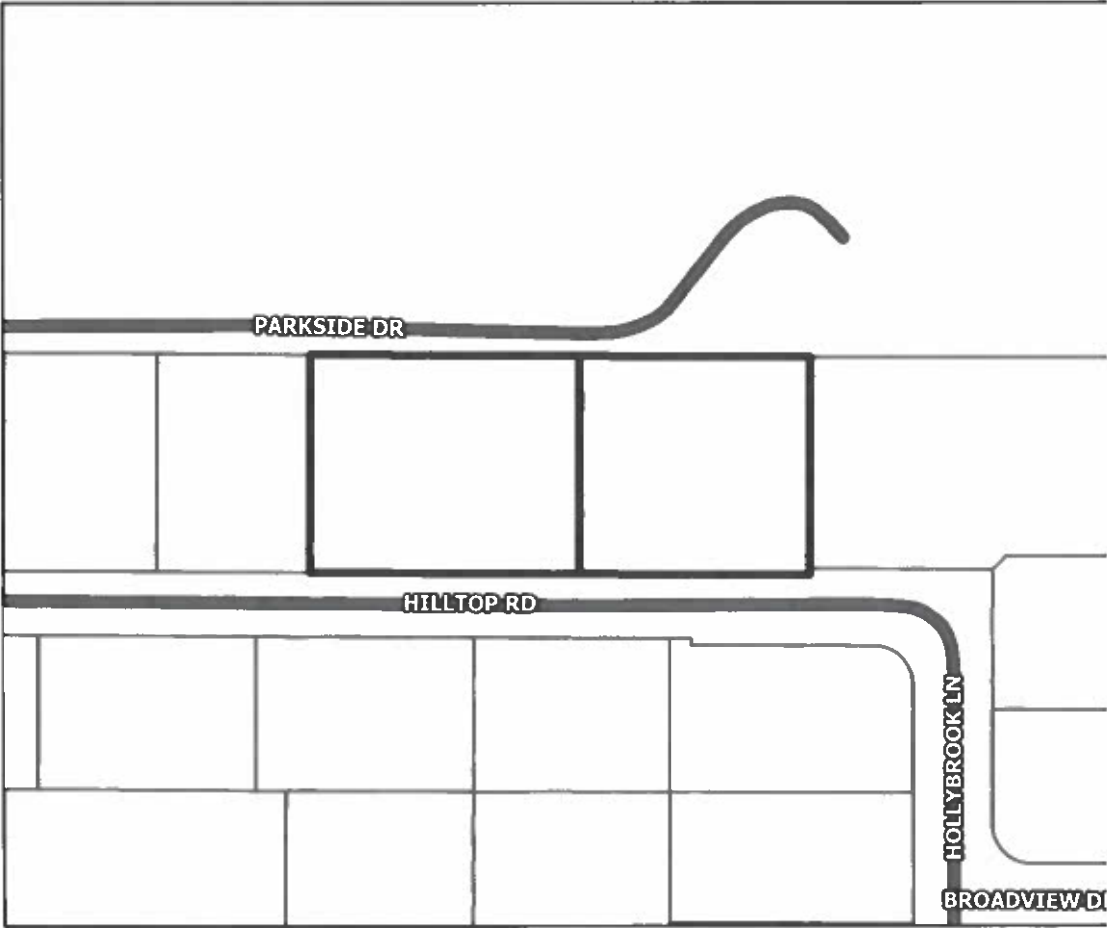
Exhibit 3

Hilltop Acres  
Replat of Sublot 8-R

Brimfield Township

- Soils
- Hydic Soils
- Streams
- Water
- Wetlands
- Flood Zone A
- Flood Zone AE

Wetlands & Floodplain



PCRPC 12/1/22

Data Sources: Roads, Parcels, Boundaries, Portage County GIS, 2022; Water, NHD-USGS, edited by PCRPC, 2012; Flood Zones, FEMA FIRM, 2017; Wetlands, NWI USFWS, imagery 2007, updated 2019; Soils, Portage County Soil Survey digital version, updated 2021; Aerial, Portage County GIS, 2022.

**FREEDOM TOWNSHIP  
ZONING MAP AMENDMENT  
REVIEW BY RPC STAFF  
JULY 2018**

Reviewer: Todd Peetz  
Date Received: 1-19-23  
Hearing Date: 2-8-23

Applicant: Freedom Township Zoning Commission

Underlined and italicized text is being added to the resolution; strike-through text is being deleted.

**AMENDMENT 1  
Section 403.D - Signs**

**Proposed Change:**

D. All Business Signs in Rural/Residential, Residential/Commercial, Residential/Industrial, Neighborhood/Commercial/Office Industrial and Light Industrial Districts: The maximum size of a business sign shall be thirty-two (32) square feet, exclusive of base poles or other types of support. However, if the advertising message, including background is incorporated into the poles and or base/support then that area will also be included in the calculated area of the maximum size of thirty-two (32) square feet. There shall be no more than one (1) sign per business property unless two roads border business property, then two (2) signs are permitted. ~~The overall height of the sign shall not exceed six feet (6ft). If mounted from the ground level, the overall height of the sign shall not exceed six feet (6ft).~~ Entire sign assembly shall not exceed six feet (6ft) from the ground level.

**Staff Comments:**

The proposed change appears to simplify the existing language.

**RECOMMENDATION**

Staff would recommend approval.



**AMENDMENT 2**  
**Section 403.3C – Billboard Signs**

**Proposed Change:**

- C. The maximum height shall be twenty-five feet (25ft). The sign width area shall not exceed a ~~length of~~ thirty-five feet (35ft), and the sign area shall not exceed ~~be limited to no more than~~ two hundred fifty (250) square feet.

**Staff Comments:**

It appears the length and area were being misused. The proposed amendment helps to clarify what area and length are including the total square feet of the billboard sign.

**Staff Recommendation:**

Staff would recommend approval.

**AMENDMENT 3**  
**Section 416.1B Allowable Fuel Material**

**Proposed Change:**

- B. Wood pellets made by-products must be made from clean wood.

**Staff Comments:** This would make sense, since not all wood burning products are wood pellets.

**Staff Recommendation:**

Staff would recommend approval

**AMENDMENT 4**  
**Section 402.1 and 402.3 Nuisances Prohibited**

**Proposed Change:**

**§ 402.1**

There shall be no dumping, storing, burying, reducing, disposing of or burning of garbage, refuse, scrap metal, construction and demolition materials and debris, tires, or carcasses of animals, unless these materials have been generated on one's own property and disposed of in accordance with all local, state and federal requirements. There shall, however, be no disposition of either commercial or industrial products which can be considered a public nuisance. There shall be no disposing of chemical wastes or industrial waste in any part of the Township.

**§ 402.3**

There shall be no places for the collection of scrap metal, paper, rags, glass, tires, or junk for purposes of sale or storage except in conjunction with a licensed industry in the industrial district.

**Staff Comments:** Staff would concur that tires should be listed as a nuisance since used and discarded tires can collect water and serve as a breeding ground for mosquitoes.

**Staff Recommendation:**

Staff would recommend approval.

***Proposed Text Amendments to the Freedom Township  
Resolution; Submitted to Portage County Regional Planning  
by the Freedom Township Zoning Commission***

***Public Hearing Date – February 15, 2023 at 7:00pm***

**Amendment 1 – 403.1D – Signs**

Underlined and italicized text is being added to the resolution; strike-through text is being deleted.

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**§ 403.0 Signs**

**§ 403.1**

- A. ....
- B. ....
- C. ....
- D. All Business Signs in Rural/Residential, Residential/Commercial, Residential/Industrial, Neighborhood/Commercial/Office Industrial and Light Industrial Districts: The maximum size of a business sign shall be thirty-two (32) square feet, exclusive of base poles or other types of support. However, if the advertising message, including background is incorporated into the poles and or base/support then that area will also be included in the calculated area of the maximum size of thirty-two (32) square feet. There shall be no more than one (1) sign per business property unless two roads border business property, then two (2) signs are permitted. ~~The overall height of the sign shall not exceed six feet (6ft).~~ If mounted from the ground level, the overall height of the sign shall not exceed six feet (6ft). Entire sign assembly shall not exceed six feet (6ft) from the ground level.
- E. ....

**Amendment 2 – 403.3C – Billboard Signs**

Underlined and italicized text is being added to the resolution; strike-through text is being deleted.

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**§ 403.0 Signs**

**§ 403.1....**

**§ 403.2 Signs over Three (3) Feet Square....**

**§ 403.3 Billboards**

- A. ....
- B. ....
- C. The maximum height shall be twenty-five feet (25ft). The sign width area shall not exceed a length of thirty-five feet (35ft), and the sign area shall not exceed ~~be limited to no more than~~ two hundred fifty (250) square feet.
- D. ....

## **Amendment 3 – 416.1B – Allowable Fuel Material**

Underlined and italicized text is being added to the resolution; strike-through text is being deleted.

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### **§ 416.0 Outdoor Hydronic Furnaces**

#### **§ 416.1 Allowable Fuel Material**

- A. ....
- B. Wood ~~pellets made~~ by-products must be made from clean wood.
- C. ....

## **Amendment 4 – 402.1 and 402.3 – Nuisances Prohibited – Prohibited Nuisances**

Underlined and italicized text is being added to the resolution; strike-through text is being deleted.

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### **§ 402.0 Nuisances Prohibited – Prohibited Nuisances....**

#### **§ 402.1**

There shall be no dumping, storing, burying, reducing, disposing of or burning of garbage, refuse, scrap metal, construction and demolition materials and debris, tires, or carcasses of animals, unless these materials have been generated on one's own property and disposed of in accordance with all local, state and federal requirements. There shall, however, be no disposition of either commercial or industrial products which can be considered a public nuisance. There shall be no disposing of chemical wastes or industrial waste in any part of the Township.

#### **§ 402.2....**

#### **§ 402.3**

There shall be no places for the collection of scrap metal, paper, rags, glass, tires, or junk for purposes of sale or storage except in conjunction with a licensed industry in the industrial district.

#### **§ 402.4....**

# **WINDHAM TOWNSHIP ZONING MAP AMENDMENT**

**FEBRUARY 2023**

**Received: November 10, 2022**  
**Meeting Date: February 8, 2023**  
**Reviewed by: Todd Peetz**

**Applicant:** Windham Township Zoning Commission

**Bold and underline is the proposed change strikethrough and or caps are staff recommended changes**

## **AMENDMENT 1**

**Amend Section 2.12 Expansion of non-conforming residence on a substandard lot**

### **PROPOSED/RECOMMENDED CHANGES**

#### **Section 2.12**

**G. Substandard Lot:** Any lot that 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 be safely 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.

#### **A. Expansion of non-conforming residence on Substandard Lots:**

**1. With approval of the Board of Zoning Appeals, a one time allowance may be made to the property to an extent not exceeding 20% of the ground floor area of the existing residence.**

**2. In no case shall the side yard setback be less than 8 feet.**

#### **Staff Comments:**

This is complex and more case-by-case scenario to determine how any expansion of a nonconforming residential structure or substandard lot would work in a specific area.

So, there are action items: first the Board of Zoning appeals would decide if such an expansion is compatible and in keeping with the area. Second the expansions are limited to 20%. An example would be a 2,000 square foot house could only be expanded by 400 square feet. The third action item would allow only side setbacks to be reduced to 8 feet. Many communities have 15-to-20-foot building separations so, how is the neighboring properties situated could also be considered.

## **RECOMMENDATION**

Staff would recommend approval of the request.

### **AMENDMENT 2** **Section 3.3 Home Renewable Energy Systems**

#### **A. Ground Mounted Solar Systems**

- 1. Ground-mounted systems are subject to the setback requirements in Section 3.1.C. The required setbacks are measured from the lot/parcel/property line to the nearest part of the system. No part of the ground-mounted system shall extend into the required setbacks due to a tracking system or other adjustment of solar PV related equipment or parts.**
- 2. No system shall be permitted to be located in the required front yard setback.**
- 3. Ground mounted solar systems require a permit from the township. After a review and acceptance of site plan and required information, a permit authorizing construction shall be issued.**

#### **Staff Comments:**

The intent here is to follow setback requirements for ground mounted solar. However, no ground mounted solar system should be in the front yard setback. All ground mounted structures require a permit to authorize construction.

We believe the intent is not allow ground mounted solar system in the front yard, especially since all ground mounted solar systems need to be out of any setback.

#### **Recommendation:**

Staff would recommend the proposed text with the adjustment in 3.3.a(2) removing the word “required” and “setback”.

### **Section 3.3: Home Renewable Energy Systems**

#### **A. Ground Mounted Solar Systems**

1. Ground-mounted systems are subject to the setback requirements in Section 3.1.C. The required setbacks are measured from the lot/parcel/property line to the nearest part of the system. No part of the ground-mounted system shall extend into the required setbacks due to a tracking system or other adjustment of solar PV related equipment or parts.
2. No system shall be permitted to be located in the required front yard setback.
3. Ground mounted solar systems require a permit from the township. After a review and acceptance of site plan and required information, a permit authorizing construction shall be issued.

And:

### **Section 2.12**

**G. Substandard Lot:** Any lot that 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 be safely 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.

#### **A. Expansion of non-conforming residence on Substandard Lots:**

1. With approval of the Board of Zoning Appeals, a onetime allowance may be made to the property to an extent not exceeding 20% of the ground floor area of the existing residence.
2. In no case shall the side yard setback be less than 8 feet.

**BRIMFIELD TOWNSHIP  
ZONING CODE UPDATE WITH AMENDMENTS  
FEBRUARY 2023**

Received: January 24, 2023  
Meeting Date: February 8, 2023

Reviewed by: Todd Peetz

Staff suggestions are in “ALL CAPS”

**Amendment 1  
Section 600.04.(2)(a)**

**Proposed:**

~~**Section 600.04. (2).(a) –All parking areas shall be located on the side or rear of buildings in compliance with the corresponding district requirements**~~

**Staff Comments:**

We discussed the reason for the proposed change. It was determined that in the Maplecrest development all the new commercial structures requested a variance. Variances were granted in all cases and the thought is why are we requiring parking only in the rear and sides.

More current planning principles are to bring building closer to the street and create a more walkable human scale to the built environment.

It is easy to see the Cascades and Maplecrest Subdivisions are not that walkable with the large traffic volumes and multiple turning movements.

Our suggestion is to limit this to only the “Town Center District” new development to hopefully create that walkable community that are associated with Town Center Districts.

**Staff Recommendation:**

Staff would recommend saving the Section and adding in Town Center District (only) to foster walkability. Since this was an All Districts it be necessary to move this to under the Town Center District.

**Section 600.04. (2).(a) –All parking areas IN THE TOWN CENTER DISTRICT shall be located on the side or rear of buildings in compliance with the corresponding district requirements.**



**Lisa Reeves**

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**From:** Gail Gifford  
**Sent:** Tuesday, January 24, 2023 1:48 PM  
**To:** Lisa Reeves  
**Cc:** Todd Peetz  
**Subject:** FW: Brimfield Text Amendment Change

Brimfield text amendment for February.

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**From:** Lauren Coffman <lcoffman@brimfieldohio.gov>  
**Sent:** Tuesday, January 24, 2023 1:19 PM  
**To:** Todd Peetz <tpeetz@pcrpc.org>; Gail Gifford <ggifford@pcrpc.org>  
**Cc:** Michael Hlad <mhlad@brimfieldohio.gov>  
**Subject:** [External] Brimfield Text Amendment Change

Hi Todd and Gail,

At our last meeting, the Zoning Commission made a motion to send **Section 600.04. (2).(a) –All parking areas shall be located on the side or rear of buildings in compliance with the corresponding district requirements**, to regional planning for review. The board voted to remove this section from the code, Motion #2023-04

Thank you,

Lauren Coffman  
Economic Development and Zoning Secretary  
Brimfield Township  
Office: 330-678-0319  
[lcoffman@brimfieldohio.gov](mailto:lcoffman@brimfieldohio.gov)

**FRANKLIN TOWNSHIP  
ZONING CODE UPDATE WITH AMENDMENTS  
February 2023**

Received: January 24, 2023  
Meeting Date: February 8, 2023

Reviewed by: Todd Peetz

**Rationale:**

As provided by the Franklin Township Zoning Commission:

Zoning Commission's reasoning behind proposed text amendments relating to medical marijuana:

The Franklin Township Trustees lifted their moratorium on Medical Marijuana facilities in the township at their September 28, 2021 meeting. The Zoning Commission was tasked with making a recommendation for updated Zoning Resolution text to the Township Trustees regarding these types of facilities. Trustees held a hearing in April, 2022, to discuss the ZC initial recommendations regarding Medical Marijuana Dispensaries. Initially, the ZC did not recommend locating Cultivators, Processors or Testing facilities within Franklin Township. Trustees sent the issue back to the ZC to do some further research on these more "industrial type" MM facilities.

Amendments 1 & 2: Because Medical Marijuana Dispensaries are similar to pharmacies, or drug stores, the ZC is recommending that these facilities be added to the Conditional Use section of each district where drug stores are currently permitted (anywhere within C-1 or C-2 districts). The ZC also added specific zoning conditions for these facilities in chapter 601.01B 61. These conditions come directly from the ORC, as well as reflecting the Commission's concerns for current residential properties in the township.

Amendments 3 & 4: Because medical marijuana cultivators, processors, and testing laboratories are more "manufacturing" or "industrial" in nature and may have more intense impacts on the residents and the environment than a dispensary, the ZC is recommending that these facilities be added to the Conditional Use section of each Industrial district (anywhere within I-1 or I-2 districts). The ZC also added specific zoning conditions for these facilities in chapter 601.01B 62. These conditions come directly from the ORC, as well as reflecting the Commission's concerns for current residential properties in the township, and the potential for environmental impacts and industrial hazards of these MM industrial facilities.

Amendment 5: Definitions were added for each step of the medical marijuana process and facility. These definitions were taken directly from the ORC Section 3796.

### **Amendment 1**

Sections 320.02B4e(c-1), 321.02B4e(c-1b), 323.02B5g((c-1/I-1), 324.02B3f(c-2),  
332.02B4g(I-2/c-2)

**Proposed Change:** Add to each section **(e). Medical Marijuana Dispensary, as defined in the ORC 3796, and subject to the provisions of Section 601.01.B subsection 61.**

**Staff Comment:** The proposed change allows medical marijuana dispensaries to be considered in those zoning districts as a conditional use.

**Staff Recommendation:** Staff would recommend approval as submitted.

### **Amendment 2**

Section 601.01.B subsection 61; Conditionally Permitted Uses

**Rationale for change:**

See Page 1.

**Proposed Change:**

#### **61. Medical Marijuana Dispensaries**

- A. As stated in ORC 3796, dispensaries shall be located at least 500 feet from any school, church, public library, public playground, public park, or opioid treatment facility.**
- B. Parcels used for such facilities shall be located at least 500 feet from any property line (front, back or sides) of a parcel of land in any district in which residential use, of any density, is a permitted use.**
- C. Parcels used for such facilities shall be located at least 500 feet from any property line (front, back or sides) of a parcel of land currently being used for residential purposes, even if that use is a non-conforming use.**

**Staff Comment:** The proposed change uses the Ohio Revised Code (ORC) for clarity and provides direction. Parts B and C go beyond the ORC and includes residential property lines for conforming and non-conforming uses. Going beyond the ORC is allowed, but at some point, the Township may face a challenge to those requirements. Ultimately it is the Township who decides how they want their community to be established and maintained.

**Staff Recommendation:** Staff would recommend approval

### Amendment 3

Sections 323.02 B5h, (C-1/I-1); 330.02 B3h (I-1); 331.02 B2f, (I-2); 332.02 B4h (I-2/C-2)  
(pertaining to Medical Marijuana Cultivators, Processors, and/or Testing Facilities)

**Rationale for change:** See Page 1.

**Proposed Change** (same identical phrase for each section, with numerical and alphabetical notations appropriate to each section):

**(h). Medical Marijuana Cultivator, Processor, or Testing Facility as defined in the ORC 3796, and subject to the provisions of Section 601.01.B subsection 62.**

**Staff Comment:** The proposed change allows medical marijuana dispensaries to be considered in those zoning districts as a conditional use.

**Staff Recommendation:** Staff would recommend approval

### Amendment 4

**Rationale for change:**

See Page 1.

**Proposed Change:**

**62. Medical Marijuana Cultivators, Processors and/or Testing Facilities**

- A. As stated in ORC 3796, cultivators, processors and/or testing facilities shall be located at least 500 feet from any school, church, public library, public playground, public park, or opioid treatment facility.**
- B. Parcels used for such facilities shall be located at least 500 feet from any property line (front, back or sides) of a parcel of land in any district in which residential use, of any density, is a permitted use.**
- C. Parcels used for such facilities shall be located at least 500 feet from any property line (front, back or sides) of a parcel of land currently being used for residential purposes, even if that use is a non-conforming use.**
- D. The operation and maintenance of such Medical Marijuana cultivators, processors and/or testing facilities shall be such that they will not be hazardous, noxious, or offensive due to the emission of odor, dust smoke, cinders, gas, fumes, noise, vibration, refuse matters or water-carried wastes.**

**Staff Comment:** The proposed change uses the Ohio Revised Code (ORC) for clarity and provides direction. Parts B and C go beyond the ORC and includes residential property lines for conforming and non-conforming uses. In this section nuisances were added in part D. These nuisances may be address in the general conditional uses section or in the industrial districts section. Going beyond the ORC is allowed, but at some point, the Township may face a challenge to those requirements. Ultimately it is the Township who decides how they want their community to be established and maintained.

**Staff Recommendation:** Staff would recommend approval

## **Amendment 5**

### **Chapter 13 Definitions**

**Rationale for change:**

See Page 1.

**Proposed Change:**

**Medical Marijuana means marijuana that is cultivated, processed, and dispensed, tested, possessed or used for medical purposes. ORC 3796.01**

**Medical Marijuana Cultivate means to grow, harvest, package, and transport medical marijuana pursuant to Chapter 3796. of the Revised Code.**

**Medical Marijuana Cultivator, as used in Chapter 3796. of the Revised Code, means an entity that has been issued a certificate of operation by the Ohio Department of Commerce to grow, harvest, package, and transport medical marijuana as permitted under Chapter 3796. of the Revised Code. Medical Marijuana Cultivator Facilities (whether growing plants indoors or outdoors) shall be categorized as “manufacturing”, never categorized as “agricultural” in nature.**

**Medical Marijuana Dispensary, as used in Chapter 3796. of the Revised Code, means an entity licensed pursuant to sections 3796.04 and 3796.10 of the Revised Code and any rules promulgated thereunder to sell medical marijuana to qualifying patients and caregivers.**

**Medical Marijuana Manufacturer means the process of converting harvested plant material into marijuana extract by physical or chemical means for use as an ingredient in a medical marijuana product.**

**Medical Marijuana Processor, as used in Chapter 3796. of the Revised Code, means an entity that has been issued a certificate of operation by the Ohio Department of Commerce to manufacture medical marijuana products.**

**Medical Marijuana Testing Laboratory means an independent laboratory located in Ohio that has been issued a certificate of operation by the Ohio Department of Commerce to have custody and use of controlled substances for scientific and medical purposes and for purposes of instruction, research, or analysis.**

**Staff Comment:** The proposed definitions are all supported or reference the Ohio Revised Code.

**Staff Recommendation:** Staff would recommend approval as submitted.

## Exhibit A

### Recommended FRANKLIN TOWNSHIP ZONING CODE AMENDMENTS for Medical Marijuana Facilities,

January 19, 2023

#### Rationale:

Zoning Commission's reasoning behind proposed text amendments relating to medical marijuana:

The Franklin Township Trustees lifted their moratorium on Medical Marijuana facilities in the township at their September 28, 2021 meeting. The Zoning Commission was tasked with making a recommendation for updated Zoning Resolution text to the Township Trustees regarding these types of facilities. Trustees held a hearing in April, 2022, to discuss the ZC initial recommendations regarding Medical Marijuana Dispensaries. Initially, the ZC did not recommend locating Cultivators, Processors or Testing facilities within Franklin Township. Trustees sent the issue back to the ZC to do some further research on these more "industrial type" MM facilities.

Amendments 1 & 2: Because Medical Marijuana Dispensaries are similar to pharmacies, or drug stores, the ZC is recommending that these facilities be added to the Conditional Use section of each district where drug stores are currently permitted (anywhere within C-1 or C-2 districts). The ZC also added specific zoning conditions for these facilities in chapter 601.01B 61. These conditions come directly from the ORC, as well as reflecting the Commission's concerns for current residential properties in the township.

Amendments 3 & 4: Because medical marijuana cultivators, processors, and testing laboratories are more "manufacturing" or "industrial" in nature and may have more intense impacts on the residents and the environment than a dispensary, the ZC is recommending that these facilities be added to the Conditional Use section of each Industrial district (anywhere within I-1 or I-2 districts). The ZC also added specific zoning conditions for these facilities in chapter 601.01B 62. These conditions come directly from the ORC, as well as reflecting the Commission's concerns for current residential properties in the township, and the potential for environmental impacts and industrial hazards of these MM industrial facilities.

Amendment 5: Definitions were added for each step of the medical marijuana process and facility. These definitions were taken directly from the ORC Section 3796.

Amendment 1 (pertaining to Medical Marijuana Dispensaries)

Conditionally Permitted Uses, in the subsection titled "Other Uses",

Section 320.02 B4e, (C-1);

Section 321.02 B4e (C-1b);

Section 323.02 B5g (C-1/I-1);

Section 324.02 B3f, (C-2);

Section 332.02 B4g (I-2/C-2)

Proposed Change (same identical phrase for each section, with numerical and alphabetical notations appropriate to each section):

*(e). Medical Marijuana Dispensary, as defined in the ORC 3796, and subject to the provisions of Section 601.01.B subsection 61.*

Amendment 2 (pertaining to the conditions for MM dispensaries)

Section 601.01(B) Regulations Pertaining to Conditionally Permissible Uses (page 58 of ?)

Proposed Change:

*61. Medical Marijuana Dispensaries*

*A. As stated in ORC 3796, dispensaries shall be located at least 500 feet from any school, church, public library, public playground, public park, or opioid treatment facility.*

*B. Parcels used for such facilities shall be located at least 500 feet from any property line (front, back or sides) of a parcel of land in any district in which residential use, of any density, is a permitted use.*

*C. Parcels used for such facilities shall be located at least 500 feet from any property line (front, back or sides) of a parcel of land currently being used for residential purposes, even if that use is a non-conforming use.*



Amendment 3 (pertaining to Medical Marijuana Cultivators, Processors, and/or Testing Facilities)

Conditionally Permitted Uses, in the subsection "Other Uses"

Section 323.02 B5h, (C-1/I-1);

Section 330.02 B3h (I-1);

Section 331.02 B2f, (I-2);

Section 332.02 B4h (I-2/C-2)

Proposed Change (same identical phrase for each section, with numerical and alphabetical notations appropriate to each section):

*(h). Medical Marijuana Cultivator, Processor, or Testing Facility as defined in the ORC 3796, and subject to the provisions of Section 601.01.B subsection 62.*

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Amendment 4 (pertaining to the conditions for MM Cultivators, Processors and/or Testing Facilities)

Section 601.01(B) Regulations Pertaining to Conditionally Permissible Uses (page 59 of ?)

Proposed Change:

*62. Medical Marijuana Cultivators, Processors and/or Testing Facilities*

*A. As stated in ORC 3796, cultivators, processors and/or testing facilities shall be located at least 500 feet from any school, church, public library, public playground, public park, or opioid treatment facility.*

*B. Parcels used for such facilities shall be located at least 500 feet from any property line (front, back or sides) of a parcel of land in any district in which residential use, of any density, is a permitted use.*

*C. Parcels used for such facilities shall be located at least 500 feet from any property line (front, back or sides) of a parcel of land currently being used for residential purposes, even if that use is a non-conforming use.*

*D. The operation and maintenance of such Medical Marijuana cultivators, processors and/or testing facilities shall be such that they will not be hazardous, noxious, or offensive due to the emission of odor, dust smoke, cinders, gas, fumes, noise, vibration, refuse matters or water-carried wastes.*

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## Amendment 5

### Chapter 13 Definitions (page 25 of ?)

#### Proposed Change:

*Medical Marijuana* means marijuana that is cultivated, processed, and dispensed, tested, possessed or used for medical purposes. ORC 3796.01

*Medical Marijuana Cultivate* means to grow, harvest, package, and transport medical marijuana pursuant to Chapter 3796. of the Revised Code.

*Medical Marijuana Cultivator*, as used in Chapter 3796. of the Revised Code, means an entity that has been issued a certificate of operation by the Ohio Department of Commerce to grow, harvest, package, and transport medical marijuana as permitted under Chapter 3796. of the Revised Code. Medical Marijuana Cultivator Facilities (whether growing plants indoors or outdoors) shall be categorized as “manufacturing”, never categorized as “agricultural” in nature.

*Medical Marijuana Dispensary*, as used in Chapter 3796. of the Revised Code, means an entity licensed pursuant to sections 3796.04 and 3796.10 of the Revised Code and any rules promulgated thereunder to sell medical marijuana to qualifying patients and caregivers.

*Medical Marijuana Manufacturer* means the process of converting harvested plant material into marijuana extract by physical or chemical means for use as an ingredient in a medical marijuana product.

*Medical Marijuana Processor*, as used in Chapter 3796. of the Revised Code, means an entity that has been issued a certificate of operation by the Ohio Department of Commerce to manufacture medical marijuana products.

*Medical Marijuana Testing Laboratory* means an independent laboratory located in Ohio that has been issued a certificate of operation by the Ohio Department of Commerce to have custody and use of controlled substances for scientific and medical purposes and for purposes of instruction, research, or analysis.

**SHALERSVILLE TOWNSHIP  
ZONING AMENDMENTS  
February 2023**

Received: January 31, 2023  
Meeting Date: February 8, 2023

Reviewed by: Todd Peetz

**Proposed Language:** Proposed amendment to Section 363 (H). See attached information provided by Shalersville Township. **Bold underline** is new language and ~~strikethrough~~ is proposed deleted language. ALL CAPS is a staff recommended language.

**Amendment 1  
Section 640.3**

**Proposed Change:**  
***Section 640.3 Minimum Project Area***

*The area proposed to be developed as a Planned Residential Development shall be in one ownership, or if in several ownerships, the application shall be filed jointly by all owners of the properties included in the proposed PRD boundaries. The gross area of a tract of land a PRD shall be:*

- A. ~~A minimum of 25 acres in an A/R-R District.~~*  
*B. A minimum of 20 acres in an R-2 District.*

*Parcels under the minimum acreage requirement may be deemed appropriate based on individual merits as determined by the zoning commission, provided that the proposed development shall meet the setback and restricted open space requirements.*

***Section 640.4 Dwelling Types***

*The types of dwelling units that may be included as part of a PRD are listed below in Table 6.1, and are noted by the letter "P" for the district in which the PRD is located.*

**Table 6.1**

	<b><u>A/R-R</u></b>	<b><u>R-1 R-2</u></b>
A. Standard detached Single-family on Lot	<b>P</b>	<b>P</b>
B. Clusted Detached Single-Family	<b>P</b>	<b>P</b>

**Comments:** The proposed change is consistent with removing A/R-R and R-1 zoning districts from the PRD overlay zoning.

**Staff Recommendation:** Staff would recommend approval as amended.

**Amendmet 2**  
**Section 640.5(C) Density and Open Space Requirements**

**Proposed Change:**

- C. Minimum Open Space. A portion of the total project area shall be devoted to open space in compliance with the minimum requirement set forth below in Schedule xx for the district in which the PRD is located.

<b>Table 6.2</b>		
	<b><del>A/R-R</del>, L-R</b>	<b><del>R-1</del> <u>R-2</u></b>
Minimum Open Space	<b>35%</b>	<b>35%</b>

**Comments:** The proposed change is consistent with removing A/R-R and R-1 zoning districts from the PRD overlay zoning. Also adding R-2

**Staff Recommendation:** Staff would recommend approval as amended.

**Amendmet 3**  
**Section 640.6 – Table 6.3 Minimum Standards**

**Proposed Change:**

**Table 6.3 Minimum Standards**

	<del>A/R-R</del> , L-R	<del>R-1</del> <u>R-2</u>
<b>1. Setbacks from existing streets, including highways</b>	<b>70 ft.</b>	<b>70 ft.</b>
<b>2. Setback from Project Boundary</b>	<b>50 ft.</b>	<b>50 ft.</b>
<b>3. Setback from interior street</b>		
a)Public Right-of-Way	20 ft	20 ft
b)Private Right-of-Way	20 ft.	20 ft.
<b>4. Distance between Buildings</b>		
a) Main Wall to Main Wall	80 Ft.	80 ft.
b) Main Wall to end wall	50 ft.	50 ft.
c) End Wall to End Wall	25 ft.	25 ft.

**Comments:** The proposed change is consistent with removing A/R-R and R-1 zoning districts from the PRD overlay zoning. Also adding R-2

**Staff Recommendation:** Staff would recommend approval as amended.

**Amendment 4**  
**Section 640.7 Open Space Requirement tables 6.4 and 6.5**

Proposed Change:

5. An open space buffer zone shall be created along the frontage of existing roads and abutting parcels:
- a. Open space buffers along existing roads.

An open space buffer shall be preserved on existing roads fronting or abutting the parcel to be developed. The open space buffer depth shall be in accordance with the specifications of Schedule 6.4.

Table 6.4

	<b><del>A/R-R</del>, L-R</b>	<b><del>R-1</del> <u>R-2</u></b>
1. Minimum Open Space buffers along existing road right-of-way	60 ft.	60 ft.

- b. Open space buffers along the perimeter of abutting neighboring parcels. An open space buffer shall be designed on the perimeter of the project having no frontage on an existing road. The minimum buffer width shall be in accordance with Schedule 6.5 for the corresponding zoning district.

Table 6.5

	<b><del>A/R-R</del>, L-R</b>	<b><del>R-1</del> <u>R-2</u></b>
1 . Open Space buffers along the perimeter of abutting neighboring parcels	60 ft.	60 ft.

- c. Individual buildings shall not infringe into either of the frontage or perimeter open space buffer areas.

**Comments:** The proposed change is consistent with removing A/R-R and R-1 zoning districts from the PRD overlay zoning. Also adding R-2

**Staff Recommendation:** Staff would recommend approval as amended.

significant adverse effect on the quality of the surrounding community and the natural environment. The applicant may be required to prepare a quantitative comparison of the impacts to assist the Zoning Commission in choosing a site development option.

- C. Minimum Open Space. A portion of the total project area shall be devoted to open space in compliance with the minimum requirement set forth below in Schedule xx for the district in which the PRD is located.

Table 6.2

	A/R-R, L-R	R-1
Minimum Open space	35%	35%

- D. Requirements for Fee-simple Subdivided Lots. Individually subdivided lots may be included as part of a PRD and need not comply with the lot area, lot width or yard requirements established for the underlying district.

#### Section 640.6 Development Standards

The following specific development standards shall be adhered to in the design and layout of any PRD.

- A. Minimum Setbacks. All buildings, structures and parking areas shall comply with the minimum setbacks set forth in Table 6.3 below.
- B. Minimum Spacing between Buildings. In order to ensure reasonable privacy and separation, individual buildings including terraces, decks and patios shall be separated by the minimum spacing set forth in Table 6.3. This distance may be reduced by not more than 20 percent when the Zoning Commission finds that adequate landscaping and screening is provided to ensure privacy between units. The following definitions shall apply to terms used in this Section.
1. Main Wall. An outside wall (front and rear) of a building that contains the primary windows of any living, family or dining room.
  2. End Wall. An outside wall (side) that is blank or that does not contain primary windows of a living, family or dining room.

Table 6.3 Minimum Standards

	A/R-R, L-R	R-1
1. Setback from existing streets including State Highways	70 ft.	70 ft.
2. Setback from project boundary	50 ft.	50 ft.
3. Setback from interior street		
a) Public r-o-w	20 ft.	20 ft.
b) Private- pavement	20 ft.	20 ft.
4. Distance between buildings		

- B. Significant buffer zones with adequate landscaping should be provided between the proposed development and adjacent residential areas and existing road right of way where applicable;
- C. The bulk and height of buildings within the proposed development are compatible with the surrounding development;
- D. Roadway systems, service areas, parking areas, entrances, exits, and pedestrian walkways within the development are so designed as to have access to public streets which minimize traffic hazards, or congestion;
- E. The layout of parking areas, service areas, entrances, exits, signs, lighting, noise sources or other potentially adverse influences shall be designed and located to protect the residential character of areas adjacent to the development.

#### Section 640.3 Minimum Project Area

The area proposed to be developed as a Planned Residential Development shall be in one ownership, or if in several ownerships, the application shall be filed jointly by all owners of the properties included in the proposed PRD boundaries. The gross area of a tract of land a PRD shall be:

- A. A minimum of 25 acres in an A/R-R District.
- B. A minimum of 20 acres in an R-1 District. *R-2*

Parcels under the minimum acreage requirement may be deemed appropriate based on individual merits as determined by the zoning commission, provided that the proposed development shall meet the setback and restricted open space requirements.

#### Section 640.4 Dwelling Types

The types of dwelling units that may be included as part of a PRD are listed below in Table 6.1, and are noted by the letter "P" for the district in which the PRD is located.

Table 6.1		
	A/R-R	<i>R-2</i> R-1
A. Standard detached single-family on lot	P	P
B. Cluster detached Single-family	P	P

#### Section 640.5 Density and Open Space Regulations

The number of dwelling units permitted and the amount of restricted open space provided as part of a PRD shall comply with the following:

- A. Maximum Density. The total number of residential dwellings permitted on a parcel to be developed as a PRD development shall not exceed the total number of residential dwellings that would be permitted if the parcel was developed as a



- c. Arranged to create isolated groupings of dwelling units and/or the buildings containing the dwelling units as opposed to an uninterrupted row of dwelling units and/or the buildings containing the dwelling units fronting along a roadway.
- 4. Any open space intended to be devoted to recreational activities shall be of a usable size and shape for the intended purposes as determined by the Zoning Commission. Where deemed appropriate by the Zoning Commission, recreation areas shall be provided with sufficient parking and appropriate access.
- 5. An open space buffer zone shall be created along the frontage of existing roads and abutting parcels:
  - a. Open space buffers along existing roads.  
An open space buffer shall be preserved on existing roads fronting or abutting the parcel to be developed. The open space buffer depth shall be in accordance with the specifications of Schedule 6.4.

Table 6.4

	A/R-R, L-R	R-1
1. Minimum open space buffers Along an existing road right-of-way	60 ft.	60 ft.

- b. Open space buffers along the perimeter of abutting neighboring parcels.  
An open space buffer shall be designed on the perimeter of the project having no frontage on an existing road. The minimum buffer width shall be in accordance with Schedule 6.5 for the corresponding zoning district.

Table 6.5

	A/R-R, L-R	R-1
1. Open space buffers along the perimeter of abutting neighboring parcels	60 ft.	60 ft.

- c. Individual buildings shall not infringe into either of the frontage or perimeter open space buffer areas.
- 6. The Creation of Common Open Space
  - a. In the event a portion of the open space is to be held in private ownership, each development is required to set aside a minimum amount of open space that shall be dedicated for public use or reserved for the common use of all property owners or tenants within the proposed development as common open space. The amount of open space that is to be devoted for common open space shall be in compliance with the Portage County Subdivision Regulations, but in no case shall the amount of land devoted

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION  
WORK PROGRAM REPORT  
JANUARY 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.
- We are looking at some minor additions that will be brought to the Board in December. The review team met on October 11<sup>th</sup> and discussed minor updates. The next meeting with the review team is to be determined.
- Because of notice requirements we will discuss at the February 8<sup>th</sup> RPC Board meeting.
- Annual updates will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.

**C. INFORMATION SYSTEMS**

**1. Database Acquisition and Updates**

**2. Web Site**

Check out the website at [www.portagecounty-ohio.gov/regional-planning-commission](http://www.portagecounty-ohio.gov/regional-planning-commission). We have moved everything from our old website over to the County's website.

- The Vision Plan is available on our website send feedback to [planning@pcrpc.org](mailto:planning@pcrpc.org).

## **D. PLANNING ADMINISTRATION**

### **1. Subdivision Regulation Administration**

#### **a. Subdivisions of Land (Submitted)**

Preliminary Plans	1 Applications	46 Lots (proposed)
Plats	0 Applications	0 Lots
Replat	0 Applications	0 Lots
Exceptional Replats	2 Applications	0 Lots
Variances	0 Applications	
Minor Subdivisions	1 Applications	2 Lots

#### **b. Divisions of Land**

5+ Acre Lot Divisions	5 Applications	5 Lots
Transfers. To Adj. Prop.	1 Application	1 Transfers
	<b>10 Applications</b>	<b>7 Lots Created</b>

## **E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES**

### **1. Other Member Services as Requested**

- Atwater Township
- Brimfield Township  
Continued working on their Historic Structures Story Map. Processed several zoning related requests.
- Deerfield Township  
Helped with grant information for their fire department.
- Franklin Township  
Processed text amendments
- Freedom Township  
Continue looking into grant opportunities for a community center and parks. Need to set up a meeting. Processed text amendments.
- Garrettsville Village
- Hiram Township  
Assisted in reviewing a grant opportunity.
- Hiram Village

- Mantua Township  
Met with a township representative to investigate grant opportunities. Need to set a follow-up meeting.
- Mantua Village  
We are looking into a variety of grants to help the Village.
- Nelson Township  
Discussing a possible subdivision and Zoning Text amendments
- Palmyra Township
- Paris Township
- Randolph Township
- Ravenna City  
Working on a Critical Infrastructure Grant. Presented to the City about preparing a comprehensive plan for them.
- Ravenna Township
- Rootstown Township  
Processed a text amendment.
- Shalersville Township  
Processing Township's Land Use Plan. Also processed text amendments.
- Suffield Township
- Sugar Bush Knolls
- Windham Township  
Processed a text amendment.
- Windham Village  
Working with them on their Critical Infrastructure Grant.

## **Non-Member Technical Assistance**

### **1. Intergovernmental Reviews-Applications Received**

Local-0

Areawide-0

Statewide-0

### **2. Akron Metropolitan Area Transportation Study (AMATS)**

### **3. Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)**

- Attended January meeting.

### **4. Portage County Housing Services Council**

- Attended meeting in January.

### **5. Data/Information/Graphics to Developers, Businesses, Private Sector upon Request**

- Topography maps, aerials, wetlands, zoning, census, floodplain and subdivision information for the general public, businesses, and organizations.

### **6. Portage Development Board (PDB)**

- Attended January Board Meeting.

### **7. Quarterly Zoning Inspectors (QZI) Meeting**

- We held a meeting on January 19th. The topic was about electric vehicle charging stations. **The next meeting will be held April 27th.** The meeting location and topic(s) is TBD.

### **8. 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 two (2) septic systems are in process and one pending owner information.

#### **9. Portage County Comprehensive Plan**

- We will be providing all key stakeholders a 90% report for their review and feedback. Stakeholders are those who are not on the committees.
- Comprehensive Plan meetings were held December 8th with Departments and non-profits to help wrap up the project.
- The draft implementation schedule is available for review. Those departments or agencies that do not respond, we will set up appointments to make sure we have their input.
- We anticipate presenting a final document in March.

#### **10. Shalersville Land Use Plan**

- Met with the Zoning Commission at their December meeting
- We plan on having several community meetings in March and April
- A Community Survey has been prepared for review.
- Much of the existing conditions have been compiled.
- On-line web presence has also been prepared.
- Post cards with community meetings and survey information were sent out on January 9<sup>th</sup>.
- First community meeting is February 16<sup>th</sup> and then March 25<sup>th</sup>.
- The project will run through most of 2023

#### **11. Portage County Water Resources GIS Assistance**

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

#### **12. Brimfield Township Historic Structures Story Map Project**

- Had a meeting with Chick Sprague to discuss project and help with identifying key historical structures and potential contacts.
- Prepared a community survey for input
- Creating an outline for potential creation of a historical district.
- Working with Kelso House and related community members to help support information gathering related to this project.
- Estimated completion May 2023.

#### **13. Brimfield Comprehensive Plan Update**

- Kick-off January 2023
- Incorporate new 2020 census data into the plan.
- Evaluate the short-term goals and objectives and establish or update them as necessary.
- Make some modifications to the on-line summary as needed.
- Next Meeting will be in March with the Zoning Commission

## **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 bigger and better 2023!

**CDBG REPORT**  
**February 2023**  
**Work Through January 2023**

**2021 CDBG CRITICAL INFRASTRUCTURE GRANT (WINDHAM VILLAGE) - \$452,100 (CDBG) \$48,000 (Windham Village) (September 1, 2021 – October 31, 2023)**

**Water Facility Improvements - \$475,100 (CDBG = \$427,100 + Windham Village = \$48,000)**

Sixteen Hundred (1,600) linear feet of waterlines will be replaced along with 1,500 lineal feet of sidewalk. The improvements consist of replacing the entire waterline including service and fire hydrants along Maple Grove Road completing a neighborhood loop from North Main Street to East Center Street. Sidewalk and ADA ramps will be replaced, which provide ADA access along the corridor and spot curb repairs where service laterals need to be replaced. Several new water valves installations and tie-ins will complete the upgrades. Maple Grove Road serves a critical area in the Village, providing access to Katherine Thomas Elementary School.

It is anticipated that 3,575 residents in the area will benefit from the project, 51.61% of which is LMI.

*The engineer has completed the field survey and have started the in-office computer design and are currently placing the existing utility information on the plans.*

**Administration - \$25,000 (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.

**2021 CDBG CRITICAL INFRASTRUCTURE GRANT (RAVENNA CITY) - \$253,600 (CDBG) + \$90,000 (Ravenna City) (September 1, 2021 – October 31, 2023)**

**Water Facility Improvements (CDBG = \$166,900 + Ravenna City = \$46,734)**

Nine Hundred Thirty (930) linear feet of water lines will be replaced and one fire hydrant will be removed/installed on Pratt Street in the City of Ravenna.

**Street Improvements (CDBG = \$66,700 + Ravenna City = \$30,066)**

Once Pratt Street is excavated to replace the water lines, 930 linear feet of road surface will be restored as well as 1,350 linear feet of concrete curb will be replaced.

**Sidewalk Improvements (Ravenna City = \$3,600)**

Concurrent with the waterline replacement, 400 square feet of deteriorated sidewalk and the curb ramps will be upgraded to ADA standards on Pratt Street in the City of Ravenna.

**Flood & Drainage Facilities (Ravenna City = \$9,600)**

Concurrent with the waterline replacement, two manholes will be replaced, and four catch basins will be replaced on Pratt Street in the City of Ravenna.



**Administration - \$20,000 (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.

***Construction started September 26, 2022.***

**2021 CDBG TARGET OF OPPORTUNITY PROGRAM CARES ACT (CDBG-CV) - \$235,100 (CDBG)**

(February 1, 2022 – March 31, 2023)

**F&CS Flooring & HVAC Update - \$214,100 (CDBG)**

The funds will be used for replacement of the hard surfacing flooring and HVAC updates at the Family & Community Services Supportive Housing Program funded, Permanent Supportive Housing and Transitional Housing located at:

**Permanent Supportive Housing**

1019 – 1037 Graham Road, Kent City

1548/1550 Benjamin Court, Kent City

**Transitional Housing**

161/163 Currie Hall, Kent City

1540/1542 Benjamin Court, Kent City

1536/1538 Benjamin Court, Kent City

The improvements will provide Family & Community Services with the ability to better clean and sanitize the facilities and by updating the HVAC units it will provide improved air filtration and purification.

***Contract has been signed by the contractor and are waiting for funds to be certified/appropriated at the County before circulating through the County Auditor, Prosecutor, and the Commissioners. A Notice to Proceed will be issued once contract is in place.***

**Administration - \$21,000 (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.

***An Extension has been approved and all construction must be completed by April 30, 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.

**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.

**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.

**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.

**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 2 requests for assistance received in January. One (1) call was located in Franklin Township; and one (1) call was in the City of Ravenna*

**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.

*The grant agreement is in place and the environmental review for each project is underway.*

**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.

*So far, seventy-nine (79) applications have been received for the Senior Assistance Program. All income has been verified for each household and a letter has gone out to all households who applied for the program.*

*The funds have been released and is currently out to bid. Bids are due by 2:00 p.m. on February 15, 2023.*

**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.

**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 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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.

*The County has received the Permit to Install. A full application will be submitted once it is available in 2023.*

**2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM - \$184,000 (Includes RPC Administration) (CDBG) + \$50,000 (Commitment)**

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.

The following is being proposed: 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. The estimate for this work is \$200,962.

The maximum grant amount is \$250,000 and applications will require firm participation commitments from business/building owners. A maximum of \$25,000 or 10% of the total CDBG project cost, whichever is less may be used for administration.

*A full application is being prepared.*

**2022 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 found to be tapped in 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.

***A full application will be submitted once it is available in 2023.***

**PORTAGE COUNTY RPC**  
**FINANCIAL STATEMENT**  
**January 31, 2023**

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 47,295.78	<-- Jan 1st-->	\$ 47,295.78	<-- Jan. 1st
Total All Receipts	\$ 64,723.84		\$ 64,723.84	
Total All Expenditures	\$ 31,652.51		\$ 31,652.51	
Ending Cash Balance	\$ 80,367.11	<--Jan 31st -->	\$ 80,367.11	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	261,549.00	57,352.07	57,352.07	11,833.31	204,196.93	22%
Subdivisions	18,000.00	4,110.00	4,110.00	-	13,890.00	23%
Copies/Misc.(community over hrs)	2,000.00	-	-	93.03	2,000.00	0%
Rental Income	30,900.00	2,575.00	2,575.00	2,575.00	28,325.00	8%
Contracts	92,000.00	686.77	686.77	9,730.34	91,313.23	1%
Contract Portage County	78,000.00	-	-	23,293.03	78,000.00	0%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>482,449.00</b>	<b>64,723.84</b>	<b>64,723.84</b>	<b>47,524.71</b>	<b>417,725.16</b>	<b>13%</b>
January 1, 2023 Unencumbered Cash Balance	42,295.78					
<b>TOTAL CERTIFICATE OF RESOURCES</b>	<b>524,744.78</b>					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	307,299.00	20,036.82	20,036.82	-	287,262.18	7%
3 Retirement/Termination Pay Off	13,080.00	-	-	-	13,080.00	0%
3 PERS	43,022.00	2,805.16	2,805.16	-	40,216.84	7%
3 Medicare	4,456.00	279.62	279.62	-	4,176.38	6%
3 Workers Comp	5,224.00	340.62	340.62	-	4,883.38	7%
3 Health Insurance	91,707.00	5,177.72	5,177.72	-	86,529.28	6%
4 Travel/Training	4,000.00	-	-	-	4,000.00	0%
4 Dues	726.00	150.00	150.00	-	576.00	21%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,110.00	541.47	541.47	1,325.53	2,243.00	45%
4 Advertising	350.00	-	-	100.00	250.00	29%
4 Telephone	1,400.00	-	-	-	1,400.00	0%
4 Postage	1,200.00	-	-	-	1,200.00	0%
4 Repairs	2,000.00	351.00	351.00	169.00	1,480.00	26%
4 Equip/Copier/Postage meter Leases	4,200.00	830.04	830.04	2,868.00	501.96	88%
4 Professional & Technical Services	3,253.00	-	-	-	3,253.00	0%
4 Photocopying/Printing	2,500.00	119.20	119.20	770.80	1,610.00	36%
4 Audit Services	-	-	-	-	-	0%
4 Legal Services	10,000.00	833.37	833.37	9,166.63	-	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	3,412.00	-	-	480.00	2,932.00	14%
5 Equipment/Software	260.00	187.49	187.49	-	72.51	72%
5 Furniture	-	-	-	-	-	0%
6 Building Improvements	-	-	-	-	-	0%
6 Equipment (PLOTTER)	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
<b>TOTAL 2023 EXPENDITURES</b>	<b>517,449.00</b>	<b>31,652.51</b>	<b>31,652.51</b>	<b>14,879.96</b>	<b>470,916.53</b>	<b>9%</b>
<b>2022 Carryover Encumbrances</b>						
Building Improvements	5,000.00	-	-	-	5,000.00	0%
<b>Total 2022 Encumbrances</b>	<b>5,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	
<b>GRAND TOTAL</b>	<b>522,449.00</b>	<b>31,652.51</b>	<b>31,652.51</b>	<b>14,879.96</b>	<b>475,916.53</b>	

**CDBG FUNDS**  
**01/31/23**

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Rav City Critical Infrastructure	4,970.32	-	-	4,970.32
Windham Village Critical Infrastructure	1,288.63	-	-	1,288.63
Formula 2020 Grant (BF-20)	100.00	-	-	100.00
Target of Opportunity	197.05	-	-	197.05
<b>TOTAL</b>	<b>6,556.00</b>	<b>-</b>	<b>-</b>	<b>6,556.00</b>

01/31/23

2020 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)	Windam Village Community Center	\$ 148,000.00	\$ -	\$ 148,000.00	\$ -	\$ -	\$ 148,000.00	\$ -
02)	Fair Housing Program	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
03)	Streetsboro City Home Repair Budget amendment -\$25,100	\$ 57,400.00	\$ -	\$ 22,222.80	\$ 35,177.20	\$ -	\$ 22,222.80	\$ 35,177.20
04)	Streetsboro City Public Services Budget amendment +\$25,100	\$ 70,100.00	\$ -	\$ 70,000.00	\$ 100.00	\$ -	\$ 70,100.00	\$ -
05)	Water/Sewer for Haven of Portage County	\$ 225,200.00	\$ -	\$ 225,200.00	\$ -	\$ -	\$ 225,200.00	\$ -
06)	Freedom Twp Hall ADA	\$ 24,800.00	\$ -	\$ 24,800.00	\$ -	\$ -	\$ 24,800.00	\$ -
07)	Streetsboro City Administration	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -	\$ -	\$ 22,500.00	\$ -
00)	Portage County Administration	\$ 72,000.00	\$ -	\$ 72,000.00	\$ -	\$ -	\$ 72,000.00	\$ -
	RLF FUNDS FOR HAVEN OF PORTAGE COUNTY	\$ 88,433.00	\$ -	\$ 88,433.00	\$ -	\$ -	\$ 88,433.00	\$ -
	<b>TOTALS</b>	<b>\$ 718,433.00</b>	<b>\$ -</b>	<b>\$ 683,155.80</b>	<b>\$ 35,277.20</b>	<b>\$ -</b>	<b>\$ 683,255.80</b>	<b>\$ 35,177.20</b>

Grant Period 9-01-20/10-31-22  
Extension Granted till 12/31/22

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
Pratt Street Improvements	\$ 66,700.00	\$ -	\$ 527.20	\$ 66,172.80	\$ -	\$ 700.00	\$ 66,000.00
Pratt Street Water Facility Improvements	\$ 166,900.00	\$ -	\$ 27,851.34	\$ 139,048.66	\$ -	\$ 30,000.00	\$ 136,900.00
General Administration	\$ 20,000.00	\$ -	\$ 7,251.14	\$ 12,748.86	\$ -	\$ 9,900.00	\$ 10,100.00
<b>TOTALS</b>	<b>\$ 253,600.00</b>	<b>\$ -</b>	<b>\$ 35,629.68</b>	<b>\$ 217,970.32</b>	<b>\$ -</b>	<b>\$ 40,600.00</b>	<b>\$ 213,000.00</b>

02-3  
02-4  
1-1

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	\$ -	\$ -	\$ 427,100.00	\$ -	\$ -	\$ 427,100.00
General Administration	\$ 25,000.00	\$ -	\$ 4,911.37	\$ 20,088.63	\$ -	\$ 6,200.00	\$ 18,800.00
<b>TOTALS</b>	<b>\$ 452,100.00</b>	<b>\$ -</b>	<b>\$ 4,911.37</b>	<b>\$ 447,188.63</b>	<b>\$ -</b>	<b>\$ 6,200.00</b>	<b>\$ 445,900.00</b>

02-1  
01-1

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

Target of Opportunity Cares Act B-D-21-1CJ-4

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
F&CS Flooring/HVAC improvements	\$ 214,100.00	\$ -	\$ -	\$ 214,100.00	\$ -	\$ -	\$ 214,100.00
General Administration	\$ 21,000.00	\$ -	\$ 7,602.95	\$ 13,397.05	\$ -	\$ 7,800.00	\$ 13,200.00
<b>TOTALS</b>	<b>\$ 235,100.00</b>	<b>\$ -</b>	<b>\$ 7,602.95</b>	<b>\$ 227,497.05</b>	<b>\$ -</b>	<b>\$ 7,800.00</b>	<b>\$ 227,300.00</b>

01  
02

Grant period 2-1-22/03-31-2023

Description	Draw	RPC Admin	Stormwater Funds	Homeowner NAME	Recorder Fees	Admin Fees	ADDRESS
Budget amount -->		\$9,442.09	\$ 459,000.00				
Draw	1	8,372.71	\$ 10,776.00	Nicholson, Travis & Ginger	\$ 76.00	\$	5666 Unger Road, Atwater
Draw	2	4,485.73	\$				
Draw	3	1,985.79	\$				
Draw	4	4,269.31	\$				
Draw	5		\$2,755.11	Good, Jennifer [Sweazy]	\$ 92.00	\$ 250.47	1088 Waterloo Road, Mogadore
Draw	6		\$ 6,589.55	Yerkey, Robt & Wanda	\$ 76.00	\$ 599.05	6753 Berry Road, Ravenna
Draw	7		\$ 2,285.69	Hochstetler, Herman & Catherine	\$ 84.00	\$ 207.79	2083 Pontius Road, Mogadore
Draw	8		\$ 2,481.60	Nicholas, Charlene	\$	\$ 225.60	6764 Sprott Avenue, Ravenna
Draw	9		\$ 2,343.67	Baranowski, Joseph	\$ 76.00	\$ 213.07	10720 Woodard, Deerfield
Draw	10		\$ 2,651.06	Crawford, Ashley	\$ 76.00	\$ 241.06	328 Industry Road, Atwater
Draw	11		\$ 7,651.60	Clapp, Frederic & Tonys	\$ 76.00	\$ 695.60	1367 Laura Lane, Mogadore
Draw	12	2,912.20	\$				
Draw	13	8,002.43	\$				
Draw	14		\$ 1,969.00	Hodges, Kenneth	\$ 92.00	\$ 179.00	6601 St. Rt. 225, Ravenna
Draw	15		\$ 15,577.50	Broadwater, Dennis & Rosemarie	\$ 76.00	\$ 1,432.50	11054 Center Road, Garretttsville
Draw	16		\$ 12,530.00	Romanini, Tony & Tanya	\$ 76.00	\$ 1,230.00	3859 Industry Road, Rootstown
Draw	17		\$ 9,230.00	Kunkle, Colin	\$ 84.00	\$ 830.00	2296 Bixler Drive, Mogadore
Draw	18		\$ 2,304.40	Torson, Kenneth & Anita	\$ 76.00	\$ 200.40	1331 Martin Road, Mogadore
Draw	19		\$ 12,371.09	Elkins, Larry C. & Mary Ann	\$ 76.00	\$ 1,115.55	4271 Mahoning Road, Diamond
Draw	20		\$ 8,654.15	Adelman, Timothy & Genevieve	\$ 76.00	\$ 777.65	2111 Meloy Road, Kent
Draw	21		\$ 7,335.80	Oleiman, Samantha & Duncan, J.	\$ 76.00	\$ 657.80	4157 Lynwood Drive, Kent
Draw	22		\$ 32.00	Nicholson, Travis & Ginger	\$ 32.00	\$	Lien release
Draw	23		\$ 7,558.00	Kendall, Robert & Natalie	\$ 76.00	\$ 678.00	81 Pontius Road, Mogadore
Draw	24	3,324.60	\$				
Draw	25	1,244.70	\$				
Draw	26		\$ 15,052.00	Fink, Kevin & Hilary	\$ 92.00	\$ 1,360.00	1341 Laura Lane, Mogadore
Draw	27	3,341.72	\$				
Draw	28		\$ 2,518.00	Burke, George Jr.	\$ 76.00	\$ 222.00	3073 Spring Valley, Mogadore
Draw	29		\$ 12,374.00	Hornbeck, Aaron & Kimberly	\$ 76.00	\$ 1,118.00	7615 Hudson Road, Kent
Draw	30		\$ 7,258.75	Clydesdale, Thomas	\$ 84.00	\$ 652.25	6585 Wayland Road, Ravenna
Draw	31		\$ 2,493.25	Phillips, Albert & Kathryn	\$ 76.00	\$ 219.75	6701 St. Rt. 303, Ravenna
Draw	32		\$ 7,880.50	Gancs-Kristoff, Margaret	\$ 76.00	\$ 709.50	8021 Hewins Road, Garretttsville
Draw	33		\$ 8,106.00	Baker, Matthew & Amanda	\$ 76.00	\$ 730.00	195 Heartwood Dr, Mogadore
Draw	34		\$ 8,161.00	Penney, William & Margaret	\$ 76.00	\$ 735.00	1195 Ravenna Road, Kent
Draw	35		\$ 2,451.75	Moreland, April	\$ 84.00	\$ 215.25	4088 Lynwood Drive, Kent
Draw	36		\$ 4,134.50	Phile, Gregory L & Jeffrey	\$ 92.00	\$ 367.50	4518 Rock Spring Road, Ravenna
Draw	37	2,017.80	\$				
Draw	38		\$ 2,264.40	Cart, Matthew & Holly	\$ 82.00	\$ 198.40	2241 Alliance Road, Deerfield
Draw	39		\$ 38.00	Cart, Matthew & Holly	\$ 38.00		Lien release
Draw	40	2,703.71	\$				
Draw	41		\$ 38.00	Adelman, Timothy & Genevieve	\$ 38.00		Lien release
Draw	42		\$ 14,314.63	Heckert, David & Carla	\$ 82.00	\$ 1,293.88	495 Hartzell Road, Deerfield
Draw	43		\$ 18,782.00	Gravet, Mona	\$ 82.00	\$ 1,700.00	3802 Herriff Road, Ravenna
Draw	44		\$ 4,296.10	Day, Larry M	\$ 82.00	\$ 383.10	3849 Cook Road, Rootstown
Draw	45		\$ 15,592.00	Hall, Donald	\$ 82.00	\$ 1,410.00	594 Kapity Drive, Mogadore
Draw	46	1,453.69	\$				
Draw	47		\$ 2,590.00	Brewer, Bruce & Nancy	\$ 82.00	\$ 228.00	5303 Pioneer Trail, Mantua
Draw	48	2,860.30	\$				
Draw	49		\$ 19,605.90	Davis, Lester & Jeanada	\$ 82.00	\$ 1,774.90	2244 New Milford Rd, Atwater
Draw	50		\$ 15,490.80	Bellnap, Aaron	\$ 82.00	\$ 1,400.80	7388 Peck Road, Ravenna
Draw	51		\$ 300.00	Yester, Ashley	\$	\$	

left to draw	
\$	49,601.02
GRAND TOTAL, RECYD	
\$	459,861.07

\$ 95,341.87

Address	year	Program Income received	Date	Accumulated Revenue	
6764 Sprott Avenue	2018	\$ 2,481.60	4/12/2018	\$ 2,481.60	
5666 Unger Road	2018	\$ 10,776.00	10/30/2018	\$ 13,257.60	2018
4271 Mahoning Road	2019	\$ 206.00	2/21/2019	\$ 13,463.60	
4271 Mahoning Road	2019	\$ 206.00	4/3/2019	\$ 13,669.60	
4271 Mahoning Road	2019	\$ 206.00	4/18/2019	\$ 13,875.60	
4271 Mahoning Road	2019	\$ 207.05	5/20/2019	\$ 14,082.65	
4271 Mahoning Road	2019	\$ 206.00	6/17/2019	\$ 14,288.65	
4271 Mahoning Road	2019	\$ 206.00	7/19/2019	\$ 14,494.65	
4271 Mahoning Road	2019	\$ 206.00	8/20/2019	\$ 14,700.65	
4271 Mahoning Road	2019	\$ 206.00	9/17/2019	\$ 14,906.65	
4271 Mahoning Road	2019	\$ 206.00	10/17/2019	\$ 15,112.65	
4271 Mahoning Road	2019	\$ 206.00	11/19/2019	\$ 15,318.65	
4271 Mahoning Road	2019	\$ 412.00	12/18/2019	\$ 15,730.65	
1331 Martin Road	2019	\$ 2,318.40	12/23/2019	\$ 18,049.05	2019
4271 Mahoning Road	2020	\$ 206.00	1/15/2020	\$ 18,255.05	
4271 Mahoning Road	2020	\$ 206.00	2/20/2020	\$ 18,461.05	
2241 Alliance Road	2020	\$ 2,302.40	2/27/2020	\$ 20,763.45	
4271 Mahoning Road	2020	\$ 206.00	3/16/2020	\$ 20,969.45	
4271 Mahoning Road	2020	\$ 206.00	4/21/2020	\$ 21,175.45	
4271 Mahoning Road	2020	\$ 206.00	5/15/2020	\$ 21,381.45	
2111 Maloy Road	2020	\$ 8,668.15	6/23/2020	\$ 30,049.60	
4271 Mahoning Road	2020	\$ 309.00	6/23/2020	\$ 30,358.60	
4271 Mahoning Road	2020	\$ 206.00	7/23/2020	\$ 30,564.60	
4271 Mahoning Road	2020	\$ 206.00	8/17/2020	\$ 30,770.60	
4271 Mahoning Road	2020	\$ 206.00	9/17/2020	\$ 30,976.60	
4271 Mahoning Road	2020	\$ 206.00	10/15/2020	\$ 31,182.60	
4271 Mahoning Road	2020	\$ 206.00	11/19/2020	\$ 31,388.60	
4271 Mahoning Road	2020	\$ 309.00	12/16/2020	\$ 31,697.60	2020
4271 Mahoning Road	2021	\$ 206.00	1/20/2021	\$ 31,903.60	
4271 Mahoning Road	2021	\$ 206.00	2/22/2021	\$ 32,109.60	
1367 Laura Lane	2021	\$ 7,665.60	3/4/2021	\$ 39,775.20	
4271 Mahoning Road	2021	\$ 206.00	3/23/2021	\$ 39,981.20	
4271 Mahoning Road	2021	\$ 206.00	4/20/2021	\$ 40,187.20	
8021 Hewlins Road	2021	\$ 7,918.50	5/26/2021	\$ 48,105.70	
4271 Mahoning Road	2021	\$ 309.00	6/23/2021	\$ 48,414.70	
4271 Mahoning Road	2021	\$ 206.00	7/20/2021	\$ 48,620.70	
4271 Mahoning Road	2021	\$ 206.00	8/16/2021	\$ 48,826.70	
8701 S R 303	2021	\$ 2,493.25	9/3/2021	\$ 51,319.95	
4271 Mahoning Road	2021	\$ 206.00	9/13/2021	\$ 51,525.95	
4271 Mahoning Road	2021	\$ 206.00	10/13/2021	\$ 51,731.95	
4271 Mahoning Road	2021	\$ 206.00	11/15/2021	\$ 51,937.95	
4271 Mahoning Road	2021	\$ 309.00	12/20/2021	\$ 52,246.95	2021
4271 Mahoning Road	2022	\$ 206.00	1/13/2022	\$ 52,452.95	
4271 Mahoning Road	2022	\$ 206.00	2/15/2022	\$ 52,658.95	
4271 Mahoning Road	2022	\$ 206.00	3/15/2022	\$ 52,864.95	
584 Kapity Drive	2022	\$ 15,592.00	4/11/2022	\$ 68,456.95	
3849 Cook Road	2022	\$ 4,296.10	4/18/2022	\$ 72,753.05	
4518 Rock Spring Road	2022	\$ 4,134.50	4/21/2022	\$ 76,887.55	
4271 Mahoning Road	2022	\$ 206.00	4/22/2022	\$ 77,093.55	
495 Hartzell Road	2022	\$ 14,314.63	5/20/2022	\$ 91,408.18	
4271 Mahoning Road	2022	\$ 309.00	6/14/2022	\$ 91,717.18	
2083 Pontius Road	2022	\$ 2,285.69	6/17/2022	\$ 94,002.87	
4271 Mahoning Road	2022	\$ 206.00	7/13/2022	\$ 94,208.87	
4271 Mahoning Road	2022	\$ 206.00	8/15/2022	\$ 94,414.87	
4271 Mahoning Road	2022	\$ 206.00	9/14/2022	\$ 94,620.87	
4271 Mahoning Road	2022	\$ 206.00	10/14/2022	\$ 94,826.87	
4271 Mahoning Road	2022	\$ 206.00	11/15/2022	\$ 95,032.87	
4271 Mahoning Road	2022	\$ 309.00	12/22/2022	\$ 95,341.87	2022
4271 Mahoning Road	2022	\$ 206.00	1/10/2023	\$ 95,547.87	

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

RESOLUTION

NO. 23-02

Re: 2023 Appropriation Adjustment 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 finds it necessary to  
transfer an amount of \$2,500 in appropriations as noted below NOW  
THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission does hereby approve  
amending appropriations by \$2,500 for the Portage County Regional  
Planning Commission operating expenses for 2022.

INCREASE 85009064      \$2,500

DECREASE 85009065      \$2,500

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 February 8, 2023.

\_\_\_\_\_  
Chairman, Jim DiPaola

\_\_\_\_\_  
Secretary, Todd Peetz, AICP

PORTAGE COUNTY REGIONAL PLANNING

Appropriations for 2023

RPC Resolution #23-02 Board Meeting 2/08/23

code	EXPENDITURES	December		February	
		2022 Proposed	Increase / Decrease	2023 Amended	Appropriations
		Appropriations			
8500-906-3-311200	Salaries (Full time)	\$ 307,299.00	\$ -	\$ 307,299.00	
8500-906-3-311300	Salaries (Part time/Seasonal)	\$ -	\$ -	\$ -	
85009063-3-314000	Retirement/Termination	\$ 13,080.00	\$ -	\$ 13,080.00	
8500-906-3-321010	PERS	\$ 43,022.00	\$ -	\$ 43,022.00	
8500-906-3-321200	Medicare	\$ 4,456.00	\$ -	\$ 4,456.00	
8500-906-3-321300	Workers Comp	\$ 5,224.00	\$ -	\$ 5,224.00	
8500-906-3-321500	Health Insurance	\$ 91,707.00	\$ -	\$ 91,707.00	
8500-906-4-400000	Contract Services	\$ -	\$ -	\$ -	
8500-906-4-400170	Travel/Training	\$ 4,000.00	\$ -	\$ 4,000.00	
8500-906-4-400180	Dues	\$ 726.00	\$ -	\$ 726.00	
8500-906-4-400190	Publications/Periodicals	\$ 250.00	\$ -	\$ 250.00	
8500-906-4-410000	Utilities	\$ 4,110.00	\$ -	\$ 4,110.00	
8500-906-4-412000	Advertising	\$ 350.00	\$ -	\$ 350.00	
8500-906-4-412100	Telephone	\$ 1,400.00	\$ -	\$ 1,400.00	
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	\$ 3,253.00	\$ -	\$ 3,253.00	
8500906-4-420050	Printing Services	\$ 2,500.00	\$ -	\$ 2,500.00	
8500-906-4-420100	Audit Services	\$ -	\$ -	\$ -	
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	\$ -	\$ -	\$ -	
8500-906-8-830000	Debt Service	\$ 15,000.00	\$ -	\$ 15,000.00	
8500-906-7-710000	Other/Refunds	\$ -	\$ -	\$ -	
	TOTALS	\$ 517,449.00	\$ -	\$ 517,449.00	