

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

**WEDNESDAY, FEBRUARY 14, 2024
4:30 P.M.**

**UNIVERSITY HOSPITAL PORTAGE MEDICAL ARTS BUILDING
6847 NORTH CHESTNUT STREET, ROOM 150
RAVENNA**

I. CALL TO ORDER

II. *APPROVAL OF JANUARY 10, 2024 MEETING MINUTES

III. SUBDIVISIONS

- *1. Variance to Section 405.3 (Lot Frontage) for the *"Eagle Greens Subdivision"*, Lots 19 and 36 in Franklin Township, Eagle Greens Kent, LLC., applicant
- *2. Variance to Section 407.2.B (Drainage Easements) for the *"Eagle Greens Subdivision"*, Lots 19 and 36 in Franklin Township, Eagle Greens Kent, LLC., applicant
- *3. Pr. Plan of *"Eagle Greens"* on Powdermill Road, Lots 19 & 36 in Franklin Township, Eagle Greens Kent, LLC., applicant
- *4. Variance to Section 407.2.B (Drainage Easements) for the *"Forest Ridge – Phase 6"* on Hidden Brook Drive, Lot 42 S.D. in Ravenna Township, Forest Ridge Development Co., Ltd., applicant
- *5. Pr. Plan of *"Forest Ridge – Phase 6"* on Hidden Brook Drive, Lot 42 S.D. in Ravenna Township, Forest Ridge Development Co., Ltd., applicant
- *6. Replat of Block E-6R and E-7R in *"The Cascades Subdivision"* on Cascades Blvd., Lot 37 in Brimfield Township, James Yurkschatt (Campbell and Assoc.) on behalf of Akron Governmental, applicant

****Needs Action***

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

IV. ZONING

- *1. Brimfield Township Text Amendment Re: Add Research and Development to the Schedule of Uses for the I-C Zoning District; Eliminate Section 311.04, Residential Standards Under the I-C Zoning District
- *2. Rootstown Township Text Amendment Re: Section 380.06.C (Minimum Parking Setback Requirements); Section 380.07 (Landscaping & Screening Requirements)

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

- 1. January 2024 Work Program Report
- 2. January 2024 CDBG Report

B. FINANCE

- *1. January 2024 Financial Statements

VI. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

Next Meeting – Wednesday, March 12, 2024 (Location to be determined)

IX. ADJOURNMENT

****Needs Action***

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

**Minutes
Portage County Regional Planning Commission
January 10, 2024**

Portage County Regional Planning Commission dated January 10, 2024 at 4:30 p.m. The meeting was held at the former Regional Planning Commission Office, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer
Nelson Twp., Mike Kortan	Paris Twp., David Kemble	Randolph Twp., Felicia Davies
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano	Soil & Water, Anthony Lerch
Shalersville Twp., Ron Kotkowski	County Engineer, L. Jenkins	Water Resources, Tia Rutledge
PARTA, Amy Proseus	P.C. Commissioner, Sabrina Christian-Bennett	

Staff Present:

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

Members Absent:

Freedom, Charlene Walker	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Palmyra Twp., Sandy Nutter	Suffield Twp., Adam Bey	Windham Vill., Nick Bellas
P.C. Commissioner, Mike Tinlin	Portage Park District, Allan Orashan	
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 13, 2023 MEETING MINUTES

The December 13, 2023 minutes were presented. T. Meyer made a motion to approve the minutes as presented. Motion seconded by S. Christian-Bennett. Motion carried with 18 Yeas.

APPOINTMENT OF NOMINATING COMMITTEE

The following persons were appointed to the Nominating Committee:

- A. Orashan
- J. Beal
- R. Patrick

The Nominating Committee will meet after the Full Board Meeting on February 14, 2024.

S. Christian-Bennett made a motion to approve the nominations as presented. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

SUBDIVISIONS

Replat of Sublots 32 – 34 in “The Village of Harrison” on Allyn and Washburn Road, Lot 9 in Hiram Township, Stephen & Jeanine Maczko, applicant – Report presented by N. DeHaven

The applicant is requesting approval to create two lots, sublots 32-R and 34-R. Public sewer and water are not available to the property. A septic permit is approved by the Portage County Health Department.

The FEMA Flood Insurance Map shows no flood hazard areas on the site. According to the National Wetlands Inventory there are no wetlands on the site.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat as corrected. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by T. Green. Motion carried with 18 Yeas.

Pr. Plan of “Eagle Greens” on Powdermill Road, Lots 19 & 36 in Franklin Township, Eagle Greens, LLC., applicant

D. Kemble made a motion to approve an extension of time until February 14, 2024. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

Pr. Plan of “Forest Ridge – Phase 6” on Hidden Brook Drive, Lot 42 S.D. in Ravenna Township, Forest Ridge Development Co., Ltd., applicant

S. Christian-Bennett made a motion to approve an extension of time until February 14, 2024. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

Replat of Block E-6R and E-7R in “The Cascades Subdivision” on Cascades Blvd. Lot 37 in Brimfield Township, James Yurkschatt (Campbell & Associates) on behalf of Akron Governmental, applicant

R. Kotkowski made a motion to approve an extension of time until February 14, 2024. Motion seconded by T. Green. Motion carried with 18 Yeas.

ZONING

Brimfield Township Rezoning From G-C to I-C Along Tallmadge Road – Report presented by G. Gifford

Brimfield Township is proposing to change the zoning map from General-Commercial (G-C) to Integrated-Commercial (I-C) along Tallmadge Road for 13 parcels in the Maplecrest Parkway Subdivision. The amendment consists of approximately 70.14 acres.

The amendment is meant to reduce the number of zoning districts while continuing to provide for the uses allowed under the G-C by rezoning to I-C.

The western and eastern portions of the rezoning site appear to be covered by Sebring Silt Loam, which is a hydric soil. There is an intermittent stream starting near the Just Cricket Condominiums and flowing along the north boundary of the rezoning site between stormwater management basins, eventually flowing southeast into Plum Creek.

The future land use map adopted by the Township shows this area as commercial and mixed use.

This change is being made to reduce the amount of zoning districts within the Township. This area is the last remaining location of General-Commercial and the proposed rezoning will remove it from the zoning map. Integrated-Commercial provides for the same uses as General-Commercial while providing greater flexibility for lot size and setbacks. It also allows for a more desirable mix of uses and development pattern by allowing high-density residential to be located within the zoning district to create a mixed-use pattern.

Staff recommends approval of the proposed map amendment from G-C to I-C. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 19 Yeas.

Brimfield Township Rezoning From R-O to L-I on Mogadore and Sunnybrook Road – Report presented by G. Gifford

The proposal is to change 16 parcels on the zoning map from Residential-Office (R-O) to Light-Industrial (L-I) along Mogadore Road and Sunnybrook Road. The amendment consists of approximately 24.76 acres.

This amendment is meant to reduce the number of zoning districts.

This area is currently developed as low-density residential.

The northern portion of the rezoning site may have some hydric soil, Damascus Loam (Da). There is an intermittent stream in the southern portion of the rezoning site which flows to Plum Creek.

The future land use map adopted by the Township shows this area to be light-industrial.

This area is the last remaining location of R-O and the proposed rezoning will remove it from the zoning map. This zoning district was originally established to create a transition between industrial and commercial uses and residential uses by establishing a location for professional offices and studios. Converting this location to L-I would lose the ability of the softer transition, although L-I requires a large, planted buffer between its industrial development and neighboring residential districts.

Development has not occurred in this area in accordance with the R-O zoning district and has remained low-density residential use since the late 1990's. Currently all 16 parcels are non-conforming uses, and these parcels will remain non-conforming under the L-I.

In 2022, a 99.77 acres site to the north along Mogadore and Sunnybrook Roads was proposed to be rezoned to L-I from O-R. At the time of the public hearings, the residents requested it to be rezoned to Rural Residential which was consistent with the current use of the land and their future vision of their properties.

Based on the current use of these properties and the known preference to bring these lots into conformity, staff recommends rezoning from R-O to Residential, Medium Density (R-2). The majority of the lots in the rezoning site will meet the minimum lot size and lot width required by the R-2 zoning. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 20 Yeas.

Brimfield Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

The General-Commercial District (G-C) is being removed from the zoning map. The proposed text amendment will make the zoning resolution consistent with the official zoning map. All mentions of G-C should be removed from the zoning resolution.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Brimfield Township is proposing to add the following to Section 311.02.B, Integrated Commercial Uses:

p. CAR WASHES, SUBJECT TO THE PROVISIONS CHAPTER 4 AND SECTION 400.10.B SUBSECTIONS 7, 39.

q. FUNERAL HOMES, SUBJECT TO THE PROVISIONS OF CHAPTER 4 AND SECTION 400.10.B SUBSECTION 4, 7, 48.

r. PRIVATE PARKING LOTS AND GARAGES, INCLUDING BUT NOT LIMITED TO “PAY-TO-PARK” LOTS, SUBJECT TO THE PROVISIONS OF CHAPTER 4 AND SECTION 400.10.B SUBSECTIONS 6, 7, 12, 18, 57.

s. MEDICAL MARIJUANA DISTRIBUTION FACILITIES IN ACCORDANCE WITH OHIO HOUSE BILL 523 AND ANY AND ALL FUTURE STATE AND/OR FEDERAL GUIDELINES GOVERNMING SAID FACILITIES.

Adding “p”, “q”, “r” and “s” to the Conditionally Permitted Uses merges the Conditionally Permitted Uses from the General Commercial into the Integrated Commercial. This amendment will also make the text amendment consistent with the chart in Appendix E.

Amendment No. 3

The R-O is being removed from the zoning map. This text amendment will make the zoning resolution consistent with the official zoning map. All mentions of R-O will be removed from the zoning resolution.

Staff recommends approval contingent on the approval of the map amendment removing R-O.

Amendment No. 4

Brimfield Township is proposing to add miniature golf facilities and funeral homes as a conditional use in the I-C. By doing so, it will make Appendix E consistent with the recommendations in Amendment No. 2.

The conditional use designation will provide for the same uses currently conditional in G-C and in the I-C District. Miniature Golf is proposed to become a conditional use under the I-C as the minimum lot size is much smaller than the minimum lot size in the G-C. Although mini-storage was a conditional use in the G-C District, it will remain as a non-permitted use in the I-C due to the lot size.

Staff recommends approval of the proposed amendment No. 1, 2, 3 and 4. A motion was made by F. Davies. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

Brimfield Township Text Amendment - Report presented by T. Peetz

Amendment No. 1

Brimfield Township is looking at higher building heights. At the October 13, 2023 Brimfield Township Zoning Commission meeting it was discussed how the surrounding communities were equipped with ladder trucks and how Brimfield's ladder truck has a 24-foot extension ladder. Rootstown Township has a 75-foot ladder capability, Tallmadge has close to a 100-foot ladder capability and the City of Kent has a 100-foot ladder capability. Staff had attended the meeting and per the conversation with the Zoning Commission was in favor of looking at potentially higher building heights but didn't want a new height without the blessing of the Township Fire Department. Brimfield Township is proposing the following:

308.03(i)1 T-C Zoning

Maximum Building Height:

1. Main building: ~~thirty five (35)~~ STANDARD FORTY (40) feet; FOR EVERY ONE-FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

310.03(H)1 H-C Zoning

Maximum Building Height

1. Main building: Forty (40) feet: FOR ONE FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

311.03(H)1 I-C Zoning

Maximum Building Height

1. Main building: Forty (40) feet: FOR ONE FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

313.03(H)1 H-C Zoning

Maximum Building Height

1. Main building: Forty (40) feet: FOR ONE FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

314.03(H)1 H-I Zoning

Maximum Building Height

1. Main building: Forty (40) feet: FOR ONE FOOT VERTICAL REQUIRES 2 FEET HORIZONTAL SETBACKS TO A MAXIMUM OF 60 FEET

The one-foot of height equals 2-foot of additional setback requirement allows applicants to build higher on larger properties.

J. Paulus recommended changing it to read: "For EACH ADDITIONAL one-foot vertical, requires 2-feet of horizontal setbacks to a maximum of 60-feet.

Staff would recommend approval of the proposed amendment as noted in the report and noted by Todd and J. Paulus.

Amendment No. 2

It was suggested at a meeting in October 2023 that temporary use permits only be issued to secondary uses to an existing primary use. Brimfield Township is propping to add the following to Section 540.00 (D):

D. IN NO CASE SHALL A TEMPORARY USE PERMIT BE ISSUED FOR A VACANT LOT.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Staff have been working with the Brimfield Parks Department and Zoning Commission for several months to create Park District Zoning. The reason for the new district is because Brimfield Township has acquired a moderately sized piece of property, and they want standards for how parks are utilized through the Township. The new district will also set a standard for the minimum sized land to be donated to the Township as a park.

Staff recommends approval of the proposed amendment. A motion was made by F. Davies to follow staff recommendation on Amendment No. 1 - 3. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

December 2023 Work Program Report – Report presented by T. Peetz

Todd presented the December 2023 Work Program Report.

- P.C. Subdivision Regulations Update – The next Steering Committee met on January 9, 2024.
- Quarterly Zoning Inspector's Meeting – A meeting was held on October 26, 2023 and the topic was about a variety of ongoing topics. The next meeting will be held on January 25, 2024 at 6:00 p.m. at the Rootstown Township Hall.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program - Four septic systems are in process, and one is pending owner information.

- Shalersville Township Land Use Plan – The next meeting with the Township is on January 11, 2024 and the project will run through early 2024.
- Portage County Water Resources GIS Assistance – Al Zavertrnik has been providing 80 hours/month in GIS services for Water Resources.
- Brimfield Township Comprehensive Plan Update – Staff met with the Township on December 5, 2023 and the next meeting will be held on February 8, 2024.
- Ravenna City Comprehensive Plan – The kickoff meeting will be scheduled for the first week in February 2024 and it is anticipated that the project will be completed in July 2024.
- Ravenna Township Land Use Plan Major Update – The kickoff meeting will be scheduled for the first week in February 2024 and there are several community meetings planned. It is anticipated that the project will be completed in April/May 2025.

December 2023 CDBG Report - Report presented by L. Reeves

2022 Community Development Allocation Grant

- Volunteer Park Project – The contract is in place and a Notice to Proceed has been issued. A preconstruction meeting is being scheduled.
- Coleman Demolition Project – Seven bids were received on December 6, 2023. The contract has been prepared and is being circulated for signatures.
- Freedom Schoolhouse ADA Project – Construction has started.
- DMRC ADA Project – A pre-construction meeting was held on December 8, 2023 and construction is anticipated to start in January 2024.
- Streetsboro Senior Assistance Program – Services are ongoing.
- Streetsboro Demolition Program – The demolition of the former leather shop was bid out in conjunction with the demolition of 463/465 South Chestnut Street, Ravenna. The owner requested that the process be stopped on the demolition. The bids received for this site were all rejected. A request has been sent to the Mayor to move the funds to the Streetsboro Senior Assistance Program.

2022 Downtown Revitalization Target of Opportunity Program

Architectural drawings are being prepared and are anticipating putting project out to bid in March 2024.

2024 Residential Public Infrastructure Grant – CHINN Sewer Construction – We are anticipating putting in a pre-application in June 2024.

2024 Residential Public Infrastructure Grant – Mantua Village – The State has reviewed and approved the income survey.

2024 P.C. Regional Planning Commission Work Program Report - Report presented by T. Peetz

Todd presented the 2024 Portage County Regional Planning Commission Work Program.

A motion was made by D. Kemble to accept the 2024 Regional Planning Commission Work Program as presented. Motion seconded by T. Green. Motion carried with 20 Yeas.

FINANCE

December 2023 Financial Statements

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

R. Patrick made a motion to approve the December 2023 financial statements as presented. Motion seconded by D. Kemble. Motion carried with 20 Yeas.

BY-LAWS

By-Laws Amendment – T. Peetz

Section III of the By-Laws of the Commission allows for amendments to the By-Laws, and it details the procedures to be followed. The Commission reviewed the amendments to Section III, Subsection III and Subsections B.3 and F and approves the amendment adding University Hospital Portage as an Ex-Officio Member (non-voting).

A motion was made by J. Paulus to approve the proposed By-Laws amendment. Motion seconded by F. Davies. Motion carried with 20 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on February 14, 2024 at 4:30 p.m. Location of the meeting is to be determined.

DIRECTOR'S REPORT

- 124 N. Prospect Street – Form RPC Office - Staff is working on obtaining quotes to replace the landing at the former office at 124 N. Prospect Street. After discussion in the Executive Committee meeting, it was recommended that quotes be obtained for the replacement of the entire ramp.
- Nature Works Grant – Todd noted that Nature Works Grants are due in April/May. Anyone interested in applying can contact Todd.
- Intern – An intern will be starting within the next couple of weeks. There will also be another intern starting in the Summer.
- GIS Urban – Gail is working with the GIS Director, Joe Reichlin to obtain a cost for GIS Urban. This could be useful for creating zoning maps.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:08 p.m. Motion seconded by T. Meyer. Motion carried with 20 Yeas.

Minutes approved at the February 14, 2024, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on January 10, 2024 at: 3:40 p.m.

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

Staff: T. Peetz E. Beeman

Absent: A. Orashan S. Nutter

J. DiPaola opened the meeting at 3:40 p.m. The meeting was held at 124 North Prospect Street, in Ravenna. The minutes of December 13, 2023 were presented. Motion made by J. Beal to approve the December 13, 2023 minutes as presented, seconded by F. Seman. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Planning Administration

A total of 8 subdivision applications were submitted during the month of December 2023 with 3 new lots being created with an additional 113 Lots being proposed.

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

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

Staff attended the December Board meeting.

Portage County Housing Services Council

Staff attended the quarterly meeting.

Quarterly Zoning Inspector Meeting

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

Portage County Storm Water Program

Staff continues to take applications to help homeowners replace failing septic systems. E. Beeman reported on 2 septic replacements currently in the process of being replaced. A new contract will need to be in place for 2024. Staff will work with the Portage County Engineer to compile stats and accomplishments of the program thus far so a presentation can be made to the Portage County Commissioners to allocate additional funds to this program.



Portage County Water Resources GIS Assistance

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

Shalersville Township Land Use Plan

Online web presence has been prepared. Several community meetings will be held for community participation. Todd stated work needs to be done in relation to the Streetsboro JEDD that Shalersville Township is part of. The first community meeting was held on February 16th, 2023. The second community meeting was held on March 25, 2023. The final public hearing was held September 21st. The final draft was submitted to township officials during November 2023. The next township meeting will be held on January 11th, 2024. Ongoing

Brimfield Township Comprehensive Plan update

Todd reported the 2020 census data for communities is now available and will be incorporated into the plan. Staff will evaluate the short-term goals and objectives and establish or update them, as necessary. Staff made modifications to the online survey. Staff met with the township Zoning Commission on December 14th. The next meeting is set for February 8th, 2024.

Kent City Historic Structures

Todd stated the interns have begun work on the Kent Historic Structures Story map project. Drone footage will be utilized for this project. Waiting for funding to start the 2nd phase.

Ravenna City Comp Plan update

Todd has been working with Cheryl on the selection of steering committee members. Updates to the maps have begun for the comp plan. It would be good to use this document as a marketing tool for the future. Todd stated he would like to talk with city officials to see what they would like to see for the City. The kick-off meeting was held on December 5, 2023. The plan will be very community focused and user friendly for the public. We anticipate this project being completed sometime in July 2024. The first Steering Committee meeting was held on December 5th with the next meeting scheduled for the 1st week of February.

Ravenna Township Land Use Plan Major Update

Kick off meeting will be in February. Several community meetings are planned. Staff looks to complete the update sometime in April/May 2025. The contract is being circulated for signatures.

2022 Residential Public Infrastructure Grant

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1st, 2nd, and 3rd Allotments. The service area currently does not have access to public



water or sanitary sewer system. The purpose of this project is to construct a new public wastewater collection system that will address water quality violations encountered by the EPA and the PC Health Department in the project service area located in Ravenna Township. A permit to install has finally been secured, therefore a full application can be prepared/submitted to OCD. Because OCD has revamped the pre-application and application process OCD has requested a new pre-application be submitted to them during 2024.

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT

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

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

1. Ravenna Hot Stove League for \$125,000 to pave Volunteer Park Road
Environmental review is complete, funds released February 21, 2023. Awaiting revised cost estimate from the Ravenna City Engineer. The estimate to complete the project has increased by \$46,481.75. An application was prepared and submitted to obtain RLF Funds through the City. Revolving loan funds application was approved by the Portage County Commissioners. We are waiting for road specifications from the Ravenna City Engineers Office. Project is out to bid with bids due on 10/11/23. The Portage County Commissioners have awarded the project. Contracts are being prepared. Revolving loan funds received in the amount of \$46,481.75. The contract is now in place and notice to proceed has been issued. **UPDATE:** Scheduling pre-construction meeting.
2. Freedom Township Historical Society for \$53,900 to comply with ADA requirements. An ADA compliant sidewalk and lift area as well as 2 handicapped accessible parking spaces. Environmental review is complete, funds released February 13, 2023. RFP has been prepared for architectural services, advertised on 5/29/23. RFPs are due by 2:30 p.m. on June 14, 2023. Architectural contract in place. The drawings were reviewed by the Freedom Historical Society, Freedom Township trustee and the architect. The project is anticipated to go out to bid in late October. Bids are due by 2:00 11/15/23. An application for RLF Funds was submitted on Freedom Township's behalf for additional funds to cover the estimated cost of construction. The RLF application was approved for \$31,240 on 11/16/23. The Commissioners awarded the project on 11/21/23. The contract is being prepared and circulated for signatures. **UPDATE:** Under construction.
3. Coleman Professional Services for \$45,600 to demolish a blighted house at 463/465 Chestnut Street. Environmental review is complete. Request for release of funds was signed by the Commissioners on March 9, 2023. Request for release of funds was signed and submitted to OCD. Asbestos survey is in place. Anticipating demolition going out to bid mid-November. Bids are due by 2:30 pm on December 6, 2023 **UPDATE:** Contract is circulating for signatures.



4. Downtown Mantua Revitalization Corporation (DMRC) for \$186,329 to provide ADA accessibility to the fronts of all businesses in the east block of Main Street in downtown Mantua Village. Environmental review is complete, release of funds released February 21, 2023. Met with DMRC to discuss timeline and information needed to move forward with bidding out the construction. Waiting for the updated cost estimate and plans/specifications to be completed. Bid opening was held September 27, 2023. Three bids were received. Bids are being evaluated. Portage County Commissioners have awarded the contract. Notice to proceed is in place. The pre-construction meeting is scheduled for 12/8/23. Construction is anticipated to start January 2024.
5. Public Service Senior Assistance Program for the City of Streetsboro. Funds are being utilized to provide senior services such as lawn mowing, leaf cleanup and snow removal to benefit LMI and/or disabled residents within the City. We are currently assisting 91 seniors through the program. Lawn mowing services have ended. **UPDATE:** Leaf removal is complete.

2022 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE

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

2022 CDBG TARGET OF OPPORTUNITY PROGRAM - DOWNTOWN BUILDINGS PROGRAM

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

Todd reviewed the 2024 Work Program Report with all members. J. DiPaola stated there are quite a few good projects on the list. S. Christian-Bennett made a motion to accept the 2024 Work Program as submitted, seconded by J. Beal. Motion carried unanimously.



RPC GENERAL FUND

December 1, 2023 Cash Balance	\$82,407.32
Receipts:	\$23,402.62
Expenditures:	\$54,054.51
December 31, 2023 Cash Balance	\$51,755.43

B-X-21-2 Ravenna City Critical Infrastructure FINAL STATEMENT

December 1, 2023	\$2,224.86
Receipts:	\$ 0.00
Expenditures:	\$2,224.86
December 31, 2023 Cash Balance	\$ 0.00

B-X-21-1 Windham Village Critical Infrastructure FINAL STATEMENT

December 1, 2023	\$781.31
Receipts:	\$ 0.00
Expenditures:	\$781.31
December 31, 2023	\$ 0.00

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

December 1, 2023	\$5,000.00
Receipts:	\$0.00
Expenditures:	\$2,122.12
December 31, 2023	\$2,877.88

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

December 1, 2023	\$106,978.00
Receipts:	\$ 0.00
Expenditures:	\$19,623.34
December 31, 2023	\$87,354.66

2023 Financial Statements

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



Resolution 24-01 By-Laws Amendment to Section B Representation. Todd stated he received a request from University Hospital Portage Medical Center to become a member of the Planning Commission. After discussing this with legal counsel it was decided to assign an Ex-Officio Member non-voting status membership to them. S. Christian-Bennett made a motion to accept University Hospital Portage Medical Center as an Ex-Officio non-voting member and to amend the By-Laws to reflect this.

Other Business:

Todd stated he met with Michelle to go over corrections to the Portage County Comprehensive Plan. Staff made the corrections however, due to the lateness of the year the public hearing to make a minor amendment to the implementation tables will be held sometime in February 2024. Todd stated he would like to meet with the Commissioners and department heads to prioritize and set goals. Sabrina suggested Todd send an email to Michelle and cc Sabrina to schedule a meeting. Todd would like to see this happen this spring.

Todd reported the NatureWork grant applications will be due in April , Recreational Trails will be due in March and the Storybook Trails grants are all coming up as well as Connecting Communities.

Todd acknowledged the steps and ramp need repair/replacement. We will get quotes for the work to be done.

Todd is lining up interns for the spring/summer to help with projects.

Gail is researching the cost of a GIS Urban license and possibly share the cost with the IT department.

There being no further business to come before the Committee a motion was made by S. Christian-Bennett to adjourn the meeting at 4:15 p.m. seconded by F. Seman. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz

Minutes submitted for approval by Secretary on February 14, 2024

**EAGLE GREENS VARIANCE
FRANKLIN TOWNSHIP, LOT 19 AND 36**

Case No. 22-34, 24-02
Reviewed By: Todd Peetz, Gail Gifford, AICP
Date Submitted: 8-30-22
Due: 10-14-22
Amended: 1/16/24
Amendment Due: 2/14/24

APPLICANT: Eagle Greens, LLC
34555 Chagrin Blvd.
Moreland Hills, OH

REQUESTED ACTION:

The applicant requests a variance to Section 405.3 Lot Frontage of the Portage County Subdivision Regulations for lots under 50 foot of frontage for Eagle Greens, a proposed residential subdivision in Franklin Township. The preliminary plan proposes 85 single-family lots and three new residential streets off Powder Mill Road and State Route 59. Of those 85 lots, lots 35, 36, 37 38, 56, 57, 58, 59, 60, 72, 73, 74, 75, and 76 are all under 50-foot frontage requirement with the smallest frontage being 44.98 feet. These are all cul-de-sac lots and are considered “pie shaped” lots.

HISTORY: This site was the Kent State Golf Course until 2016 when it closed. It had been a golf course since 1922. In January 2022, the property was rezoned to R-1 Low Density Residential with the purpose of developing a subdivision. In October 2022, a preliminary plan and variance for lot size on lots 52, 53, 54, 56, 73, 74, 75, and 76 were approved for this site under the name The Fairways. Due to a significant change to the subdivision design, the addition of a third road, the developer was required to submit a new preliminary plan for review by the Regional Planning Commission (Portage County Subdivision Regulations 302.6 Changes in the Preliminary Plan).

See the Eagle Greens Preliminary Plan report for additional information about the location and development plan.

JUSTIFICATION FOR THE VARIANCE (as supplied by the applicants):

- A. Exceptional topographical or other conditions peculiar to this particular parcel:
This variance is requested due to the fact that the cul-de-sac lots are pie shaped and are much wider at the back of the lot and the frontages proposed are what's required to fit the house on the lot. We are proposing a PRD, there configuring the lots to fit the home product, while meeting minimum setbacks and maximizing open space. Note, although the cul-de-sac lots are narrower at the frontage, they average 9,000 sf. The standard 60'x 110' lot is 6,600 sf. In summary, the reduced frontage cul-de-sac lots are about 40% larger than the standard lots.
- B. Why a literal interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners:
It's normally an acceptable planning standard that cul-de-sac lots are not subject to minimum frontage requirements, and lot width for these lots are measured at

the front setback line, not the right-of-way, which is mostly likely why the subdivision regulations include section 405.3D.

- C. That the peculiar conditions do not result from previous actions of the applicant: *It's normally an acceptable planning standard that cul-de-sac lots are not subject to minimum frontage requirements, and lot width for these lots are measured at the front setback line, not the right-of-way, which is mostly likely why the subdivision regulations include section 405.3D.*
- D. That the requested variance is the minimum that will allow a reasonable division of the land: *It's normally an acceptable planning standard that cul-de-sac lots are not subject to minimum frontage requirements, and lot width for these lots are measured at the front setback line, not the right-of-way, which is mostly likely why the subdivision regulations include section 405.3D.*

ANALYSIS: This variance is an amendment to the original variance approved in October 2022. The current request expands the number of lots included and removes mentions of specific frontages in comparison to the original variance request.

This variance is about lot frontages being less than the 50-foot minimum typically required. It is correct to expect lots on significant curves and cul-de-sacs to have frontages reduced at the street or right of way line and widen as they are drawn back from said right-of-way.

The buildable area would not begin until the lot width reached the minimum 50-foot width and was at least 25 feet back from the right of way. Each of the lots included in this variance request can achieve the required width to allow for a building area that should meet setback and area requirements.

Per Section 405.3D. Frontage may be reduced by the Regional Planning Commission for lots on a permanent cul-de-sac or on the curved portions of a loop street. Frontage requirements must meet local zoning regulations.

RECOMMENDATIONS:

Staff recommends approval of the variance to Section 405.3 Lot Frontage.

**EAGLE GREENS VARIANCE TO SECTION 407.2B
FRANKLIN TOWNSHIP, LOT 19 AND 36**

Case No. 24-03
Reviewed By: Gail Gifford, AICP
Date Submitted: 1-16-24
Due: 2-14-24

APPLICANT: **Eagle Greens, LLC**
34555 Chagrin Blvd.
Moreland Hills, OH

REQUESTED ACTION:

The applicant requests a variance to Section 407.2B Drainage Easements of the Portage County Subdivision Regulations. Section 407.2B states that

“The drainage easement shall be a minimum of thirty (30) feet wide, plus an additional four (4) feet in width for every foot of depth of the channel over two (2) feet deep and shall be located within the open space areas.”

The preliminary plan proposes 85 single-family lots and three new residential streets off Powder Mill Road and State Route 59. There are five storm sewer easements shown on the plan. Of the five, three of the easements are under 20 feet wide within the open space area (Figure 1).

HISTORY: This site was the Kent State Golf Course until 2016 when it closed. It had been a golf course since 1922. In January 2022, the property was rezoned to R-1 Low Density Residential with the purpose of developing a subdivision. In October 2022, a preliminary plan and variance for lot size on lots 52, 53, 54, 56, 73, 74, 75, and 76 were approved for this site under the name The Fairways. Due to a significant change to the subdivision design, the addition of a third road, the developer was required to submit a new preliminary plan for review by the Regional Planning Commission (Portage County Subdivision Regulations 302.6 Changes in the Preliminary Plan).

ZONING: **Existing:** The site is zoned R-1 Low Density Residential District. The applicant has applied for and been approved by Franklin Township to use the Planned Unit Development (PUD) Residential District conditional use.

R-1 PUD Requirements

Minimum project acreage	10 acres
Minimum existing roadway open space buffer	60 Feet
Maximum existing roadway open space buffer	250 Feet
Perimeter setback from restricted open space buffer	15 Feet
Front Setback	25 Feet
Minimum setback from new public road in the development	
Open Space Requirement	40%
<i>Minimum width 50 feet</i>	
<i>Required common open space</i>	4.0119 acres

Residential building separation	20 Feet
Side and rear setback	10 Feet
Maximum Building Height	35 Feet

See the Eagle Greens Preliminary Plan report for additional information about the location and development plan.

JUSTIFICATION FOR THE VARIANCE (as supplied by the applicants):

- A. Exceptional topographical or other conditions peculiar to this particular parcel:
S/L 46 & 47: The 20' width occurs only at the rear P/L. This easement is only 20' at the pinchpoint at the rear of the property corners as it quickly becomes 30' wide to the north and east.
S/L 69 & 70: This is more of a secondary access if needed to the stormwater basin, however, could be utilized to get the street storm sewer to the pond.
S/L 72-77: This easement is proposed as 20' instead of 30' in order to minimize the overlap of the proposed storm easement with the existing sanitary and water easement along the railroad tracks.
- B. Why a literal interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners:
We feel that a 30' easement is excessive for the minimal storm sewer that we are proposing in the areas where we are proposing the variances.
- C. That the peculiar conditions do not result from previous actions of the applicant:
They do not. They result from the applicant revising the preliminary plan to better conform with the existing topography, wetlands, and offsite drainage conditions.
- D. That the requested variance is the minimum that will allow a reasonable division of the land: *The 20' easement is more than wide enough to allow for maintenance of the catch basins and storm pipes proposed as these areas drain minimal areas.*

COMMENTS: Portage County Engineer

1. The Engineer's Office would like to see a 30' easement that cuts the corner of lots 46/47 so it does not have to pinch down.
2. The secondary access for the basin is not necessary but the Engineer's Office is okay with the 20' easement width for access granted a storm sewer does not get installed in the easement.
3. The variance as it relates to the easements for sanitary and water behind lots 74/75 is fine; however, behind the other lots it seems there is ample open space to take the easement to 30' wide.

ANALYSIS: This variance concerns the storm sewer easement in three locations where the width is less than 30 feet. Due to the nature of the drainage pattern, existing easements on the site and the desired lot configuration, the applicant is requesting a variance to 20 feet. An analysis of each of the locations is summarized below.

1. Along Fairway Drive, at the front of sublots 46 and 47, the drainage easement is approximately 42 feet, narrowing to 20 feet wide at the rear lot lines due to the

angle of these lots. For the first roughly 65 feet, the easement complies with the subdivision regulations. The last approximately 45 feet of the easement is less than the required 30-foot minimum. Sublots 46 and 47 have room to contain the remainder of the 30-foot easement within the 10-foot side and rear building setbacks without having the easement enter the building footprint.

2. The easement between sublots 69 and 70 and provides secondary access to the stormwater basin. It was established to contain an existing irrigation well. Storm sewer is not proposed within this easement.
3. The easement behind sublots 72 through 77 is partially constrained by the railroad and existing sanitary sewer and water easements. The constraints are primarily located behind sublots 74 and 75. Sublots 72, 73, 76, and 77 contain an open space buffer before reaching the existing easements.

RECOMMENDATIONS:

Staff recommends the following:

1. Approve allowing the drainage easement to expand into the side and rear setbacks of sublots 46 and 47 to meet the 30-foot minimum requirement.
2. Approve a 20-foot drainage easement behind sublots 74 and 76 where there are significant existing constraints expanding out to 30 feet behind lots 72, 73, 76, and 77.
3. Approve the 20-foot drainage easement between sublots 69 and 70.

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**EAGLE GREENS PRELIMINARY PLAN
FRANKLIN TOWNSHIP, LOT 19 AND 36**

Case No. 23-40
Reviewed By: Gail Gifford, AICP
Date Submitted: 12-15-23
Due: 1-18-24 (extension of time to 2-14-24)

APPLICANT: **Eagle Greens Kent LLC (Robert J. Benjamin)**
34555 Chagrin Blvd.
Moreland Hills, OH

REQUESTED ACTION:

The applicant requests a review of the preliminary plan for Eagle Greens, a proposed residential subdivision in Franklin Township. The preliminary plan proposes 85 single-family lots and three new residential streets off Powder Mill Road and State Route (SR) 59.

HISTORY: This site was the Kent State Golf Course until 2016 when it closed. It had been a golf course since 1922. In January 2022, the property was rezoned to R-1 Low Density Residential with the purpose of developing a subdivision. In October 2022, a preliminary plan and variance for lot size on lots 52, 53, 54, 56, 73, 74, 75, and 76 were approved for this site under the name The Fairways. Due to a significant change to the subdivision design, the addition of a third road, the developer was required to submit a new preliminary plan for review by the Regional Planning Commission (Portage County Subdivision Regulations 302.6 Changes in the Preliminary Plan).

SIZE: **Exhibit 1 (Preliminary Plan)**

Area in lots	14.8792 acres
ROW Dedication	5.0192 acres
Open Space	20.2367 acres
Total	40.1351 acres

<i>Portage County Open</i>	<i>10% ≈ 4.0135</i>
<i>Space Requirement</i>	<i>acres</i>

PHASING: The preliminary plan shows two (2) phases. Phase 1 covers the northern portion of the site and is approximately 14.5929 acres.

ZONING: **Existing:** The site is zoned R-1 Low Density Residential District. The applicant has applied for and been approved by Franklin Township to use the Planned Unit Development (PUD) Residential District conditional use.

R-1 PUD Requirements

Minimum project acreage	10 acres
Minimum existing roadway open space buffer	60 Feet
Maximum existing roadway open space buffer	250 Feet
Perimeter setback from restricted open space buffer	15 Feet

Front Setback	25 Feet
Minimum setback from new public road in the development	
Open Space Requirement	40%
<i>Minimum width 50 feet</i>	
<i>Required common open space</i>	4.0119 acres
Residential building separation	20 Feet
Side and rear setback	10 Feet
Maximum Building Height	35 Feet

Formula for lot calculations: $\{TA-(RA+OS+CNA)\} * Z = PD$

TA (Total Acreage) = 40.1351

RA (Roadways, assumed 10%) = 4.0135

OS (PC Sub. Regs. Open Space Requirement) = 4.0135

CNA (Critical Natural Areas) = 1.4800

Z = 2.1780 lots/acre (0.4591 acre/lot based on 20,000 sq. foot lots)

PD (Permitted Density) = 66.7 lots

Total Lots with Bonus Density: 73.3 lots*

**Variance granted by Township to allow up to 85 lots.*

Other Requirements: Franklin Township's environmental protection standards require a 25-foot setback from Category 1 wetlands. Category 2 requires a 50-foot setback and Category 3 requires a 75-foot wooded buffer with up to a 100-foot non-forested buffer.

PHYSICAL LIMITATIONS:

Topography & Soil: This site is gently rolling. The highest elevations are along the north and east property lines and generally falling in elevation to the southwest. There are two areas that may have hydric soils near the eastern property line:

- Damascus loam (Da)- In this hydric soil, runoff is slow to ponded. A seasonal highwater table is a major limitation.
- Carlisle muck (Cg)- Wetness is the major limitation for this hydric soil. It is subject to subsidence if drained and is highly unstable for structures.

Wetlands: There are four wetland areas, a stream, and two ponds on the site of the proposed subdivision. Fill or partial fill is being proposed for three out of the four identified wetlands.

Flooding: According to FEMA, the site is in Flood Zone X (minimal risk of flooding); however, this site drains to the southwest through a small culvert under the railroad and into Breakneck Creek. Residents in the traditional subdivision (Polichena Allotment 2nd Addition) abutting Breakneck Creek are regularly flooded.

Land Use: This property has been vacant since the closure of the Kent State Golf Course in 2016. East of the site are the Pebblebrook apartments, strip mall and Wal-Mart. North of the site, across State Route 59, are storage units and vacant land. South and west of the site, south of the railroad, are several industrial properties, a traditional

subdivision (Polichena Allotment 2nd Addition), and the remainder of the Kent State Golf Course which is currently open space.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

Township: Approval

A variance was granted in January 2022 for an additional 10 lots beyond the permitted density for a total of 85 lots. A variance was granted on November 13, 2023, to allow lots 7, 8, 9, and 29 to have a 9.5-foot setback from the adjacent wetlands.

Building Department / Floodplain Administration: No action taken, not in floodplain.

County Engineer: Conditional Approval

1. This subdivision shall meet all requirements of the current subdivision regulations.
2. Has the preliminary plan been reviewed and approved by Franklin Township?
3. Road names will need to be reviewed and approved by the County before platting. The Township Road Numbers will be assigned by the County at that time.
4. We will need a copy of the ODOT permit when obtained.
5. Storm easements shall be 30 feet wide per regulations. Variance will be needed to partially locate easements in lots.
6. Where is the rerouted ditch draining in the southwest area between Powder Mill Road and Lots 57 and 58.
7. Distinguish between the delineation of the road drainage (Township) and the rear yard drainage (HOA). See attached Site Utility Sheet 3.0
8. Clearly distinguish between the cross-hatching patterns in the Legend and the Plan.

Health Dept.: No jurisdiction over subdivisions with central sewer.

Soil and Water Conservation Dist.: No comment

Tax Map: Approval

Water Resources Dept.:

Project requires a sewer and water extension.

Ohio Department of Transportation: (see attachment for full letter and comments)

A variance request was granted for a proposed right-in/right-out on SR 59 with the following conditions.

- Submittal of an updated site plan showing the right-in/right-out design per Figure 401-13a of the ODOT *Location & Design Manual, Volume 1*.
- Submittal of a letter from the Portage County Engineer's Office indicating their approval of the proposed public street to SR 59, in accordance with the *State Highway Access Management Manual* Section 5.2.
- Submittal of a final traffic impact study addressing District 4 comments.

Utilities: No comment received.

Portage Park District: No comment received.

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The following changes must be made or addressed before platting to comply with subdivision regulations:

- 303.2 B Township lot numbers are on the drawing but missing from the title block. The lot numbers must be in the title block on the plat and the preliminary plan should have a similar title block.
- 303.3 D Proposed restrictions and covenants should be submitted at the time of the preliminary plan. Franklin Township requires deed restrictions or covenants to preserve open space.
- 402 A A traffic study must be completed. See the ODOT and Engineer's comments.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

Zoning Districts: This site was rezoned to R-1 from C-1 and R-1 in 2022 to accommodate a potential subdivision. This project is the result of the rezoning. The planned residential development conditional use is being applied to this site.

Environmental Protection: Franklin Township has environmental protection standards. Although the preliminary plan shows the wetland setbacks, parts of several wetlands are proposed to be impacted or filled. In several places, the wetland setback is less than what is required through the Township Zoning Resolution; however, a variance was approved by the Board of Zoning Appeals for these locations.

Township Open Space Requirement: A maximum of 35% of the set aside open space may be developed for recreation. A minimum amount of open space equivalent to the subdivision regulations required open space (4.0135 acres) must be set aside as common open space appropriate for passive and active recreation. See Chapter 6 Section 56 I of the Franklin Township Zoning Resolution.

ANALYSIS: The site is north of the CSX railroad at the southwest corner of Powder Mill Road and State Route 59. All buildings associated with the golf course have been demolished. A small parking area remains on the northwest corner of the site; however, it will be removed with the construction of the subdivision.

Wetlands and Water Bodies: A wetland delineation should be submitted showing the categories of the wetlands (currently assumed to be Category 1). As impacts are proposed for several wetlands, a permit from USACE or from Ohio EPA must be submitted along with plat. The permit number must be on the Plat.

Flooding: Residents in Polichena Allotment 2nd Addition abutting Breakneck Creek reside in the Creek's floodplain and are regularly flooded. The preliminary plan shows stormwater from this subdivision being captured and mitigated to prevent additional flooding of downstream residents because of this subdivision being constructed.

Land Use: This property has been open space for decades. Developing it into a subdivision will significantly change the character of the area; however, this area of State Route 59 began to develop in the early 1990s with the construction of the storage units and, later, Wal-Mart and the apartments. State Route 59 is identified as one of Portage County's rapidly developing corridors in the County Comprehensive Plan with care needed to improve the appearance of the area. This plan will further develop State Route 59 while providing a 60-foot open space buffer to reduce the visual impact on the corridor.

Comments from agencies and departments: A SWPPP must be submitted to the Soil and Water Conservation District before the Plat can be approved and construction can begin. A traffic study and the improvement plans must be submitted to the Engineer's Office before the Plat can be approved.

Compliance with subdivision and township zoning regulations:

1. Franklin Township requires restricted open space to be prohibited from subdivision or development by deed restriction, conservation easement or other agreement acceptable to the Township's legal counsel (Ch. 6 Section 56.J.2).
2. Show the correct Portage County Subdivision Regulations open space amount in the formula for Permitted Density (should be 10%). The total acreage (excluding the existing right of way) under the Permitted Density formula should match the total project acreage stated under the Site Data Table and Project Acreage Summary.
3. Numbers for open space stated inconsistently between Site Data Table and project acreage summary.

RECOMMENDATIONS: Conditional Approval with the following conditions (this is not an all-inclusive list of requirements contained in the Subdivision Regulations):

1. Address the County Engineer and ODOT's requirements including providing improvement plans and finalizing a traffic study.
2. Provide covenants or deed restrictions in accordance with the Franklin Township Zoning Resolution.
3. Provide proposed covenants and deed restrictions to the Regional Planning Commission in compliance with the Portage County Subdivision Regulations (303.3D)
4. Continue to work with Portage County Water Resources on water and sewer extensions.
5. Any other issues identified above or as specified by the review entities are addressed.
6. Approval of Variances to the Portage County Subdivision Regulations sections 405.3 and 407.2B. Any conditions established as part of the variances will be part of the conditional approval.

OTHER ITEMS REQUIRED AT THE TIME OF PLAT:

1. Evidence of correspondence with USACE or Ohio EPA concerning wetlands is required per the Portage County Subdivision Regulations. A permit from USACE or the Ohio EPA must be submitted prior to construction or filling activities. The permit number must be shown on the Plat.



OHIO DEPARTMENT OF TRANSPORTATION
Mike DeWine, Governor Jack Marchbanks, Ph.D., Director

District 4
2088 S. Arlington Rd, Akron, OH 44306
330-786-3100
transportation.ohio.gov

September 14, 2023

Dan Barcikowski, P.E.
MG Civil Design
255 Park Place
Chagrin Falls, Ohio 44022

Re: POR-59 KSU Residential Development - Franklin Twp.
Access Variance Request

Dear Mr. Barcikowski:

The Ohio Department of Transportation (ODOT) District 4 Access Management Committee reviewed the variance request received 8/4/2023 for the proposed right-in/right-out access to SR 59. The access would serve a proposed 85-unit residential development to be located on the southeast corner of SR 59 and Powder Mill Rd in Franklin Township. After much consideration, the variance request has been granted with the following conditions:

- Submittal of an updated site plan showing the right-in/right-out design per Figure 401-13a of the ODOT *Location & Design Manual, Volume 1*.
- Submittal of a letter from the Portage County Engineer's Office indicating their approval of the proposed public street to SR 59, in accordance with the *State Highway Access Management Manual* Section 5.2.
- Submittal of a final traffic impact study addressing District 4 comments.

Once the documentation noted herein has been submitted and approved, the applicant will need to apply for an e-permit for the proposed access to SR 59, along with any required roadway improvements on SR 59 in accordance with the traffic impact study. Should you have any questions, please contact the District 4 Permits Department at (330) 786-4893.

Respectfully,

A blue ink signature of Thomas Brett, written in a cursive style.

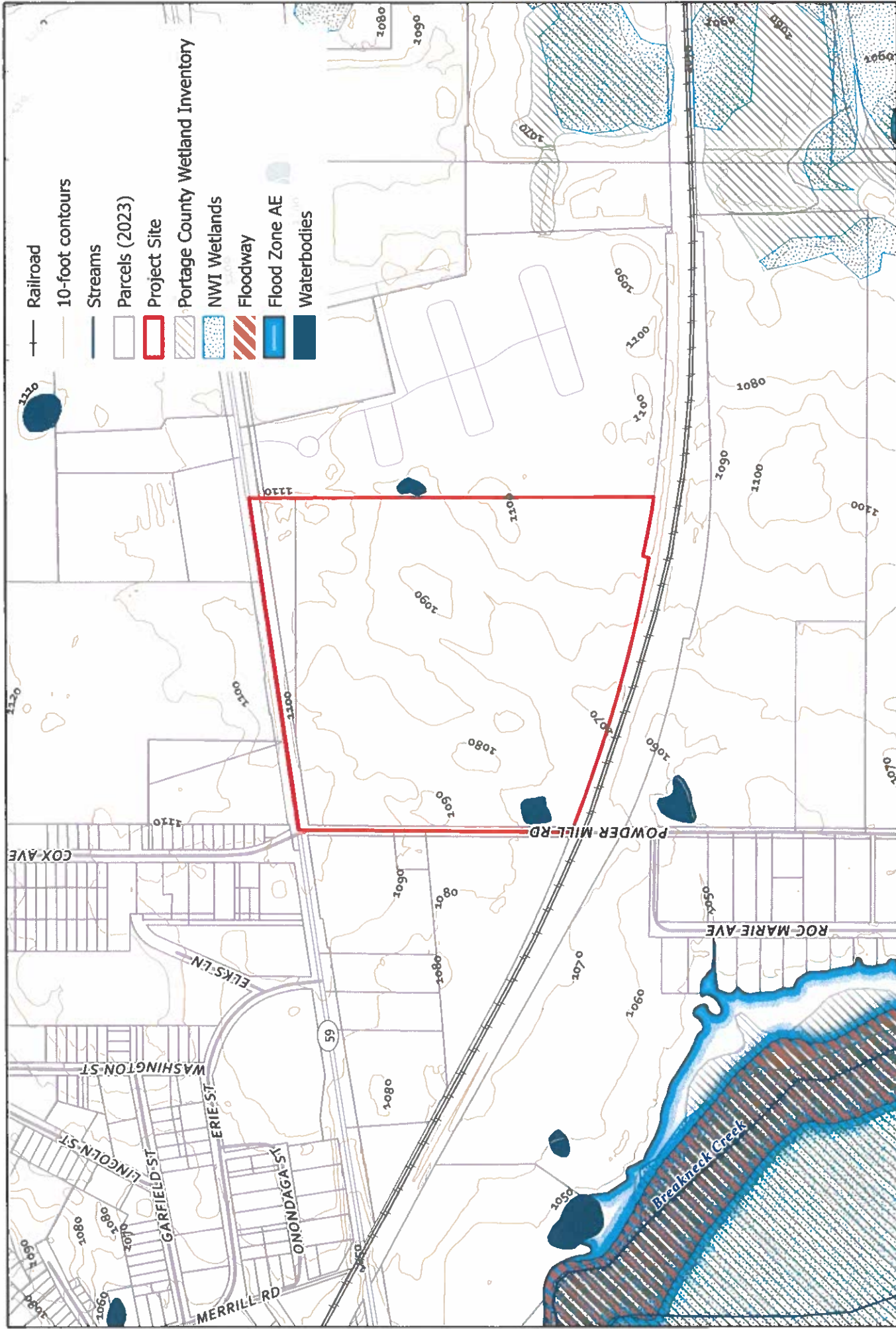
Thomas Brett
District 4 Permits Coordinator

Cc: File



Data sources: Roads, Aerial, Parcels, Portage County GIS, 2023; Water, NHDPlusHR USGS, 2020; Parks, PCRPC & Various Parks Departments, 2023.

Eagle Greens Preliminary Plan: Aerial 2022



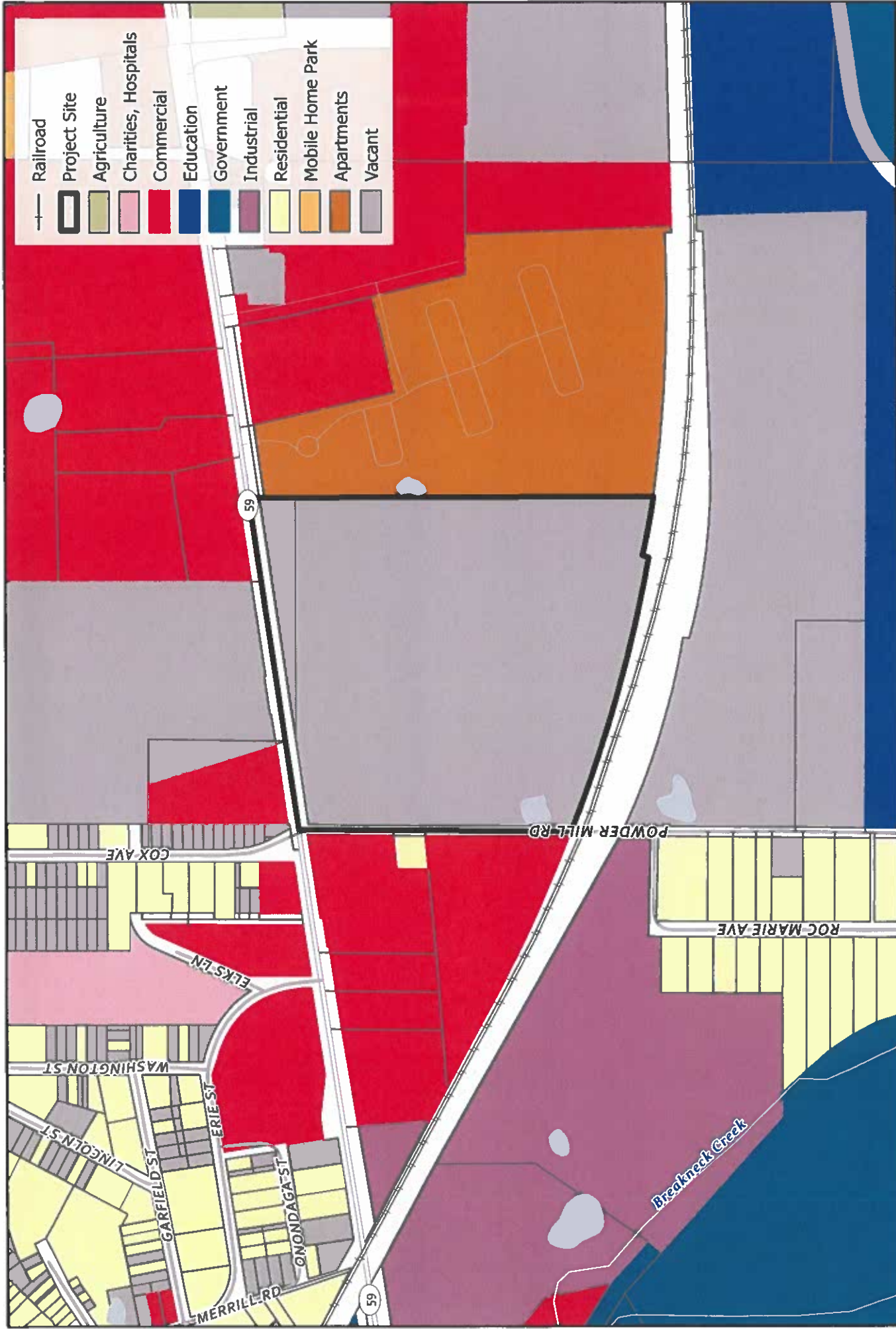
Data sources: Roads, Parcels, Portage County GIS, 2023; Water, NHDPlus HR USGS, 2020; Contours, Portage County GIS, 2016; Wetlands, PC Inventory, 2006, NWT Wetlands, NWT USFWS, 2021; Floodplains, FEMA FIRM, 2017.

Eagle Greens Preliminary Plan: Wetlands, Floodplains, & Contours



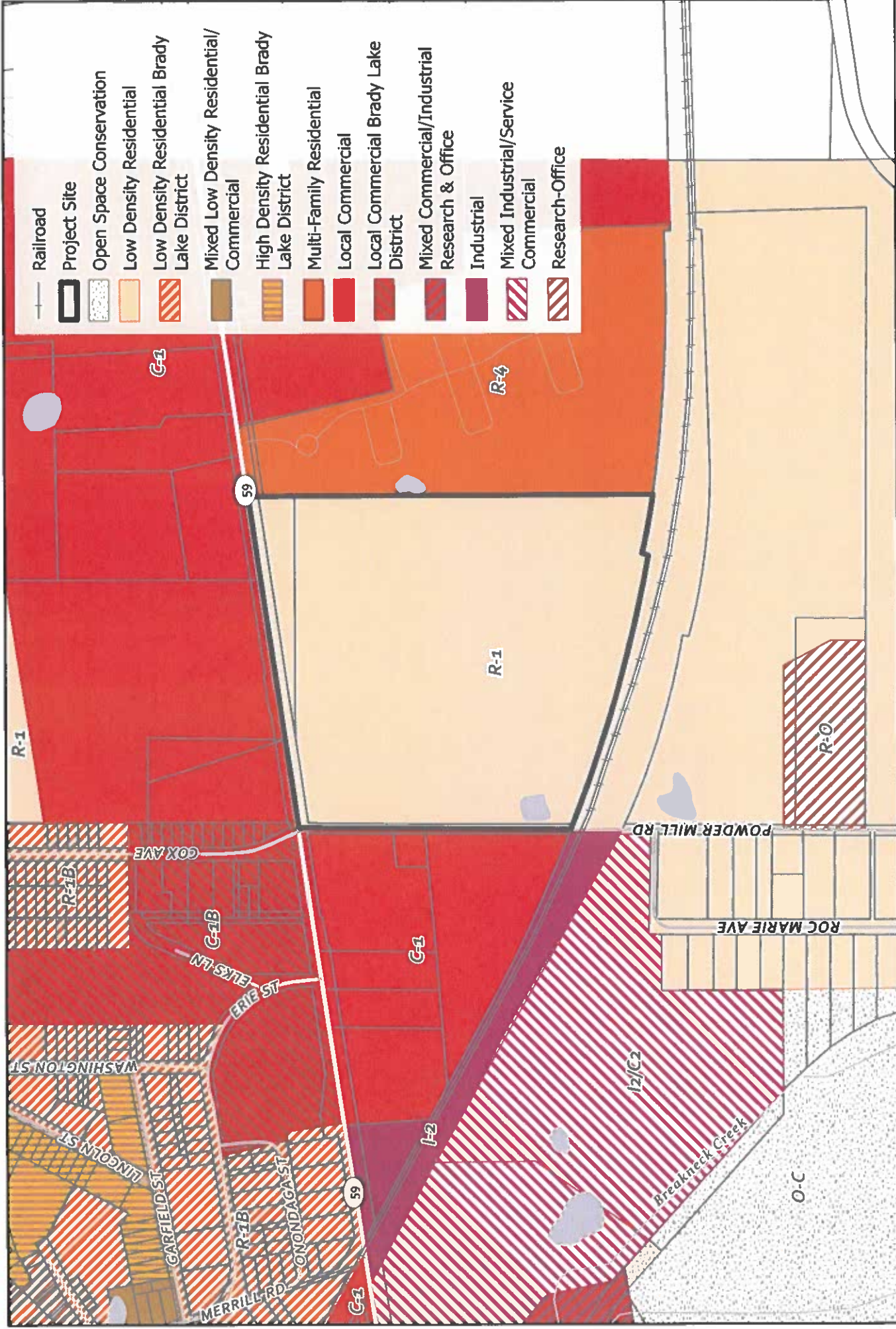
Data sources: Roads, Aerial, Parcels, Portage County GIS, 2023; Soils, Portage County Soil Survey digital version, USDA, updated 2021.

Eagle Greens Preliminary Plan: Hydric Soils



Data sources: Roads & Parcels, Portage County GIS, 2023; Asset Mapping Land Use, PCRPC, 2023; Water, NHDPlusHR USGS, 2020.

Eagle Greens Preliminary Plan: Land Use



Data sources: Roads & Parcels, Portage County GIS, 2023; Franklin Township Zoning, PORPC, 2022; Water, NHDPlusHR USGS, 2020.

Eagle Greens Preliminary Plan: Zoning



**FOREST RIDGE PHASE 6 VARIANCE TO SECTION 407.2B
RAVENNA TOWNSHIP, LOT 42S**

Case No. 24-04
Reviewed By: Gail Gifford, AICP
Date Submitted: 1-31-24
Due: 2-14-24

APPLICANT: Quail Hill – Forest Ridge Development Co., Ltd.
811 S. Main Street
North Canton, OH

REQUESTED ACTION:

The applicant requests a variance to Section 407.2B Drainage Easements of the Portage County Subdivision Regulations. Section 407.2B states that

“The drainage easement shall be a minimum of thirty (30) feet wide, plus an additional four (4) feet in width for every foot of depth of the channel over two (2) feet deep and shall be located within the open space areas.”

The preliminary plan proposes 27 single-family lots and one new residential street and connects the dead ends of Hidden Brook Drive. It is located east of Lakewood Road and north of Summit Street. The preliminary plan shows one storm sewer easement in the rear of sublots 139, 140, and 141, storm sewer in the right of way and in Open Space “A” which empties into the stormwater management basin (Figure 1).

HISTORY: This site was part of the planned residential subdivision for Forest Ridge which originally consisted of six phases. Phases 1 through 5 were platted and constructed between 1997 and 2004. Phase 5 has several vacant lots remaining; however, most of the lots in the previous phases have been sold and developed as residential single-family homes.

SITE LAYOUT: The original development contained a proposed utility layout. Due to changes in the Portage County Subdivision Regulations, one of the original cul-de-sacs was removed and a stormwater management basin is now proposed in its place. An existing stormwater easement runs through the rear yards from Phase One to the edge of the property line between sublots 66 and 139. The storm sewer easement is proposed to continue through the rear of sublots 139, 140, and 141 to reach the proposed stormwater management basin, which is out of compliance with the Portage County Subdivision Regulations.

See the Forest Ridge Phase 6 Preliminary Plan report for additional information about the location and development plan.

JUSTIFICATION FOR THE VARIANCE (as supplied by the applicants):

- A. Exceptional topographical or other conditions peculiar to this particular parcel:
This site was previously mass graded as part of the Plans prepared for Phase 5 and this Phase. Since Phase 6 abuts existing Phase 5, drainage easements along the rear of Lots on Waxwing Circle will be necessary to properly convey runoff to the new roadway and existing catch basins in Phase 5. The drainage easement

shown on Lots 139, 140 & 141 is for the extension of an existing storm sewer that was constructed as part of Forest Ridge Phase 1 that currently discharges on Lot 139. This easement and extension is needed to convey runoff to the existing natural drainage course in Open Space A.

- B. Why a literal interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners:
Previous phases of the Development have drainage easements on the lots. Without these drainage systems, runoff conveyance will be compromised for this Phase.
- C. That the peculiar conditions do not result from previous actions of the applicant:
N/A
- D. That the requested variance is the minimum that will allow a reasonable division of the land: *The variance requested is the minimum that will allow a division of land and properly convey runoff from the subdivision.*

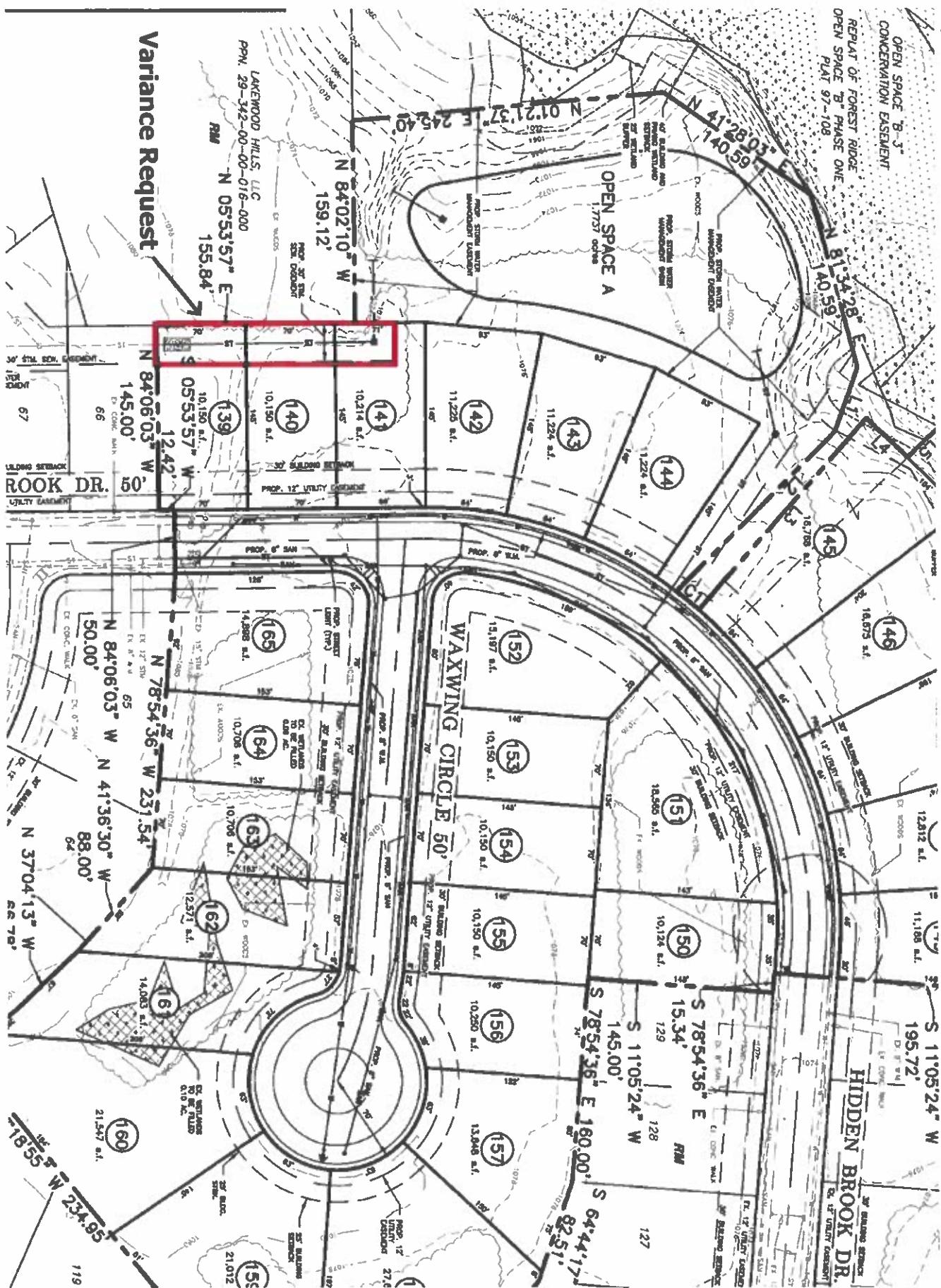
COMMENTS: The Portage County Engineer and Soil and Water Conservation District provided comments approving the variance.

ANALYSIS: This variance concerns the storm sewer easement located in the rear of sublots 139, 140, and 141. According to Section 407.2B of the Portage County Subdivision Regulations, drainage easements must be in *open space areas*. The intent behind this is to keep structures and fences off the easement so that the utility can be maintained.

In this instance, the design of the drainage easement is being dictated by the location of the existing drainage easements and the natural drainage of the site. This easement will take water from where it currently discharges on subplot 139 and run it to the management basin. This variance is necessary for conveyance of runoff in this area.

RECOMMENDATIONS:
Staff recommends approval of the variance.

OPEN SPACE "B-3"
CONCERNATION EASEMENT
REPLAT OF FOREST RIDGE
OPEN SPACE "B" PHASE ONE



**FOREST RIDGE, PHASE 6 PRELIMINARY PLAN
RAVENNA TOWNSHIP, LOT 42S**

Case No. 23-41
Reviewed By: Gail Gifford, AICP
Date Submitted: 12-27-23
Due: 1-31-24 (extension of time until 2/14/24)

APPLICANT: Quail Hill – Forest Ridge Development Company, Ltd.
811 S. Main Street
North Canton, OH 44720

REQUESTED ACTION:

The applicant requests a review of the preliminary plan for Forest Ridge Phase 6, the last phase of Forest Ridge, a residential subdivision in Ravenna Township. The preliminary plan proposes 27 single-family lots, one new residential street, a new connection between the existing ends of Hidden Brook Drive, and two new open space blocks.

HISTORY: This site was part of the planned residential subdivision for Forest Ridge which originally consisted of six phases. Phases 1 through 5 were platted and constructed between 1997 and 2004. Phase 5 has several vacant lots remaining; however, most of the lots in the previous phases have been sold and developed as residential single-family homes. The original plan for the development of Phase 6 expired in 2007.

The original development proposal included 38.5 acres of open space areas mostly along Breakneck Creek and its associated riparian which runs along the north, northwest, east, and southeast of the original subdivision boundary.

SIZE: **Exhibit 1 (Preliminary Plan)**

Area in lots	8.4735 acres
ROW Dedication	1.5666 acres
Open Space	1.8964 acres
Total	11.9365 acres

<i>Portage County Open</i>	<i>Applies to subdivisions</i>
<i>Space Requirement</i>	<i>over 20 acres</i>

PHASING: This is the final phase of Forest Ridge.

ZONING:

Between 2003 and 2024, five extensions to the original development plan were granted by the Township.

1. December 2003, extended for 5 years
2. December 2008, extended for 5 years
3. October 2013, extended
4. November 2018, extended for 5 years
5. January 2024, extended for 3 years

These extensions have kept the original development plan active within the Township; thereby, allowing the use of the zoning that Phase 1 of Forest Ridge was approved under (shown in Figure 1). The site was zoned Residential Medium Density (R-M). The applicant applied for and was approved to use the Planned Unit Development (PUD) Requirements for Phase 1 which has carried forward to the current Phase.

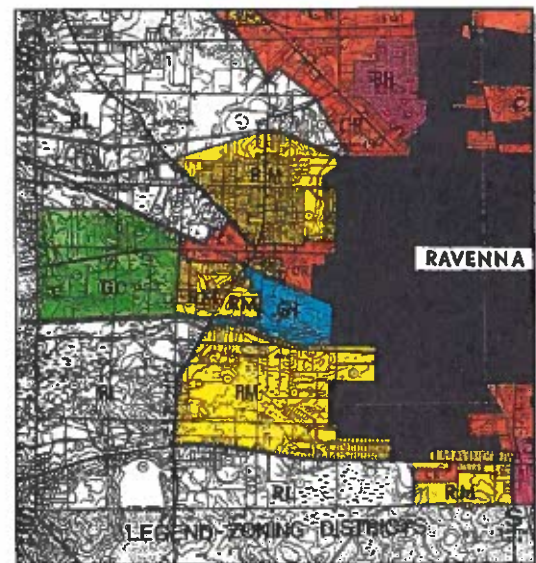


Figure 1. Ravenna Township Zoning Map.
Zoning date: May 1991.

General PUD Requirements¹

Minimum project acreage ²	20 acres (PUD size: 108.7580 acres)
Density in dwelling units (du)/acre	4 du / 1 acre
Front Setback, from street	40 feet
Side or rear setback	30 feet
Minimum distance between buildings	35 feet
Open Space ²	21.7516 acres
20% of net PUD area (Phase 1-6) reserved in perpetuity	(38.133 platted acres 1.8964 proposed acres)
Maximum Building Height	35 feet

Single Family Dwelling Standards¹

Minimum lot size	10,000 sq. feet
Frontage	60 feet
Lot Width (reductions allowed on cul-de-sacs)	70 feet
Building setback from ROW	25 feet
10-foot side yard	
20-foot rear yard	

Note: 1. Original zoning requirements from development plan submission (1997).

2. Ravenna Township's PUD Requirements considered the overall subdivision plan when evaluating Project Acreage and Open Space instead of individual phases.

Allowable Density: ~ 42 lots

Open Space Requirements: A minimum of 20% of the net area of the PUD must be reserved in perpetuity for public and/or private common open space. Prior to final

approval of the PUD, the developer should submit legal instruments prescribing its care and maintenance. If the open space is deeded to the Homeowners Association (HOA) or other private entity, then it shall not be disposed of without first offering to dedicate the open space to the Township.

PHYSICAL LIMITATIONS:

- Topography & Soil:** This site generally falls to the west and north toward Breakneck Creek. A large area of Sebring silt loam (Sb), which is a hydric soil, follows Breakneck Creek and its floodplain. The hydric soil clips the western boundary of Phase 6 in two locations.
- Wetlands:** There are four wetland areas that fall within the site. Two of the wetlands are along the western boundary of Phase 6 and are associated with Breakneck Creek and its floodplain. These are believed to be high quality wetlands, rated 7 out of 9 in the Portage County Watershed Plan. Two wetlands, located on sublots 161, 162, and 163, are proposed to be filled.
- Flooding:** According to FEMA, most of the site is in Flood Zone X (minimal risk of flooding); however, north and west of Phase 6 is Flood Zone AE. Flood Zone AE represents the 100-year floodplain. It has a 26% chance of flooding over the life of a 30-year mortgage. Flood Zone AE has designated base flood elevations which is the elevation of the creek resulting from a 100-year flood. A small portion of Phase 6 contains Flood Zone AE.
- Land Use:** This property has been vacant since Phase 5 was developed. The developer has kept it cleared and prepped for development since 2006. The lots surrounding Phase 6 are a mixture of residential and vacant lands. Breakneck Creek Preserve is approximately 700 feet west of Phase 6 on the west side of Lakewood Road.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

Township: Approval

The conditional use permit was extended for 3 years at the Township Board of Zoning Appeals meeting in January.

Building Department / Floodplain Administration: No action taken

County Engineer: Conditional Approval

1. Has the Phase 5 Temporary Easement for Turnaround of Hidden Brook Drive been extinguished?
2. Street lighting to be decided by Ravenna Township.
3. This subdivision shall meet all requirements of the current subdivision regulations.
4. Wetlands to be clearly delineated with accurate descriptions such as bearings and distances on the Plat and Improvement Plans that can be replicated without ambiguity.
5. Road Names will need to be reviewed and approved by the County before platting. The Township Road Numbers will be assigned by the County at that time.

6. Add TH-1737 after Hidden Brook Drive and TH-1747 after Waxwing Circle.
7. Variance will be needed for sewer in Lots 139-141.
8. Names, addresses, and phone numbers of the owners, developers, and professional engineer and registered surveyor who prepared the plan and appropriate registration numbers and seals. *Include Registered Surveyor Certification and Signature.*
9. Existing sewers, water lines, culverts, and other underground structures, and power transmission poles and lines within and adjacent to the tract. *Are there any power transmission poles to include?*
10. Parcels of land in acres to be reserved for public use or to be reserved for residents of the Subdivision. *Show Open Space "B-5" Acreage.*
11. A vicinity map shall be shown on the Preliminary Plan. This map shall show all existing Subdivisions, roads, and tract lines and the *connections between the roads in the proposed Subdivision* and those of the neighboring areas.
12. Geometry includes segment lengths, curve data, intersection angles, and typical sections.

Health Dept.: No jurisdiction over subdivisions with central sewer.

Soil and Water Conservation Dist.: Approved

Tax Map: Conditional Approval

Do not duplicate Block and Open Space names used in previous phases. Must replat all of the platted objects that are changing. 50-foot boundary misclosure east-west.

Water Resources Dept.:

Gravity sewer to be extended to provide service to new lots. Project will need to be set up with the Engineering Division.

Ravenna City Engineer: Conditional Approval

The City of Ravenna has the capacity and desire to provide water for the subdivision. Final approval is contingent upon approval of the final detailed plans. A bond is required at the time of Plat and an estimated cost cannot be provided until the improvement plans are approved.

Fire Department: Approval

Acceptance based on the fire hydrants having a maximum distance of 300 feet.

Dominion Energy: No conflicts with existing gas lines are anticipated; however, the existing gas lines are not shown on the plan so they cannot be fully reviewed for conflicts.

Portage Park District: No comment received.

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The following changes must be made or addressed before platting to comply with subdivision regulations:

- 303.2 D Date of Survey. Should the date be January 1997 or is there a more recent survey date?
- 303.2 F Boundary misclosure.

- 303.2 S Vicinity map should show the connection of proposed roads to the existing road network.
- 303.2 U Missing road segment lengths, sections, curve data, etc.
- 303.3 D Proposed covenants and restrictions were not submitted. Required to be submitted with the preliminary plan if any will be filed.
- 404.1 Street lengths not shown.
- 407.2 D Drainage easements shall be contained within open space areas. Sublots 139, 140, and 141 have a 30-foot stormwater easement in the backyard.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

Zoning Districts: The developer has applied for and received 5 extensions on the development plan between 2003 and 2024 with the most recent extension approved by for three years. As long as the application remains active, the original zoning the application is submitted under applies; therefore, the zoning applied to this subdivision is RM using the PUD Requirements conditional use from 1997. Phase 6 complies with this zoning.

Township Open Space Requirement: The proposed preliminary plan incorporates part of Open Space B-3 into subplot 145 while creating Open Space “A” and Open Space “B”. As shown on the preliminary plan, Open Space “B” is impacted by wetlands and floodplains associated with Breakneck Creek. Prior to the Plat, the Township may require a variance to combine part of Open Space B-3 into subplot 145 should the HOA agree to the sale.

ANALYSIS: Forest Ridge is located east of Lakewood Road and north of Summit Street southwest of the city of Ravenna. Breakneck Creek flows along three sides of the subdivision as it makes its way west to empty into the Cuyahoga River.

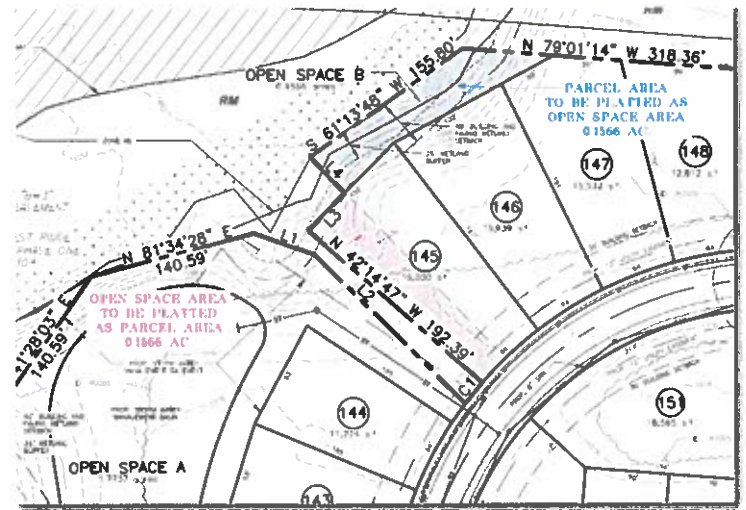
Physical features and limitations: The riparian area of Breakneck Creek which spills onto Phase 6 along the western and northern project boundaries is proposed to be located on Open Space “A” and Open Space “B”. Fill is proposed for two wetlands on the interior of the project site, away from Breakneck Creek’s riparian area. A wetland delineation was completed for all of Phase 6. As wetland impacts are proposed, a permit from USACE or from Ohio EPA must be submitted along with Plat. The permit number must be on the Plat.

Site Layout: The site was cleared and graded during the construction of Phase 5 in 2004. At that time, Phase 6 was proposed to contain the connection for Hidden Brook Drive as well as two streets ending in cul-de-sacs. The current plan shows sublots laid out along Hidden Brook Drive and one cul-de-sac, Waxwing Circle. The other cul-de-sac is now proposed to be a stormwater management basin contained by Open Space “A”. Drainage easements on the site mostly comply with Section 407.2B of the Portage County Subdivision Regulations. The drainage easement to the rear of sublots 139, 140, and 141 will need a variance to Section 407.2B to be located in private lots instead of open space areas.

Open Space: This plan proposes setting aside 1.8964 acres of open space. Open Space “A” contains the proposed stormwater basin and Open Space “B” is impacted by

wetlands and floodplains. Open Space B-3, north and west of Phase 6, was platted with previous phases of the subdivision and is owned by the HOA. On the Preliminary Plan and on previous Plats of Forest Ridge, Open Space B-3 is stated to be a conservation easement; however, a record of an easement or a holder of that conservation easement has not been found. The covenants and restrictions filed with the previous phases restrict Open

Space B-3 to be maintained in its natural state with any modifications of it first being approved by the appropriate local, state, or federal government agency.



Part of Open Space B-3, 0.1556 acres shown in pink, is being combined with land currently dedicated to Phase 6, Block G, to create subplot 145. Open Space “B”, shown in blue, is currently part of Block G and would become dedicated open space. In order to remove the pink area from Open Space B-3 and add Open Space “B”, a replat must be submitted. All owners would need to sign off on the replat. As all HOA members pay dues to support the common areas of the subdivision, they are all partial owners. According to the Ohio Revised Code Section 711.24, the Portage County Subdivision Regulations Section 307.1B, and the Portage County Prosecutor’s Office, all HOA members would need to agree to this replat.

RECOMMENDATIONS:

Staff recommends conditional approval of the preliminary plan for Forest Ridge Phase 6 dependent on approval of the variance to drainage easements. The following conditions apply:

1. Address the County Engineer’s requirements (mentioned above).
2. Provide proposed covenants and deed restrictions to the Regional Planning Commission in compliance with the Portage County Subdivision Regulations (303.3D)
3. Continue to work with Portage County Water Resources and the Ravenna City Engineer on water and sewer extensions.
4. Revise the open space block names to names not already in use in this subdivision.
5. Show the existing gas lines on the Plan.
6. Address all items under Compliance with County Subdivision Regulations above.
7. Any other issues identified above or as specified by review entities.

OTHER ITEMS REQUIRED BEFORE PLATTING:

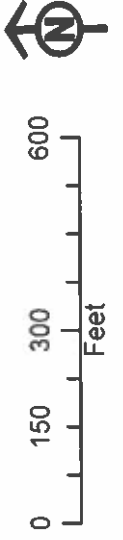
1. Replat of Open Space B-3 and Block G: A replat must be completed to combine areas as shown currently on the Preliminary Plan.
 - a. A variance may be needed from the Township in order to replat this area.

- b. All owners must sign off on the replat. It must comply with Portage county Subdivision Regulations Section 307.1B and ORC 711.24.
 - c. The replat must be submitted and approved before Phase 6 is platted if subplot 145 remains as proposed by this preliminary plan.
- 2. Evidence of correspondence with USACE or Ohio EPA concerning wetlands is required per the Portage County Subdivision Regulations. As this subdivision is proposing impacts to wetlands, a permit from USACE or the Ohio EPA must be submitted prior to construction or filling activities. The permit number must be shown on the Plat.



Data sources: Roads, Boundaries, Parcels, Portage County GIS, 2023; Water, NHDPlusHR USGS, 2020; Parks, PCRPC & Various Parks Departments, 2023; Aerial, Portage County GIS, 2022.

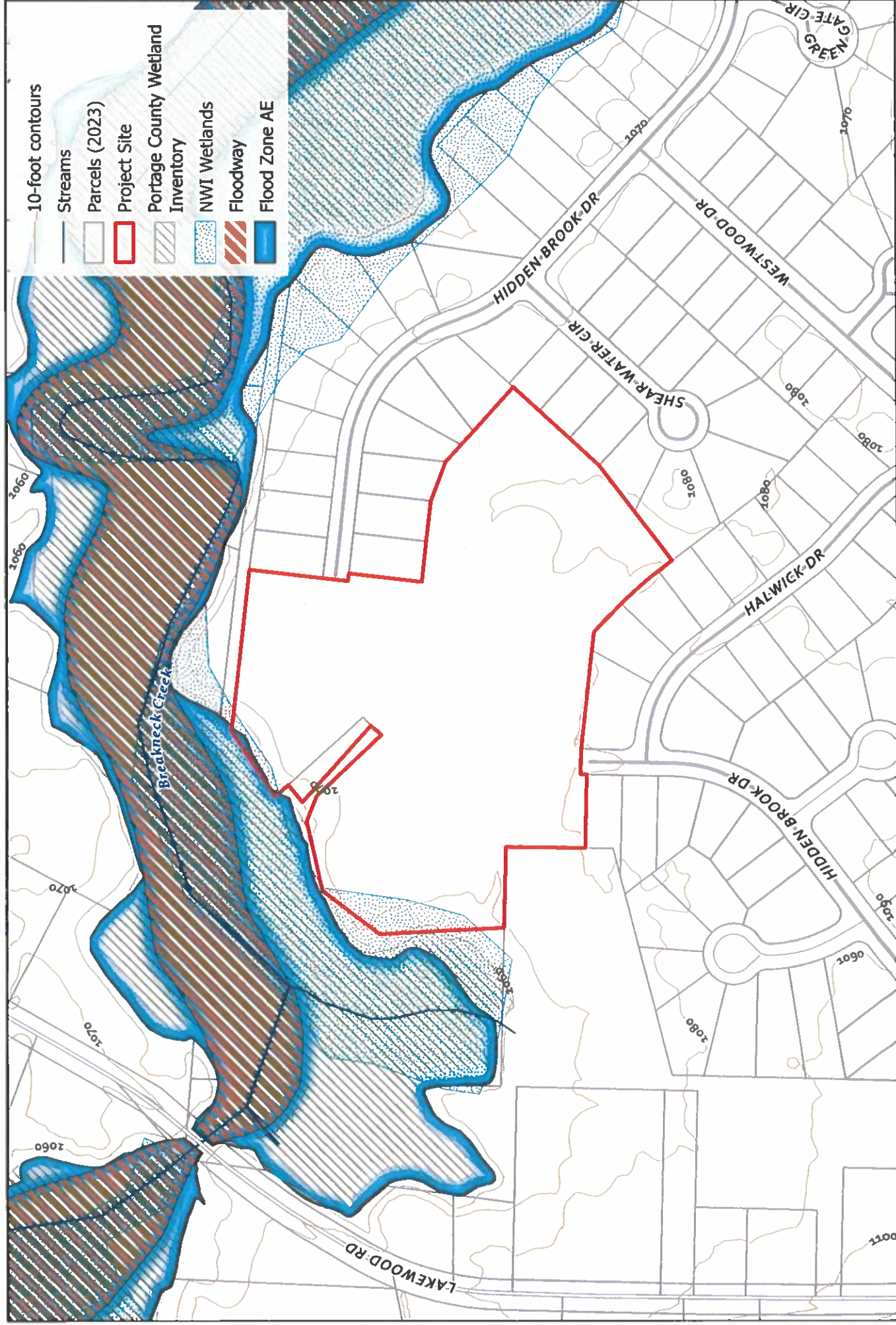
Forest Ridge Phase 6 Preliminary Plan: Aerial 2022





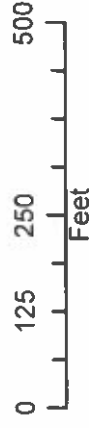
Data sources: Roads, Parcels, Portage County GIS, 2023; Soils, Portage County Soil Survey digital version, USDA, updated 2021; Aerial, Portage County GIS, 2022.

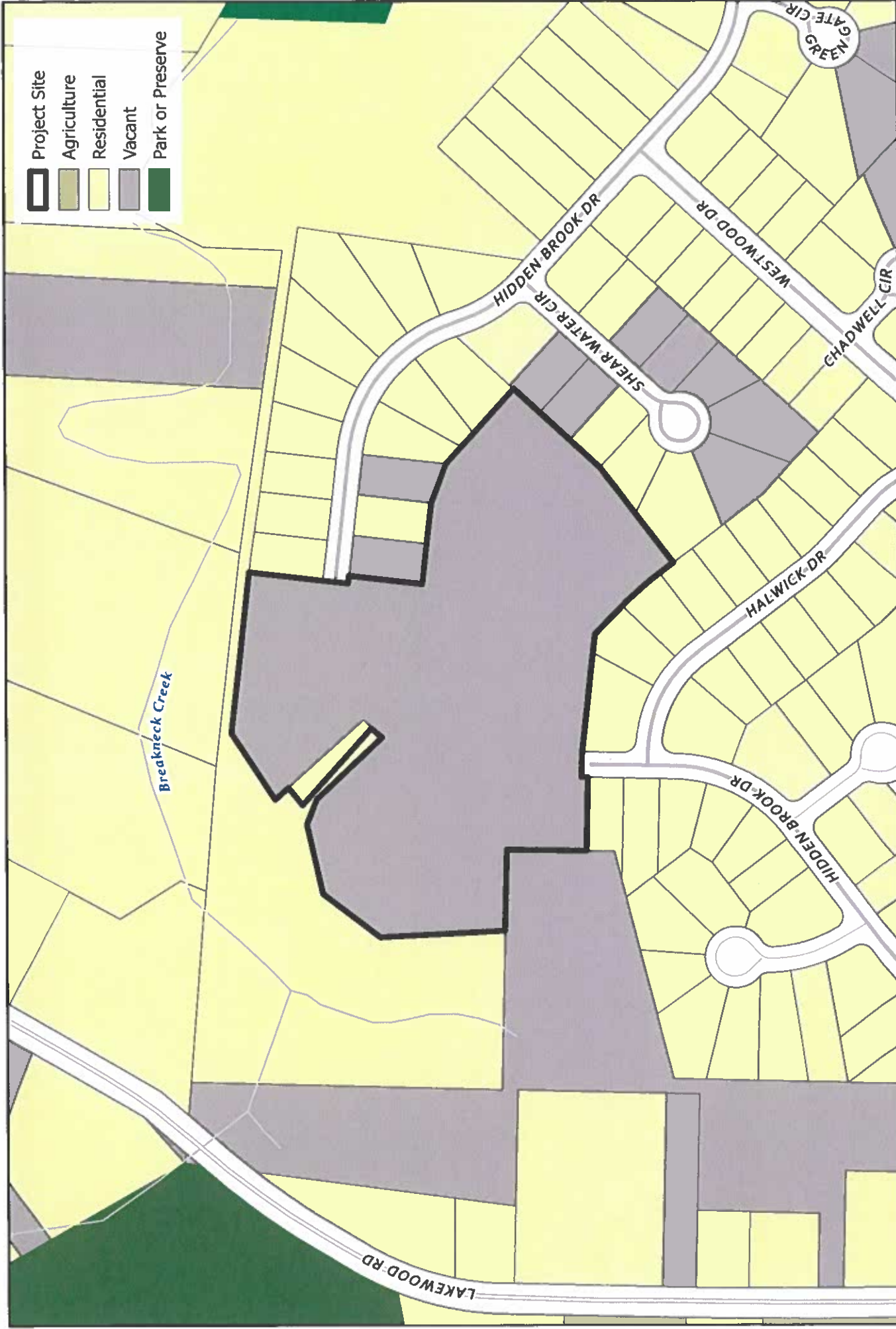
Forest Ridge Phase 6 Preliminary Plan: Hydric Soils



Data sources: Roads, Parcels, Portage County GIS, 2023; Water, NHDPlus HR USGS, 2020; Contours, Portage County GIS, 2016; Wetlands, PC Inventory, 2006, NWI Wetlands, NWI USFWS, 2021; Floodplains, FENA FIRM, 2017.

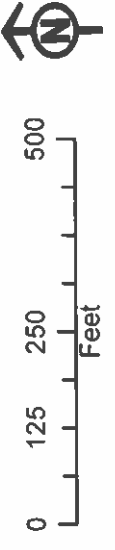
Forest Ridge Phase 6 Preliminary Plan: Wetlands, Floodplains, & Contours





Data sources: Roads & Parcels, Portage County GIS, 2023; Asset Mapping Land Use, PCRPC, 2023. Water, NHDPlusHR USGS, 2020.

Forest Ridge Phase 6 Preliminary Plan: Land Use



**REPLAT OF BLOCK E-6R1 AND BLOCK E-7R1
IN THE CASCADES SUBDIVISION
IN LOT 37 OF BRIMFIELD TOWNSHIP**

Case No: 24-01

Reviewed By: Nick DeHaven

Date Received: 1/03/2024

Due: 2/03/2024 (extension of time until 2/14/2024)

APPLICANT(S): James Yurskschatt

REQUESTED ACTION & HISTORY: The applicant requests to adjust two parcel boundaries to accommodate a Veteran Affairs facility. The Cascades Subdivision was originally platted in February of 2006.

LOCATION: Vicinity Map (Exhibit 1): The location of this replat is south of Tallmadge Road on Cascades Boulevard.

SIZE & ZONING: (Exhibit 2):

Site Zoning: The replat is zoned Integrated Commercial (I-C).

	<u>I-C</u>	<u>E-6R1</u>	<u>E-7R1</u>
Min. Lot Size	Non-residential use: 20,000 sq. ft. Residential use: One (1) dwelling per 0.25 net acres	4.3821 acres	3.4731 acres
Min. Frontage	100 feet	264.93 feet	236.49 feet
Min. Lot Width	100 feet	342.58 feet	236.49 feet

Surrounding: The zoning surrounding Block E-6R1 and Block E-7R1 is I-C.

LAND USE: Site: Block E-6R1 is a vacant parcel. Block E-7R1 is partially vacant with two parking areas in the northwest and southeast corner of the property. The parking lots are connected to the neighboring commercial property.

Surrounding: North of the Block E-6R1 and Block E-7R1 is a commercial property with several businesses. South of the two blocks is McGuire Park. East of Block E-6R1 is Block E-7R1 and a commercial property with parking lots. West of Block E-7R1 is Block E-6R1 and residential apartments.

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

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: According to the Portage County Soil Survey, there are 5 soils on the replat site. The soils are Bogart silt loam, 2-6% slopes, (BgB), Chili silt loam, 2-6% slopes (CpB), Chili silt loam, 6-12% slopes (CpC), Chili-Oshtemo complex, 12-18% slopes (CtD), and Sebring silt loam (Sb).

- Bogart silt loam, 2-6% slopes, (BgB): A seasonal high-water table may be a limitation for some non-farm uses. Erosion can be a hazard if the soil is disturbed.
- Chili silt loam, 2-6% slopes (CpB): This soil is found on gently sloping terraces. It has a higher available water capacity and more tendency to crust than Chili loam or Chili gravelly loam. Runoff is medium and the hazard of erosion is moderate if the soil is cultivated. There are few limitations for non-farm uses.
- Chili silt loam, 6-12% slopes (CpC): Runoff is rapid and the hazard of erosion is severe if this soil is disturbed. It has a higher available water capacity than Chili loam. Slope is a major limitation to non-farm uses.
- Chili-Oshtemo complex, 12-18% slopes (CtD): These are moderately steep soils on hilly kames. There can be areas with 30-40% gravel in the subsoil resulting in droughty spots. The hazard of erosion is severe if the surface of this soil is disturbed. Slope is the major limitation to non-farm uses.
- Sebring silt loam (Sb): Runoff is slow to ponded and the surface layer of this hydric soil is susceptible to crusting. Seasonal wetness and low bearing strength are limitations to non-farm uses.

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

Flood Hazard: According to the FEMA Flood Insurance Rate Map, effective date 2009, there are no floodplains on the replat site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

	Approval	Conditional Approval	Disapproval	No comment
<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 District (to accept):</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Soil & 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 Twp Zoning Inspector:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The replat complies with the Portage County Subdivision Regulations with the exception:

- The applicant has not yet provided a revised paper and mylar copy to the RPC staff.

ANALYSIS: The applicant is adjusting the boundaries of two lots from one, Block E-6R1 and Block E-7R1. Block E-6R1 is vacant and Block E-7R1 is partially vacant with parking lots in the northwest and southeast corners of the property. The building east of Block E-7R1 is on the property line. There are multiple easements on both blocks that are shown on the replat. The property line in Block E-6R1 is being moved to create a facility for Veteran Affairs.

RECOMMENDATIONS: Staff recommendation is conditional approval until RPC receives the revised paper and mylar copies. If the paper and mylar copies are provided prior to the meeting date, then staff would recommend approval.



0 150 300 Feet

—+— Railroad
 - - - Township Boundary

■ Parks
 ■ Water

0 0.5 1 Miles



Exhibit 1

The Cascades Subdivision Replat of Block E-6R and E-7R1

Brimfield Township

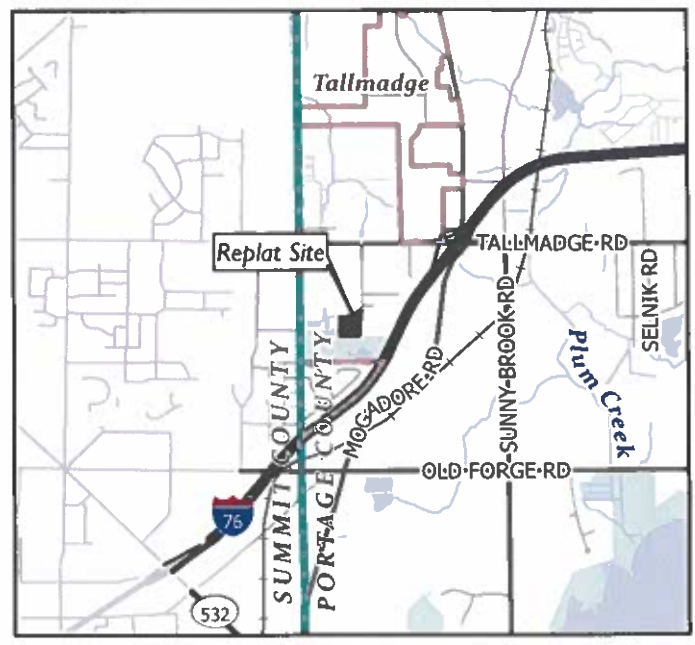
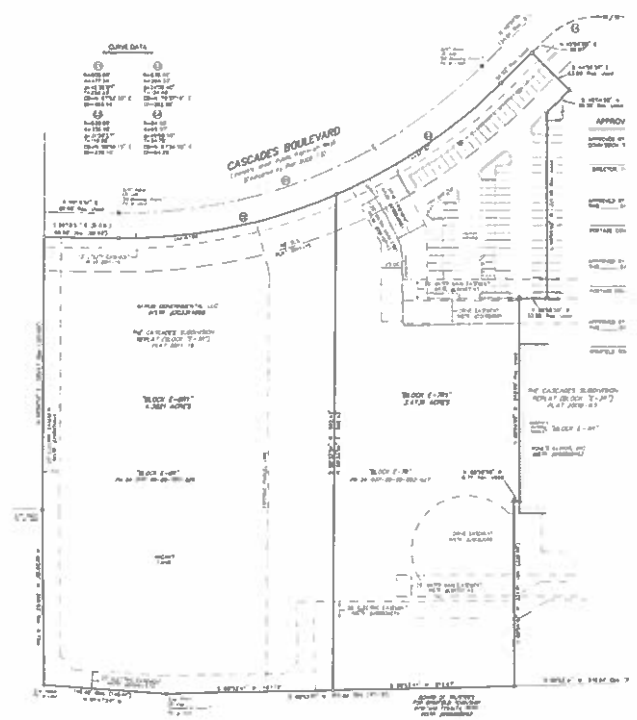


Exhibit 2 Replat

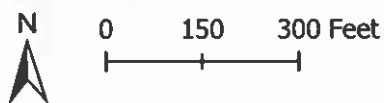
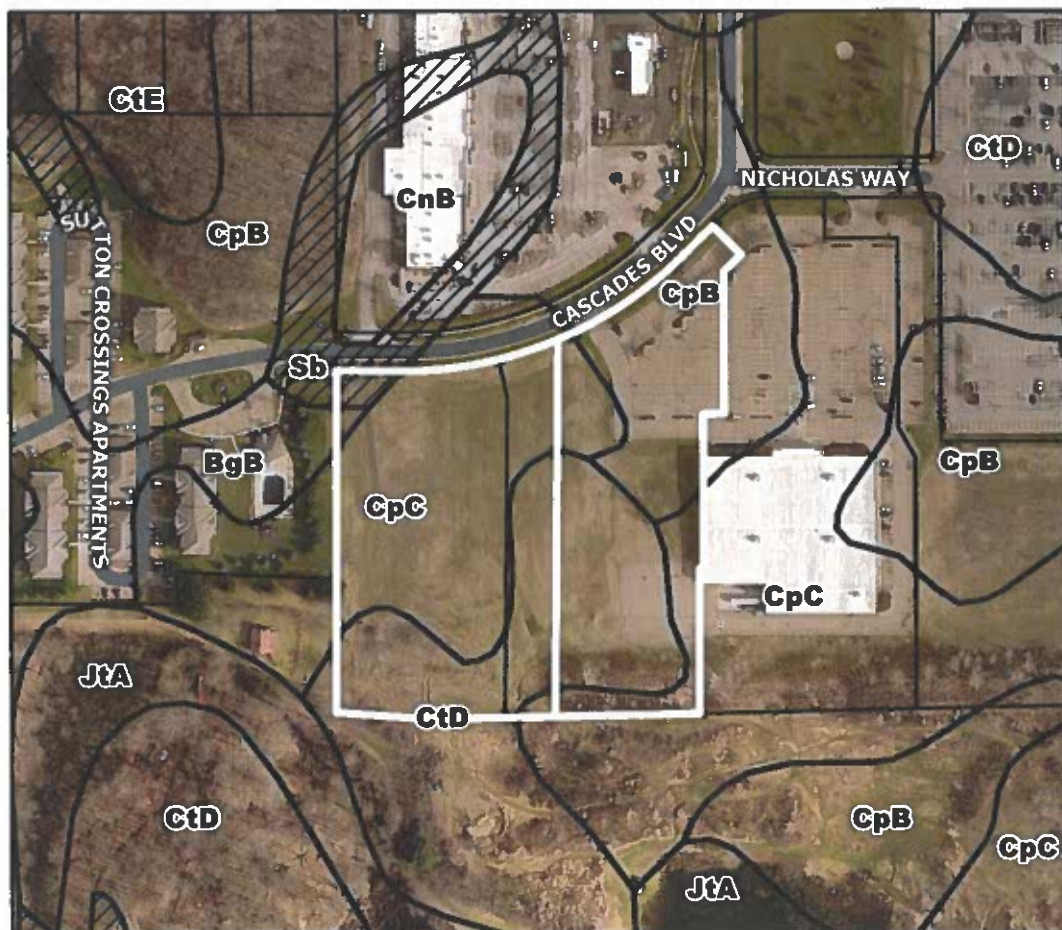


1/12/2024



Data Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR-USGS, 2020; Railroads, ODOT, 2022; Aerial, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022; Subdivisions, PCRPC, 2024.

Soils



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



1/12/2024

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

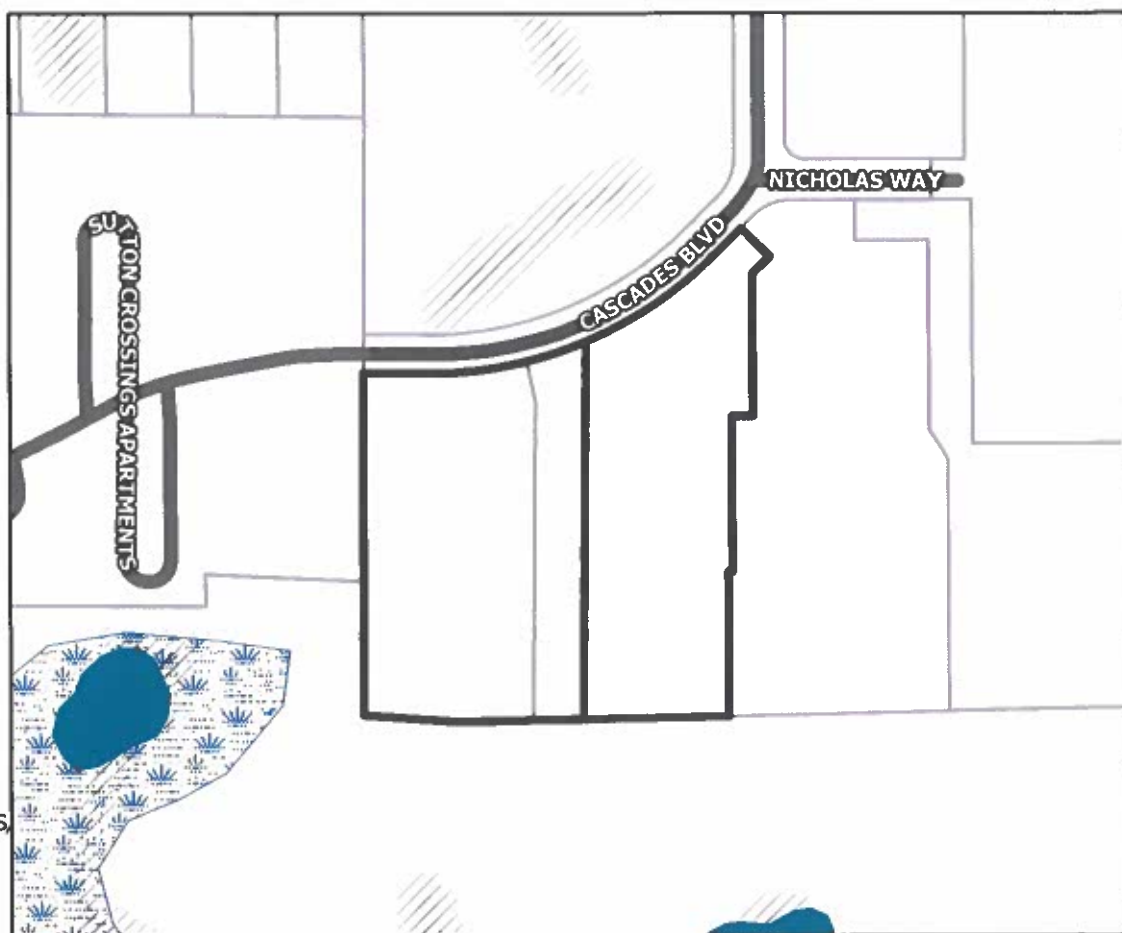
Exhibit 3

The Cascades Subdivision Replat of Block E-6R1 & E-7R1

Brimfield Township

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

Wetlands & Floodplains



**BRIMFIELD TOWNSHIP
ZONING CODE TEXT AMENDMENTS
February 2024**

Received: January 12, 2024
Meeting Date: February 14, 2024

Reviewed by: Todd Peetz

Staff suggestions are in “ALL CAPS”

Amendment 1

Proposed:

Section 311.00 Integrated Commercial District (I-C)

Section 311.01 Purpose

The purpose of the Integrated Commercial Zoning District is to accommodate multi-purpose retail, business office and high-density residential development with regulations designed to minimize disruption to adequate level of traffic flow along those major roads serving the permitted activities. This district is intended to serve the commercial needs of the community and/or region and provide for business and professional office facilities, hotels, convention, and conference centers as well as high density residential developments.

Section 311.02 Uses

Within the I-C Integrated Commercial District, no building, structure, or premises shall be used, arranged to be used, or designed to be used, except for the following uses:

- A. Permitted Uses: 1. Residential Uses: a. multi-family dwellings up to a total of four (4) dwelling units per acre.
- b. Apartments located in a building devoted to non-residential use, up to a total of four (4) dwelling units per acre.
- c. Home Occupations in accordance with the provisions of Section 515.00.
- d. Accessory buildings and uses incidental to primary use. Such uses shall be situated on the same lot with the principal building and conform with the purpose of the I-C Zoning District.
- e. Signs as regulated by Chapter 7.

2. Commercial Uses:

- a. Banks and Other Financial Institutions.
- b. Food and drink preparation and processing for sale on premises including, but not limited to bakeries, cafes, candy stores, delicatessens, grocery stores, meat markets, restaurants (sit down and carry out), pizza shops, and ice cream parlors.
- c. Personal Services Establishments³ including but not limited to barber shops, beauty salons, shoe repair shops.
- d. Retail establishments including but not limited to antiques stores, clothing and shoe stores, florists, gift shops, nurseries and green houses, office supply, furniture, hardware, drug stores, electronic stores, art and craft supply stores, jewelry stores.
- e. Studios such as dance, art, music, photography, and interior design.
- f. Theaters, auditoriums, and assembly halls.
- g. Mixed-use structures containing any combination of permitted uses.
- h. Accessory buildings and uses incidental to primary use. Such uses shall be situated on the same lot with the principal building and conform with the purpose of the I-C Zoning District. i. Deleted (10-7-2021) (#2021-284)
- j. Signs as regulated by Chapter 7.

3. Office Uses:

a. Executive, administrative and professional offices such as:

1. Accountants, architects, doctors, dentists, engineers, insurance agents, lawyers, real estate brokers, travel agents and other professionals similar in character and impact to those listed.
2. Administrative offices for businesses, institutions, industries, and governmental agencies, utilities, etc.

b. Photography, interior design and artist studios.

c. Facilities for and use by social, fraternal, social services, union and civic organizations.

d. Mixed-use structures containing any combination of permitted uses.

2. Accessory buildings and uses incidental to primary use. Such uses shall be situated on the same lot with the principal building.

3. **Research and Development** (**Earlier Section** Deleted (10-7-2021) (#2021-284))

Staff Comments: Research and Development was allowed in G-C General Commercial, the intent is to allow it in I-C Integrated Commercial zoning district. The G-C district was replaced by the I-C district, and this amended recognized a permitted use that should continue.

Staff Recommendation: Staff recommends approval.

**Amendment 2
Section 311.04**

Proposed:

~~Section 311.04 Residential Standards~~

~~A. The area of the site to be dedicated for residential uses shall be no greater than 25% of the total acreage of the tract of land to be developed.~~

~~B. Dwelling units may be located within mixed-use buildings or anywhere on the site in compliance with all setback requirements.~~

~~C. Acreage used to calculate residential density (see Section 311.04.a) that is not developed for residential uses shall only be used as permanent open space. The open space shall only be used to enhance the residential portion of the development. The open space shall not be used for site improvements or enhancements of the non-residential portion of the development, such as, but not limited to, landscaping, storm water control and pedestrian and bicycle circulation system requirements.~~

Staff Comments: The reason for deleting Section 311.04 is to eliminate confusion with residential use. Only multi-family, apartments and home occupation uses are allowed. Deleting this section is in keeping with the changes to this district.

Staff Recommendation: Staff recommends approval.

FW: From Brimfield Township Zoning Commission to PCRPC 1.11.24

Gail Gifford <ggifford@pcrpc.org>

Fri 1/12/2024 3:12 PM

To: Lisa Reeves <lreeves@pcrpc.org>

Cc: Todd Peetz <tpeetz@pcrpc.org>

From: Jendy Miller <jmiller@brimfieldohio.gov>

Sent: Friday, January 12, 2024 3:11 PM

To: Todd Peetz <tpeetz@pcrpc.org>

Cc: Gail Gifford <ggifford@pcrpc.org>

Subject: From Brimfield Township Zoning Commission to PCRPC 1.11.24

Good afternoon, Todd and Gail,

We have two items for Regional Planning next month from the Zoning Commission Meeting on January 11, 2024. If you need the motion numbers I can have those for you next week.

Brimfield Township Zoning Commission Meeting of January 11, 2024

1. The Zoning Commission made a motion on January 11, 2024 to have Portage County Regional Planning add Research and Development to the Schedule of Uses for the I-C Zoning District.
2. The Zoning Commission made a motion on January 11, 2024, to have Portage County Regional Planning Commission eliminate **Section 311.04 Residential Standards** under the I-C Zoning District.

Please let me know if you have any questions or concerns.

Thank you and I hope you have a great weekend.

Jendy Miller

Economic Development and Zoning Secretary

Brimfield Township

Office: 330-678-0319 x 1454

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**ROOTSTOWN TOWNSHIP
ZONING CODE AMENDMENT
February 2024**

Received: January 18, 2024
Meeting Date: February 14, 2024

Reviewed by Todd Peetz

~~**Bold Strikethrough**~~ is deleted text, **Bolded** is new text and ALL CAPITALS are staff recommended revisions.

Proposed Text Amendment:

**Amendment 1
Section 380.06 and 380.07 Existing Language:**

Rationale: The intent of this amendment is to eliminate the use of “and/or” in our Zoning Resolution. “And/or” was found four times within these two sections. The Zoning Commission reviewed each one to decide which word was more appropriate in that sentence. It is hoped that this will make the regulations less confusing for the applicant, and more enforceable by the township.

Section 380.06 Existing:

Off-street parking facilities shall be provided in accordance with Chapter 410 and shall be located and designed in compliance with the regulations set forth in this section.

- A. Off street parking may be located within the front, side, and rear yard set forth for principal uses in Section 380.03, provided such parking areas comply with the minimum setbacks specified in Schedule 380.06.
- B. Areas with more than one parking facility shall be considered as one parking facility for the purpose of determining front, side, and rear yard setback requirements.

Schedule 380.06

	P-R
A. Setback from street right-of-way	20 ft.
B. Setback from side and rear lot line	10 ft.

- C. The side and/or rear parking setback may be waived if two or more adjacent properties are developed under a common site plan and/or owned by the same individual and the waiver enhances traffic flow.

Section 380.06 Proposed (shown in bold):

Off-street parking facilities shall be provided in accordance with Chapter 410 and shall be located and designed in compliance with the regulations set forth in this section.

- A. Off street parking may be located within the front, side, and rear yard set forth for principal uses in Section 380.03, provided such parking areas comply with the minimum setbacks specified in Schedule 380.06.
- B. Areas with more than one parking facility shall be considered as one parking facility for the purpose of determining front, side, and rear yard setback requirements.

Schedule 380.06

	P-R
A. Setback from street right-of-way	20 ft.
B. Setback from side and rear lot line	10 ft.

- C. The side and ~~for~~ rear parking setback may be waived if two or more adjacent properties are developed under a common site plan and ~~or~~ owned by the same individual and the waiver enhances traffic flow.

Section 380.07 Existing:

All portions of the zoning lot not covered by permitted structures or pavement shall be landscaped with grass, trees, shrubbery, and/or another appropriate ground cover or landscaping material. All trees and shrubbery shall be planted so that it will not obstruct the view of drivers at driveway entrances or road intersections at the time of planting or in the future.

- A. Width of Buffer Yard.
 - 1. A buffer yard is required along all residential lot lines.
- B. Screening (one or more of the following):
 - 1. A dense vegetative planting incorporating trees and/or shrubs of a variety that shall be equally effective in winter and summer and that will form a six-foot-high screen within three years of planting.
 - 2. A non-living opaque structure such as a solid masonry wall, or a solid fence that is at least six feet in height but no higher than eight feet and is compatible with the principal structure.
 - 3. A maintained, landscaped earthen-mound at least five feet wide, that is not less than four feet in height.
 - 4. Maintenance of the existing natural vegetation that, in its natural state, forms a sufficient screen with a height not less than six feet.

Section 380.07 Proposed (shown in bold):

All portions of the zoning lot not covered by permitted structures or pavement shall be landscaped with grass, trees, shrubbery, **and**/or another appropriate ground cover or landscaping material. All trees and shrubbery shall be planted so that it will not obstruct the view of drivers at driveway entrances or road intersections at the time of planting or in the future.

A. Width of Buffer Yard.

1. A buffer yard is required along all residential lot lines.

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1. A dense vegetative planting incorporating trees **and**/or shrubs of a variety that shall be equally effective in winter and summer and that will form a six-foot-high screen within three years of planting.
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4. Maintenance of the existing natural vegetation that, in its natural state, forms a sufficient screen with a height not less than six feet.

Staff Comments: Staff agrees with the rationale of the proposed change. This is to address possibly confusing language.

Staff Recommendation: Staff recommends approval.



TO: Portage County Regional Planning Commission
 FROM: Zoning Commission
 DATE: October 19, 2023
 RE: Proposed Amendment to Zoning Resolution – 2023-010

At our regular meeting on October 17, 2023, a motion was passed to amend Section 370.03 I of the Zoning Resolution.

Section 370.03 I Existing:

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
I. Existing residential uses in compliance with R-2 district regulations for dwelling units set forth in Chapter 310. No new construction other than to an existing dwelling.	C	C

Section 370.03 I Proposed (shown in bold):

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
I. Accessory buildings and existing residential uses in compliance with R-2 district regulations for dwelling units set forth in Chapters 310 and 450 . No construction of new dwelling units permitted new construction other than to an existing dwelling.	C	C

Rationale: The intent of this section was to allow existing dwellings in Industrial districts, and their accessory uses, to be conforming, but not allow any new dwellings or dwelling units to be constructed. The phrase “no new construction” raised concern that existing homeowners could not build detached accessory buildings, even though they were intended to be permitted. The amendment is an attempt to make the intent of this section more clear.

Please provide your input and recommendations to secretary Jordan Michael, 4152 Tallmadge Road, Rootstown, OH 44272 or rootstownzoning@sbcglobal.net.

Lisa Reeves

From: Rootstown Twp Zoning <rootstownzoning@sbcglobal.net>
Sent: Thursday, October 19, 2023 3:21 PM
To: Todd Peetz; Lisa Reeves
Subject: Rootstown text amendment for November agenda
Attachments: Rootstown ZC 2023-010.docx

Hi Todd and Lisa, here is one text amendment for your November meeting. Any questions let me know. Thanks!

Jordan

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
January 2024**

A. COMPREHENSIVE PLANNING

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

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

B. PLAN IMPLEMENTATION/SHORT TERM PLANNING

1. Update of Portage County Subdivision Regulations

- The updated version is available on our website.
- Annual updates will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.
- Met on January 9th on proposed changes moving forward.
- Next Steering Committee meeting is scheduled for February 27th.

C. INFORMATION SYSTEMS

1. Database Acquisition and Updates

2. Web Site

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

Check out the:

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

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plans	0 Applications	0 Lots Proposed
Plats	0 Applications	0 Lots
Replat	1 Application	2 Lots
Exceptional Replats	0 Applications	0 Lots
Variances	3 Applications	
Minor Subdivisions	0 Applications	0 Lots

b. Divisions of Land

5+ Acre Lot Divisions	0 Applications	0 Lots
Transfers. To Adj. Prop.	2 Applications	2 Transfers
	6 Applications	2 Lots Created

E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES

1. Other Member Services as Requested

- Atwater Township
- Brimfield Township
Finalizing the update to their comprehensive plan. Working on a variety of zoning issues and map amendments
- Deerfield Township
- Franklin Township
Coordinating an income survey of the Brady Lake area. Provided a cost estimate for a comprehensive plan. Attended January 23rd Trustee Meeting
- Freedom Township
Adminstrating a CDBG grant for the old schoolhouse on SR 303. Coordinating recreational grants.
- Garrettsville Village
- Hiram Township
Submitted and did not receive funds for park improvements and related amenities.
- Hiram Village

- Mantua Township
- Mantua Village
We will be processing an income survey for the entire Village. Administering a CDBG grant for sidewalk improvements and a “target of opportunities” grant for the façade.
- Nelson Township
- Palmyra Township
- Paris Township
Provided information on family cemeteries.
- Randolph Township
Prepared a cost estimate for an updated Land Use Plan.
- Ravenna City
Continue to work on their Comprehensive Plan. Also prepared a Connecting Communities Grant for a bikeway study.
- Ravenna Township
Executed a contract for their Land Use Plan. Will have a kick-off meeting in the next couple of months.
- Rootstown Township
Finalizing a neighborhood income survey. Approximately 5 more surveys to complete.
- Shalersville Township
Provided a final draft of their Land Use Plan update. Received a Capital Budget request for a trails project and historic building.
- Suffield Township
- Sugar Bush Knolls
- Windham Township
- Windham Village
Assisting the Village with a Connecting Communities grant

Non-Member Technical Assistance

- 1. Akron Metropolitan Area Transportation Study (AMATS)**
- 2. Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)**
 - Attended January meeting.
- 3. Portage County Housing Services Council**
- 4. Data/Information/Graphics to Developers, Businesses, Private Sector upon Request**
 - Topography maps, aerials, wetlands, zoning, census, floodplain and subdivision information for the public, businesses, and organizations.
- 5. Portage Development Board (PDB)**
- 6. Quarterly Zoning Inspectors (QZI) Meeting**
 - We held a meeting on January 25th. The topic was an update on a variety of ongoing topics. **The next meeting will be held on April 18th @ 6:00 pm.** The meeting location and topic is to be determined.
- 7. Portage County Storm Water Program – Home Sewage Repair and Replacement Program**
 - The Portage County Storm Water Program has set aside \$500,000 to repair and replace home septic systems. This is part of a three-pronged program to help homeowners with the problem of high costs to repair and replace the home septic system. The contract to extend the program is being processed and two (2) septic systems are in process and one pending owner information.
- 8. Shalersville Land Use Plan**
 - Online web presence has also been prepared.
 - Final Draft submitted in November 2023.
 - Next meeting with the Township is March 14th.
 - The project will run through to early 2024.
- 9. Portage County Water Resources GIS Assistance**
 - Provide GIS Mapping assistance to fill out the attribute tables or pre-existing water and sewer lines.
 - The goal is to provide 80+/- hours per month.

10. Brimfield Comprehensive Plan Update

- Incorporate 2020 census data into the plan.
- Evaluate the short-term goals and objectives and establish or update as necessary.
- Make some modifications to the on-line summary as needed.
- Met on December 14th with the Zoning Commission.
- Next Meeting will be on February 8th.

11. City of Ravenna Comprehensive Plan

- Kick-off meeting held on December 5th.
- The plan will be very community focused.
- Interactive Map/marketing by describing Ravenna's opportunities and quality of life.
- User friendly for the public.
- Should be completed in July of 2024.
- Next meeting 8th of February 2024.

12. Ravenna Township Land Use Plan Major Update

- Kick-Off meeting in February.
- Very Community Focused.
- Several community meetings are planned.
- Completion in April/May of 2025.

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 another great year!!

CDBG REPORT
February 2024
Work Through January 2024

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$630,000.00 (Portage County - \$480,000 + City of Streetsboro - \$150,000) (September 1, 2022 – October 31, 2024)

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

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

The contract is in place and a Notice to Proceed has been issued. A Pre-construction meeting has been scheduled for February 13, 2024.

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

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

The contract is in place and a Notice to Proceed has been issued. A Pre-Construction meeting has been scheduled for February 6, 2024.

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.

Construction has been completed. Waiting on handrails to be fabricated and to be installed.

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.

Construction is anticipated to start at the end of February or beginning of March.

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 six (6) requests for assistance received in January. One (1) call was in Franklin Township; three (3) calls were in the City of Streetsboro and two (2) calls were 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.

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.

Services are ongoing.

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.

An amendment is in process moving the funds to the Public Service - Senior Assistance Program.

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.

An Amendment is in process moving the \$52,500 in unspent demolition funds to this activity to allow for additional households to be assisted as well as change the frequency of the lawn mowing. A meeting has been scheduled for February 8, 2024 with the Commissioners to obtain approval. Once approved a public hearing will be scheduled.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM - \$240,000 (CDBG) + \$24,200 (DMRC on behalf of property owners) (July 1, 2023 – August 31, 2025)

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

Improvements are being proposed to a small block of buildings located on the east side of Main Street, North of Prospect Street in the Village of Mantua (10676, 10678, 10682 Main Street). Renewal of the store fronts

and façade of the building, including masonry restoration of the store front. Five of the entrance doors have been changed over time and have undersized, cheap residential entrance doors. These will be replaced with new aluminum covered wood doors with low E tempered glazing and commercial hardware. The two existing doors that are original will be reglazed with low E tempered glazing and will be refurbished. The upper windows in all of the storefronts are currently boarded up and painted over. The windows will be opened back up and reglazed with 1" insulating low E glazing. All woodwork will be painted on the exterior face. Above the storefronts are cornice roofs. These will be repaired and re-roofed. All the cornice trim work will be painted and refurbished. The masonry face of the building will be cleaned and tuckpointed with brick repairs as needed.

Architectural drawings are being prepared and are anticipating putting project out to bid in March 2024.

Administration - \$15,000 (CDBG)

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

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

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

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

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

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

The Village of Mantua wastewater collections system consists of approximately 36,065 linear feet of 8-inch to 12-inch vitrified clay pipe (VCP), polyvinyl chloride (PVC) and truss piping. Approximately 21, 331 linear feet of the collection system is VCP, consisting of sections ranging from 2-feet to 5-feet. Over the years, the VCP joints have grown old and have separated, allowing root intrusions which is leading to infiltration of ground water into the collection system. Some water laterals have been found to be tapped improperly, hammer tapped, and without a proper wye connection or grout these connections contribute to the infiltration. The improvements that will be completed will be the cleaning and camera of sewer lines, grouting

of joints and hammer taps in the system, fixing of cracked pipes, inspection, and possible sealing of failing brick manholes.

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

OCD had reviewed and approved the income survey. The income survey will begin in February 2024.

PORTAGE COUNTY RPC
FINANCIAL STATEMENT
January 31, 2024

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 51,755.43	<-- Jan 1st-->	\$ 51,755.43	<-- Jan. 1st
Total All Receipts	\$ 78,789.99		\$ 78,789.99	
Total All Expenditures	\$ 42,046.96		\$ 42,046.96	
Ending Cash Balance	\$ 88,498.46	<--Jan 31st -->	\$ 88,498.46	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	262,616.00	59,694.26	59,694.26	11,649.78	202,921.74	23%
Subdivisions	20,000.00	1,205.00	1,205.00	-	18,795.00	6%
Copies/Misc.(community over hrs)	4,000.00	132.30	132.30	4,995.75	3,867.70	3%
Rental Income	30,900.00	2,575.00	2,575.00	2,575.00	28,325.00	8%
Contracts	227,000.00	6,500.44	6,500.44	11,537.54	220,499.56	3%
Contract Portage County	48,500.00	8,682.99	8,682.99	12,879.54	39,817.01	18%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
TOTAL REVENUE	593,016.00	78,789.99	78,789.99	43,637.61	514,226.01	13%
January 1, 2024 Unencumbered						
Cash Balance	51,756.00					
TOTAL CERTIFICATE OF RESOURCES	644,772.00					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	323,128.00	24,660.38	24,660.38	-	298,467.62	8%
3 PT Salaries	28,922.00	2,224.80	2,224.80	-	26,697.20	8%
3 Retirement/Termination Pay Off	14,000.00	-	-	-	14,000.00	0%
3 PERS	49,287.00	3,763.93	3,763.93	-	45,523.07	8%
3 Medicare	5,105.00	374.14	374.14	-	4,730.86	7%
3 Workers Comp	5,985.00	457.03	457.03	-	5,527.97	8%
3 Health Insurance	99,550.00	7,657.70	7,657.70	-	91,892.30	8%
4 Contract Service	-	-	-	-	-	0%
4 Travel/Training	5,000.00	399.00	399.00	-	4,601.00	8%
4 Dues	726.00	-	-	175.00	551.00	24%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,900.00	532.57	532.57	2,006.43	2,361.00	52%
4 Advertising	350.00	-	-	-	350.00	0%
4 Telephone	1,300.00	-	-	-	1,300.00	0%
4 Postage	1,200.00	-	-	-	1,200.00	0%
4 Repairs	2,000.00	75.00	75.00	25.00	1,900.00	5%
4 Equip/Copier/Postage meter Leases	4,200.00	1,069.04	1,069.04	2,629.00	501.96	88%
4 Professional & Technical Services	2,085.00	-	-	-	2,085.00	0%
4 Photocopying/Printing	2,500.00	-	-	464.00	2,036.00	19%
4 Audit Services	6,200.00	-	-	-	6,200.00	0%
4 Legal Services	10,000.00	833.37	833.37	9,166.63	-	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	3,672.00	-	-	1,000.00	2,672.00	27%
5 Equipment/Software	-	-	-	-	-	0%
5 Food Supplies	-	-	-	-	-	0%
6 Building Improvements	10,000.00	-	-	-	10,000.00	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
TOTAL 2023 EXPENDITURES	595,360.00	42,046.96	42,046.96	15,466.06	537,846.98	10%
2023 Carryover Encumbrances	-	-	-	-	-	0%
Total 2023 Encumbrances	-	-	-	-	-	
GRAND TOTAL	595,360.00	42,046.96	42,046.96	15,466.06	537,846.98	

CDBG FUNDS
01/31/24

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
	-	-	-	-
	-	-	-	-
Target of Opportunity	2,877.88	-	-	2,877.88
Formula 2022 Grant (B-F-22)	87,354.66	6,800.00	10,393.92	83,760.74
TOTAL	90,232.54	6,800.00	10,393.92	86,638.62

01/31/24

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

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Façade Improvements MV	\$ 200,800.00		\$ -	\$ 200,800.00	\$ -	\$ -	\$ 200,800.00
General Administration	\$ 15,000.00	\$ -	\$ 2,122.12	\$ 12,877.88	\$ -	\$ 5,000.00	\$ 10,000.00
TOTALS	\$ 215,800.00	\$ -	\$ 2,122.12	\$ 213,677.88	\$ -	\$ 5,000.00	\$ 210,800.00

01
02

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

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

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
01	Mantua Village ADA Accessibility	\$ 173,500.00	\$ -	\$ 174.20	\$ 173,325.80	\$ -	\$ 200.00	\$ 173,300.00
02	Freedom Twp School house ADA	\$ 53,900.00	\$ 61.55	\$ 5,282.05	\$ 48,617.95	\$ -	\$ 11,000.00	\$ 42,900.00
03	Fair Housing Program	\$ 10,000.00	\$ 1,787.27	\$ 4,341.08	\$ 5,658.92	\$ 1,000.00	\$ 5,900.00	\$ 4,100.00
04	Ravenna City Demolition	\$ 45,600.00	\$ 70.75	\$ 997.75	\$ 44,602.25	\$ -	\$ 1,300.00	\$ 44,300.00
05	Streetsboro Senior Public Services	\$ 75,000.00	\$ -	\$ 38,408.55	\$ 36,591.45	\$ 2,500.00	\$ 47,500.00	\$ 27,500.00
06	Ravenna City Volunteer Park Street Improvements	\$ 125,000.00	\$ -	\$ 169.85	\$ 124,830.15	\$ -	\$ 200.00	\$ 124,800.00
07	Streetsboro City Demolition	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00	\$ -	\$ 200.00	\$ 52,300.00
08	Streetsboro City Administration	\$ 22,500.00	\$ 1,578.63	\$ 19,482.24	\$ 3,017.76	\$ 800.00	\$ 21,700.00	\$ 800.00
08	RPC Administration	\$ 72,000.00	\$ 6,895.72	\$ 54,785.29	\$ 17,214.71	\$ 2,500.00	\$ 60,000.00	\$ 12,000.00
	RLF FUNDS for activity #06		\$ -	\$ -	\$ 46,481.75	\$ -	\$ 46,481.75	\$ -
	RLF FUNDS for activity #01		\$ -	\$ -	\$ 12,820.00	\$ -	\$ 12,820.00	\$ -
	Totals	\$ 630,000.00	\$ 10,393.92	\$ 123,641.01	\$ 506,358.99	\$ 6,800.00	\$ 207,301.75	\$ 482,000.00

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