

# **AGENDA**

## **PORTAGE COUNTY REGIONAL PLANNING COMMISSION**

**WEDNESDAY, JULY 12, 2023**

**4:30 P.M.**

**REED MEMORIAL LIBRARY  
167 EAST MAIN STREET, JENKINS ROOM  
RAVENNA**

- I. CALL TO ORDER
- II. PUBLIC HEARING – 2024 REGIONAL PLANNING COMMISSION BUDGET
- III. \*APPROVAL OF JUNE 14, 2023 MEETING MINUTES
- IV. ZONING
  - \*1. Rootstown Township Text Amendment Re: Section 320.05.A (Permitted Density); Section 320.05.C (Open Space Regulations)
  - \*2. Nelson Township Text Amendment Re: Animal Husbandry; Non-Conforming Properties; Solar/Wind Tabled to July RPC Meeting and Needs to be Extended Until August RPC Meeting
- V. EXECUTIVE COMMITTEE
  - A. WORK PROGRAM
    - 1. June 2023 Work Program Report
    - 2. June 2023 CDBG Report
  - B. FINANCE
    - \*1. June 2023 Financial Statements
    - \*2. 2024 Regional Planning Commission Budget (Resolution No. 23-09)

*\*Needs Action*

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

Next Meeting – Wednesday, August 9, 2023 – Former Regional Planning Commission Office,  
124 North Prospect Street, Ravenna.

VIII. ADJOURNMENT

## **2024 BUDGET NOTES**

### **Revenue**

- ◆ **Membership Dues – Community increase \_\_\_\_ per capita – County Commissioners increase \_\_\_\_ per capita (Current CPI index 4%)  
2022 Census population estimates are not out yet**
- ◆ **Agricultural Preservation Plan \$100,000 (possible revenue for 2024/2025)**
- ◆ **Park Master Plan for Brimfield Township \$35,000 (possible revenue for 2024/2025)**

## 2024 BUDGET NOTES

### Expenditures

- ❖ Salaries -
  - Increase 3%**
- ❖ Fringes - PERS 14.00%
  - Medicare 1.45%
  - Workers Comp 1.7%
  - **Health Ins-14% Increase**
- ❖ Insurance - property and **employee blanket bond** \$356.00 paid every 3 years due again in **2025**
- ❖ Telephones - \$1,300
- ❖ Prof/Tech Services –
  - **ESRI license Purchase 2<sup>nd</sup> license for new planner**
  - Office 365 licenses x7
- ❖ Advertising –
  - Budget ad for fiscal year 2024
- ❖ Dues –
  - County Planning Directors Association
  - American Planning Association (if funds are available)
  - Portage County Township Association
  - 5 Chamber of Commerce Dues
- ❖ Periodicals / Publications newspaper subscription
- ❖ Supplies
- ❖ Postage \$1,200
- ❖ Photocopying/Printing
- ❖ Travel/Training
- ❖ Equipment
- ❖ Rentals –
  - Copier \$239.00 x 12 = 2,868.00 (rental cost only)
  - Postage Meter \$600 (approx annual cost)
- ❖ Legal Services
- ❖ Debt service payment – \$15,000
- ❖ Utilities for Multi-Purpose building 124 North Prospect
- ❖ **(1) Furnace/air conditioning replacement North Prospect**

## **RPC REVENUE FOR 2024 BUDGET**

### **RESOLUTION 23-(09) RPC APPROVED BUDGET/APPROPRIATIONS**

<b>Rental Income</b>	<b>\$</b>	<b>30,900</b>
<b>RPC Membership Dues</b>	<b>\$</b>	<b>262,616</b>
<b>Subdivisions</b>	<b>\$</b>	<b>20,000</b>
<b>Copies/Misc/Over Hours</b>	<b>\$</b>	<b>4,000</b>
<b>PCC Contracts</b>	<b>\$</b>	<b>73,500</b>
<b>Contracts</b>	<b>\$</b>	<b>202,000</b>
	<b>\$</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>593,016</b>

### **Breakdown of RPC Revenue**

<b>Rental Income</b>		
128 N Prospect		12,300
122 N Prospect		12,000
126 N Prospect		3,600
124 N Prospect		3,000
<b>Rentals</b>		<b>30,900</b>
<b>Dues</b>	<b>\$</b>	<b>262,616</b>
<b>Other Revenue</b>		
Subdivision Fees		20,000
Copies/Misc/Overhours		4,000
<b>Total Other Misc Revenue</b>	<b>\$</b>	<b>24,000</b>
<b>Contracts</b>		
Critical Infrastructure Grant (Franklin Twp)		5,000
Target of Opportunity (MV)		20,000
Critical Infrastructure Grant (RC)		5,000
Comp Plan update (Mantua Township)*		20,000
WR GIS Service		25,000
B-F-24 Admin		18,000
B-F-24 Fair Housing		500
Historic Structures KENT		14,000
Streetsboro City Admin		8,000
Comp Plan update (Ravenna City)		25,000
PC Septic System Program		10,000
Comp Plan update (Ravenna Twp)*		25,000
Comp Plan update (Randolph Twp)*		20,000
Comp Plan update (Garrettsville Village)*		20,000
Comp Plan update (Mantua Village)*		20,000
Comp Plan update (Rootstown Twp)*		25,000
Comp Plan update (Freedom Twp)*		15,000
<b>Total Contracts</b>	<b>\$</b>	<b>275,500</b>
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>593,016</b>
Estimated		
<b>Unencumbered Beginning Balance</b>		<b>35,000</b>
<b>TOTAL REVENUE PLUS BALANCE</b>	<b>\$</b>	<b>628,016</b>

**\$ 628,016.17**

**FUND 8500-906 - REGIONAL PLANNING  
2023 BUDGET**

**REVENUE**

8500 906 1 152000 Contracts	\$	202,000
8500 906 1 152200 Portage County	\$	73,500
8500 906 1 180000 Other Revenue	\$	24,000
8500 906 1 188000 Membership Dues	\$	262,616
8500 906 2 240000 Rental Income	\$	30,900
8500 906 2 25000 Refunds/Reimb.	\$	-
TOTALS	\$	593,016

# Certificate

January 1, 2024 Unencumbered Balance	\$	35,000.00
Estimated Revenue	\$	593,016.17
Estimated Certificate of Resources	\$	628,016.17
Estimated Expenditures	\$	556,839.00
DIFFERENCE	\$	<u>71,177.17</u>

January 1, 2024 Unencumbered Balance	\$	35,000.00
Current Estimated Revenue	\$	593,016.17
Additional Revenue		-
Total Estimated Revenue to be Certified	\$	628,016.17



### RPC Expenditure Worksheet for 2024 Budget

<b>Salaries</b>		
Full Time		
Director	\$	107,141
Community Planner	\$	51,501
CDBG Specialist	\$	45,718
Office Manager	\$	53,622
Senior Planner	\$	61,818
	\$	-
<b>Total Full Time</b>	<b>\$</b>	<b>319,800</b>
Part Time Administrative Assistant	\$	-
	\$	-
<b>Total Part Time</b>	<b>\$</b>	<b>-</b>
<b>Total Salaries</b>	<b>\$</b>	<b>319,800</b>
		<b>\$ 319,800</b>
<b>Fringe Benefits</b>		
PERS	\$	44,772
Medicare	\$	4,637
Workers Comp	\$	5,437
Health Insurance	\$	99,892
Retirement/Termination Payoff	\$	11,000
<b>Total Fringe Benefits</b>	<b>\$</b>	<b>165,738</b>
		<b>\$ 165,738</b>
<b>TOTAL SALARIES &amp; FRINGES (300000)</b>		<b>\$ 485,538</b>

<b>Contracted Services</b>	
<b>Contracts</b>	
Legal Counsel	\$ 10,000
	\$ -
	\$ -
<b>Total Contracts</b>	<b>\$ 10,000</b>
<b>Travel/Training</b>	<b>\$ 5,000</b>
<b>Dues</b>	<b>\$ 726</b>
<b>Utilities</b>	
Ohio Edison	\$ 1,200
East Ohio Gas	\$ 1,100
City of Ravenna (water/sewer)	\$ 550
Snow Removal	\$ 750
Lawn Care	\$ 700
Trash removal	\$ 600
	\$ -
<b>Total Utilities</b>	<b>\$ 4,900</b>
<b>Advertising</b>	<b>\$ 350</b>

Telephone	\$	1,300	
Postage	\$	1,200	
Repairs	\$	2,000	
Equipment Rental (copier, postage meter)	\$	4,200	
Prof & Tech Services			
Office 365 licenses x7	\$	2,053	
ESRI License x2	\$	1,950	
	\$	-	
Total Prof & Tech Services	\$	4,003	
Periodicals/Publications	\$	250	
Audit Services	\$	6,200	
Insurances (Bldg & Bonds)	\$	-	
Total Contracted Services (400000)			\$ 40,129
Supplies and Materials			
Supplies	\$	3,672	
Photocopying/Printing	\$	2,500	
Total Supplies and Materials (500000)	\$	6,172	
Equipment	\$	-	
Total Supplies/Equipment (500000)	\$	-	\$ 6,172
Total Building Improvements (600000)	\$	10,000	
Total Capital Reserve	\$	-	\$ 10,000
Total Debt Service (800000)	\$	15,000	\$ 15,000
GRAND TOTALS	\$	556,839	\$ 556,839

**FUND 8500-906 - REGIONAL PLANNING  
2024 BUDGET**

**EXPENDITURES**

<b>8500 906 3 300000</b>	<b>Salaries and Fringes</b>	<b>\$ 485,538</b>
<b>8500 906 4 400000</b>	<b>Contracted Services</b>	<b>\$ 40,129</b>
<b>8500 906 5 500000</b>	<b>Materials, Supplies, Equipment</b>	<b>\$ 6,172</b>
<b>8500 906 6 600000</b>	<b>Capital Outlay</b>	<b>\$ 10,000</b>
<b>8500 906 8 800000</b>	<b>Debt Service</b>	<b>\$ 15,000</b>
<b>Grand Totals</b>		<b>\$ 556,839</b>

**Minutes  
Portage County Regional Planning Commission  
June 14, 2023**

Portage County Regional Planning Commission dated June 14, 2023 at 4:35 p.m. The meeting was held at the former Regional Planning Commission Office, 124 North Prospect Street, Ravenna.

**Members Present:**

Brimfield Twp., Mike Hlad	Freedom, Charlene Walker	Garrettsville Vill., Rick Patrick
Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., David Kemble	Randolph Twp., Sue White	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey
Sugar Bush Knolls Vill., Jim Beal	County Engineer, Larry Jenkins	PARTA, Amy Proseus
Park District, Allan Orashan	P.C. Commissioner, Sabrina Christian-Bennett	Portage

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	G. Gifford
N. DeHaven	L. Forrest	A. Zavertnick	K. Leib
N. Heddington			

**Public Present:**

J. Gadd

**Members Absent:**

Atwater Twp., Thora Green	Franklin Twp., Joe Cicozzi	Hiram Twp., Steve Pancost
Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley	Ravenna City, Frank Seman
Windham Twp., Rich Gano	Windham Vill., Nick Bellas	Soil & Water, Anthony Lerch
Water Resources, Tia Rutledge	P.C. Commissioner, Mike Tinlin	
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:35 p.m.

**APPROVAL OF May 10, 2023, MEETING MINUTES**

The May 10, 2023 minutes were presented. A. Orashan noted that he was present at the May 10, 2023 meeting and the minutes are reflecting that he was not present. A. Orashan made a motion to approve the minutes as corrected. Motion seconded by R. Patrick. Motion carried with 16 Yeas.

## **SUBDIVISIONS**

Replat of Sublots 304 – 309 and 311 – 330 in the “Lake Brady Allotment, Leonard Subdivision” on Cox and Edmund and Iraquois Drive, Lot 35 in Franklin Township, Cochran’s Remodeling & Construction, LLC., applicant – Report presented by Gail Gifford

The applicant is requesting approval to combine Sublots 304 – 309 and 311 – 330 into one lot. The applicant is combining the lots into one lot in order to build a house. The area was originally platted in 1925 and has remained vacant ever since.

The site is wooded and has a pond which is being replatted to build a house. Iraquois Drive and Edmund Avenue are unimproved roads only existing on the Plat. Cox Avenue is a gravel road for approximately 212 feet running south to north along the site until terminating. The norther portion of the site is largely occupied by a pond. Construction will take place on the southern portion of the replat which has access to Cox Avenue.

Public sewer is available to the site and the site is in the Kent Water Service area.

According to the National Wetlands Inventory Map there appear to be no wetlands or adjacent to the site. There is a small pond occupying the northern portion of the lot.

The FEMA Flood Insurance Rate Map shows minimal chance of flooding.

Staff recommends approval of the replat as presented. A motion was made by C. Walker to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 6 Yeas.

## **ZONING**

Palmyra Township Rezoning From Residential to Commercial on Tallmadge Road, Lee Liska, applicant – Report presented by Todd Peetz

The applicant is requesting to rezone 17.001 acres from Residential to Commercial. The proposed rezoning area is located just east of State Route 225 and on the north side of Tallmadge Road.

The proposed amendment would allow the future property owners utilize the property for commercial zoning. The application states the proposed zoning is to add garage(s), which is consistent with the Commercial Zoning District.

Water and sewer are available at the site location on Tallmadge Road and is near State Route 225 and makes the property somewhat ideal for commercial.

There are no known environmental issues associated with the requested rezoning area except for hydric soils on the west side of the property.

The same parcel came to Regional Planning in September 2021. At that time the request was to create a Dollar General site on 2.9 acres and transfer the remainder to the surrounding property owners; however,

a residential neighbor immediately to the west of the site protested the zoning change, citing noise, traffic, litter and potential devaluation of their residential property.

If approved, staff would recommend working with the western residential property owner to address their concerns from the previous zoning to limit, noise, traffic and litter from interfering with the enjoyment of their property. In addition, if commercial was approved that would leave the western property with the only non-commercial parcel at that intersection.

Staff recommends approval of the request with the inclusion of the western residential parcel to the west in the zoning amendment. After further discussion a motion was made by R. Kotkowski to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

## **EXECUTIVE COMMITTEE**

### **WORK PROGRAM**

#### **April 2023 Work Program Report**

Todd presented the April 2023 Work Program Report.

- P.C. Subdivision Regulations Update – The next major update will start in June 2023.
- Brimfield Township – Continued working on a Historic Structures Story Map and updating their Comprehensive Plan.
- Franklin Township – Met with the Township to discuss doing an income survey of the former Brady Lake Area.
- Shalersville Township – Staff is making great progress on the Land Use Plan.
- Sugar Bush Knolls – Staff met with officials to help find infrastructure funds.
- Quarterly Zoning Inspector's Meeting – A meeting was held on April 27, 2023 and the topic was about small solar farm requirements. The next meeting will be held on July 27, 2023 at 6:00 p.m. The meeting location will be in Palmyra Township and the topic is to be determined.

#### **May 2023 CDBG Report** – Report presented by L. Reeves

#### **2021 Critical Infrastructure Grant – Windham Village**

Received two bids today and will be checking references so the resolution to award could be passed by the Commissioners.

#### 2021 Critical Infrastructure Grant – Ravenna City

All work is completed.

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

All work is completed.

#### 2022 Community Development Allocation Grant

##### Volunteer Park Project

The Commissioners approved the RLF funds for the project. Work can now begin on getting the construction out to bid.

Clearance Activities – Coleman Demolition Project – The RFP has gone out for the asbestos surveying. RFP's are due by 2:30 p.m. on June 28, 2023.

Freedom Schoolhouse ADA Project – No RFP for architectural services was received today. The RFP will need to be sent out again.

##### DMRC ADA Project

Waiting for the updated cost estimate and plans/specifications to be completed.

##### Fair Housing

There were five requests for assistance received in May.

##### Public Service – Streetsboro Senior Assistance Program

Ninety (90) applications have been received for the Senior Assistance Program.

To date 73 households have been assisted with lawn mowing.

#### **FINANCE**

##### May 2023 Financial Statements

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

S. White made a motion to approve the May 2023 financial statements as presented. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

2023 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 23-05) – Presented by E. Beeman

Evelyn presented Resolution No. 23-08 which is an appropriation increase for the operation of the Regional Planning Commission. The Portage County Budget Commission has made available for the 2023 operation of the Regional Planning Commission appropriations in the amount of \$529,745.

The Regional Planning Commission finds it necessary to amend the appropriations by an additional \$1,900 for the Regional Planning Commission operating expenses as follows:

Utilities	\$450.00
Printing Services	\$200.00
Software	\$800.00
Capital Reserve/Improvements	\$450.00

A motion was made by S. White to appropriation increase as presented. Motion seconded by L. Jenkins. Motion carried with 17 Yeas.

Authorization to Enter into Contract with the City of Ravenna for the Preparation of the City's Comprehensive Plan (Resolution No. 23-06) – Todd Peetz

Todd presented Resolution No. 23-06 which is authorization to enter into contract with the City of Ravenna for the preparation of the City's Comprehensive Plan. The City of Ravenna has committed 150 of their technical assistance hours and up to but not to exceed \$48,675.51 towards the Comprehensive Plan.

A motion was made by R. Kotkowski to authorize entering into contract with the City of Ravenna for an amount not to exceed \$48,675.51 plus 150 technical assistance hours. Motion seconded by S. Christian-Bennett. Motion carried with 17 Yeas.

Authorization to Enter into Contract with the Kent Historical Society to Create a Historic Structures StoryMap (Resolution No. 23-07) – Todd Peetz

Todd presented Resolution No. 23-07 which is authorization to enter into contract with the Kent Historical Society to crease an Historic Structures s StoryMap. KSU students will be utilized on an average of 24 hours/week to help do research.

A motion was made by J. Paulus to approve entering into a contract with the Kent Historical Society to provide services to create a Historic Structures StoryMap for an amount not to exceed \$24,200. Motion seconded by A. Orashan. Motion carried with 17 Yeas.

Authorization to Extend an Existing Agreement with Perry & Associates, CPA's to Conduct the Regional Planning Commission Audits Through Fiscal Year 2025 (Resolution No. 23-08) – Todd Peetz



Todd presented Resolution No. 23-08 which is authorization to extend an existing agreement with Perry & Associates to conduct the Regional Planning Commission audits through fiscal year 2025.

A motion was made by C. Walker to approve extending the existing agreement with Perry & Associates, CPA's for an amount not to exceed \$6,200 for fiscal years 2022 & 2023 and authorizes the Chairman or Vice Chairman and Director to sign the necessary documents. Motion seconded by T. Meyer. Motion carried with 17 Yeas.

### **DIRECTOR'S REPORT**

Planner Position/Interns – Todd introduced the new planner and the interns.

N.E. Ohio Planning/Zoning Conference - Todd noted that the N.E. Ohio Planning/Zoning Conference will be held on June 30, 2023 at the Kent State Hotel and anyone interested in registering must do so by June 16, 2023. Todd said he may be able to still get someone in if it's after the deadline.

### **OTHER BUSINESS**

Ohio Department of Transportation and DriveOhio – Gail Gifford

Gail provided information about a meeting that her and Nick went to regarding a Statewide EV Infrastructure Plan that was prepared by the Ohio Department of Transportation and Drive Ohio.

### **Next Meeting**

T. Peetz announced the next Regional Planning Commission meeting will be held on July 12, 2023 at 4:30 p.m. located at the former Regional Planning Commission, 124 North Prospect Street, Ravenna.

### **ADJOURNMENT**

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:09 p.m. Motion seconded by C. Walker. Motion carried with 17 Yeas.

Minutes approved at the July 12, 2023, Meeting.

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Jim DiPaola, Chairman

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Todd Peetz, Secretary



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Meeting called to order on June 14, 2023 at: 3:30 p.m.

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

Staff: T. Peetz E. Beeman

Absent: F. Seman

J. DiPaola opened the meeting at 3:45 p.m. The meeting was held at the old RPC offices located at 124 North Prospect Street, Ravenna. The minutes of May 10, 2023 were presented. Motion made by J. Beal to approve the May 10, 2023 minutes as presented, seconded by S. Christian-Bennett. Motion carried unanimously.

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

**Planning Administration**

A total of 10 subdivision applications were submitted during the month of May 2023 with 9 new lots being created.

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

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

Staff attended the May Board meeting.

**Portage County Housing Services Council**

Staff attended the March 28<sup>th</sup> meeting. Meetings are quarterly.

**Portage Development Board (PDB)**

Staff attended the April 2023 board meeting.

**Quarterly Zoning Inspector Meeting**

The meeting was held April 27<sup>th</sup>. The topic was about wind and solar farm requirements. The County Building Officials attended the meeting who discussed a variety of topics. The next meeting is scheduled for July 27<sup>th</sup> @ 6:00 p.m. Meeting location will be in Palmyra Township with the topic to be determined.

**Portage County Storm Water Program**

Staff continue to take applications to help homeowners replace failing septic systems. E. Beeman reported on 2 projects currently in the process of being replaced. One in Palmyra Township and the other in Deerfield Township.



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### **Portage County Comprehensive Plan**

This plan will guide growth and development while encouraging participation in programs which provide for the physical, social, and economic needs of County residents over the next 30 years. The Portage County Vision plan was presented at the November 9<sup>th</sup>, 2022 Commission meeting. The Portage County Commissioners approved the 2032 Vision Plan on December 11, 2022. The Portage County Commissioners adopted the Comprehensive Plan on May 18, 2023. Staff will be meeting with the Commissioners and related department heads to set priorities.

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

Staff will provide GIS mapping assistance to fill out the attribute tables or pre-existing water and sewer lines. Our goal is to provide 80+/- hours per month.

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

Kick off meeting was held October 13<sup>th</sup> with the Zoning Commission. A community survey was prepared for review. Existing conditions have been compiled. 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. Postcards with community meetings and survey information were mailed out on January 9, 2023. The first community meeting was held on February 16<sup>th</sup>, 2023. The second community meeting was held on March 25, 2023. The next public hearing is expected to be held sometime around August/September. Ongoing

### **Brimfield Township Comprehensive Plan update**

Todd reported the 2020 census data for communities will not be available until May 2023. Staff will evaluate the short-term goals and objectives and establish or update them, as necessary. Staff met with the Zoning Commission again on March 9<sup>th</sup> 2023. The next meeting will be on May 11th.

**Celebrate Portage!** We look forward to a bigger and better 2023. The first meeting was held on February 9, 2023. Todd updated everyone on the status of the car show for 2023. Last year there were approximately 4,000 cars and 16,000 people in attendance. Due to the car show success Celebrate Portage will not be sponsoring the car show in 2023. J. Beal asked what Celebrate Portage will sponsor. T. Peetz stated the dinner/awards presentation for outstanding people in Portage County.

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

Held meeting with Brimfield Township to discuss goal setting and options. Preparing a community survey and an outline for potential creation of historical district. Working with Kelso House and related community members to help support information gathering related to this project. Todd stated we are making progress. Todd reported there is a meeting scheduled with the City of Kent Historical Society to submit a proposal for a historic structures story map. Todd reported a new intern started in May and will be involved in wrapping this project up.



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### **Kent City Historic Structures**

Todd stated the interns started June 5, 2023 and have begun work on finalizing the Brimfield Twp project then will delve into the Kent project.

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

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Allotments. The service area currently does not have access to 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 will be prepared/submitted to OCD when it becomes available in July 2023.

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

Portage County was awarded \$452,100 for this project. Grant received; the Commissioners signed the agreement. An environmental review of the project has been completed. Release of funds received. A resolution was passed by the Commissioners to award the contract for engineering services. The contract is in place and notice to proceed has been issued for engineering services. A field survey has been completed. The engineer has started the in-office computer design and is currently placing the existing utility information on the plans. The Engineer is working on the design plans, bid form, and is preparing an estimate. **UPDATE:** Project is out to bid with bids due on 6/14/23 at 2:00 p.m.

### **2021 CDBG Critical Infrastructure Grant (Ravenna City)**

Received notice on 9/29/21 Portage County was awarded \$253,600 for this project. Grant received; Commissioners have signed the agreement. An environmental review of the project has been completed. The release of funds has been received. The contract is in place and the notice to proceed has been issued. A pre-construction meeting was held. Construction started September 26, 2022. Construction restarted on March 27, 2023. It is anticipated that construction will be completed by the end of May 2023. A punch list is being completed and is anticipated to be done by May 8, 2023. **UPDATE:** Project is complete. We are awaiting the contractor's final invoices. Grant close out will begin.

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

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

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

Transitional Housing Facility Improvement Project- Request for hard surface flooring and HVAC updates at their Supportive Housing Program, Transitional Housing. Hard surface flooring will



provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide improved air filtration and purification to prevent the spread of COVID-19. Application was funded. Grant agreement has been received and was signed by Commissioners on April 4, 2022. One bid was received. An extension has been requested until July 31, 2023. Contract is signed. Funds have been certified and appropriated. An extension request until June 30, 2023 has been approved. The contract is in place and a notice to proceed has been issued to the contractor. All flooring has been completed at Graham Avenue. The HVAC has been completed at 1548/1550 Benjamin Court. Project is complete. Grant close out in process.

### **2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM (Mantua Village)**

Improvements are being proposed to a small block of buildings located on the east side of Main Street, north of Prospect Street within the village. A pre-application was submitted in the amount of \$165,630. OCD determined the project was not eligible for funding and has recommended alternative methods of funding. The maximum grant amount is \$250,000. Applications will require firm participation commitments from business/building owners. A pre-application was submitted. The state has recommended we wait until 2023 to submit a full application due to the number of applications currently under review at OCD. A full application is being prepared and will be submitted when completed and a public hearing is held. **UPDATE:** The grant application was submitted to OCD on April 28, 2023.

### **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. **UPDATE:** 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.
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. **UPDATE:** RFP has been prepared for architectural services, advertised on 5/29/23. RFPs are due by 2:30 p.m. on June 14, 2023.
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 will be signed by the Commissioners on March 9, 2023. Request for release of funds was signed and submitted to OCD.



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. **UPDATE:** Waiting for the updated cost estimate and plans/specifications to be completed.

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

#### **2022 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE**

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

#### **RPC GENERAL FUND**

<b>May 1, 2023 Cash Balance</b>	<b>\$183,109.08</b>
<b>Receipts:</b>	<b>\$18,666.02</b>
<b>Expenditures:</b>	<b>\$33,358.72</b>
<b>May 31, 2023 Cash Balance</b>	<b>\$168,416.38</b>

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

<b>May 1, 2022</b>	<b>\$ 3,864.07</b>
<b>Receipts:</b>	<b>\$69,800.00</b>
<b>Expenditures:</b>	<b>\$ 1,745.05</b>
<b>May 31, 2023 Cash Balance</b>	<b>\$71,919.02</b>



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

<b>May 1, 2023</b>	<b>\$556.54</b>
<b>Receipts:</b>	<b>\$ 0.00</b>
<b>Expenditures:</b>	<b>\$ 0.00</b>
<b>May 31, 2023</b>	<b>\$556.54</b>

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

<b>May 1, 2023</b>	<b>\$296.32</b>
<b>Receipts:</b>	<b>\$ 0.00</b>
<b>Expenditures:</b>	<b>\$ 0.00</b>
<b>May 31, 2023</b>	<b>\$296.32</b>

**2023 Financial Statements**

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

**Resolution 23-05** Appropriation increase for the operation of the Portage County Regional Planning Commission was reviewed and presented by E. Beeman. The Regional Planning Commission finds it necessary to increase 2023 appropriations from \$519,549 to \$521,449 which is an additional \$1,900. Regional Planning has an additional \$10,196 that has been certified and not appropriated. The reason for the increase is increases in utilities, printing, and an additional license for Arc/GIS for the new planner. A motion was made by S. Christian-Bennett to approve the appropriation increase as presented, seconded by S. Nutter. Motion carried unanimously.

**Resolution 23-06** Authorization to enter into contract with the City of Ravenna, for the preparation of the City's Comprehensive Plan update in the amount of \$48,675.51 presented. Todd reviewed the scope of services and noted the revenue will be divided into 2 separate fiscal years. A. Orashan made a motion to approve signing a contract with the City of Ravenna to update their Comprehensive Plan for an amount of \$48,675.51 seconded, by S. Christian-Bennett. Motion carried unanimously.

**Resolution 23-07** Authorization to enter into contract with the Kent Historical Society to create a Historic Structures StoryMap for an amount of \$24,200. Todd reviewed the scope of services and stated that KSU students will be utilized on the first phase of the project. S. Christian-Bennett made a motion to approve entering into contract with the Kent Historical Society as presented, seconded by A. Orashan. Motion carried unanimously.

**Resolution 23-08** Authorization to extend an existing agreement with Perry & Associates, CPAs to conduct the Portage County Regional Planning Commission audits through fiscal year 2025



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not to exceed \$11,025. T. Peetz stated Perry & Associates have been conducting audits since 2018. S. Christian-Bennett made a motion to extend an existing agreement with Perry & Associates, CPAs for an amount not to exceed \$11,025 seconded by J. Beal. Motion carried unanimously.

T. Peetz presented and reviewed the 2024 fiscal year budget for the operation of the Portage County Regional Planning Commission. The CPI index is currently at 4%. A 3% staff increase was budgeted for 2024. It was suggested to increase health insurance by 14%. Todd noted the 2024 budget has 1 HVAC unit replacement for the multi-purpose building. Revenue is expected to be \$593,016; an unencumbered beginning balance of \$35,000 for a total revenue budget of \$628,016. The 2024 estimated expenditures for 2024 is \$556,839. With these figures the carry-over balance into 2025 would be \$71,177. Todd mentioned he is getting some interest from out of county entities for contracts to provide services. S. Christian-Bennett stated she did not feel it is a good idea. J. DiPaola stated don't stretch too thin too quick. T. Peetz brought up the subject of a future staff increase. Discussion held. J. DiPaola suggested another discussion should happen before we bring this before the Commission.

**Other Business:**

J. Beal stated the landscaping in front of the building looks good. S. Bennett asked if Terry Montz had a hand in it. Todd stated yes, he did.

There being no further business to come before the Committee a motion was made by S. Christian-Bennett to adjourn the meeting at 4:34 p.m. seconded by A. Orashan. Motion carried unanimously.

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Chairman, Jim DiPaola

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Secretary, Todd Peetz

Minutes submitted for approval by Secretary on July 12, 2023





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Meeting called to order on July 6, 2023 at: 12:10 p.m.

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

Staff: T. Peetz E. Beeman

Absent: S. Nutter J. DiPaola A. Orashan

T. Peetz opened the meeting at 12:10 p.m. The meeting was held at the old RPC offices located at 124 North Prospect Street, Ravenna. Todd went over the project list for 2023 and 2024. J. Beal asked if there is a salary ladder in place for the employees, Todd stated that he is not aware of. S. Christian-Bennett stated Todd can submit all the employee job descriptions to T. Soltis who can then work up a wage scale.

S. Christian stated no decisions will be made today for future pay increases however, job descriptions will be submitted to see what pay scale they factor at and then look at the steps increases for that pay grade. Todd stated the 2024 budget will not be changed at this time for what is already proposed, which is a 3% increase for all employees. Todd also suggested a retreat with the full Commission be held this fall not only to discuss salary increases but where they see the planning commission going. What do the communities want to see for the Regional Planning Commission and how we can help them in the future. Discussion held. S. Christian-Bennett stated the Commissioners pay the highest number of dues and probably use you the least. Todd stated he didn't agree with that and noted we are a communication conduit and buffer for the Commissioners on a variety of issues.

There being no further business to come before the committee, a motion was made by S. Christian-Bennett to adjourn at 12:47 p.m. seconded by J. Beal. Motion carried unanimously.

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Secretary, Todd Peetz

Minutes submitted for approval by Secretary on July 12, 2023

**ROOTSTOWN TOWNSHIP  
ZONING CODE AMENDMENT  
July 2023**

Received: June 29, 2023  
Meeting Date: July 12, 2023

Reviewed by Todd Peetz

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

**Proposed New Definitions:**

**Amendment 1  
Section 320.05 A Existing:**

**Rationale:** The intent of this zoning amendment is to remove the option of a “density bonus” for PRDs, so that the housing density within a PRD cannot exceed what would be permitted elsewhere in the same zoning district.

**Existing:**

- A. Maximum Density. The total number of residential dwellings permitted on a parcel to be developed as a PRD subdivision development shall not exceed the total number of residential dwellings that would be permitted if the parcel was developed as a conventional subdivision in the underlying zoning district, unless the applicant is awarded a density bonus in accordance with the requirements of Subsection 320.05.A.2.

The following formula shall be used to determine permitted density:

$$\{ \{ TA - ( PR + OP + CNA ) \} / Z \} / DBF = PD$$

TA = The total acreage of the proposed development area, excluding all acreage in existing road and other public right-of-ways.

PR = The assumed roadway acres necessary to develop the site as a conventional subdivision. This figure will represent ten (10) percent of total acreage of the proposed development area, excluding any existing road right-of-way.

OP = The acreage required by the Portage County Subdivision Regulations for open space. This figure will represent five (5) percent of total acreage of the proposed development area, excluding acreage calculated for PR. This figure is only used on lots of twenty (20) acres or more in size.

CNA = The total acreage of the site comprised of the following Critical Natural Area characteristics and features: steep slopes of eighteen (18) percent or more; permanent bodies of water to include lakes, ponds, rivers, streams, etc.; wetlands, floodplains and areas of the site determined to contain threatened and/or endangered animal and plant species.

Z = The minimum lot area acreage required for the proposed types of dwelling units in the corresponding zoning district.

DBF = The Density Bonus Factor applied to increase the base density. The density bonus is based on compliance with the stipulations of Section 320.05.A2 and the "DBF" value shall be applied in the mathematical approach as follows:

10% density bonus = .90

PD = The maximum number of residential dwelling units permitted in the PRD subdivision development.

1. In the event there is a discrepancy with the results of the formula, the applicant may present a yield plan. The yield plan shall graphically show the proposed site developed in accordance with the conventional zoning requirements of the zoning district the property is located in. In addition, the yield plan shall identify all of the critical natural areas of the site in order for the Zoning Commission to determine the appropriate base density associated with the site.
2. Density Bonus Provision Due to Site Conditions Necessitating Greater Than 10% Acreage In Streets. Where topographical features and environmental constraints warrant the orientation and amount of street acreage to exceed more than ten percent (10%) of the total acreage of the site, the Planned Residential Development (PRD) shall qualify for a ten percent (10%) density bonus.
3. The permitted number of dwelling units and/or building lots is subject to all other applicable Township zoning, Portage County Health Department and OEPA requirements. The use of septic systems shall be addressed on a preliminary basis by a percolation test of the proposed building sites and septic easement areas (if any). The results of these tests will govern the final number dwelling units and their location within the proposed subdivision, where central sewer is not available.

**Proposed:**

**Section 320.05 A Proposed (shown in bold):**

- A. Maximum Density. The total number of residential dwellings permitted on a parcel to be developed as a PRD subdivision development shall not exceed the total number of residential dwellings that would be permitted if the parcel was developed as a conventional subdivision in the underlying zoning district, **unless the applicant is awarded a density bonus in accordance with the requirements of Subsection 320.05.A.2.**

~~The following formula shall be used to determine permitted density:~~

$$\{ \{ TA - \{ PR + OP + CNA \} \} / Z \} / DBF = PD$$

~~TA = The total acreage of the proposed development area, excluding all acreage in existing road and other public right-of-ways.~~

~~PR = The assumed roadway acres necessary to develop the site as a conventional subdivision. This figure will represent ten (10) percent of total acreage of the~~

~~proposed development area, excluding any existing road right-of-way.~~

~~OP = The acreage required by the Portage County Subdivision Regulations for open space. This figure will represent five (5) percent of total acreage of the proposed development area, excluding acreage calculated for PR. This figure is only used on lots of twenty (20) acres or more in size.~~

~~CNA = The total acreage of the site comprised of the following Critical Natural Area characteristics and features: steep slopes of eighteen (18) percent or more; permanent bodies of water to include lakes, ponds, rivers, streams, etc.; wetlands, floodplains and areas of the site determined to contain threatened and/or endangered animal and plant species.~~

~~Z = The minimum lot area acreage required for the proposed types of dwelling units in the corresponding zoning district.~~

~~DBF = The Density Bonus Factor applied to increase the base density. The density bonus is based on compliance with the stipulations of Section 320.05.A2 and the "DBF" value shall be applied in the mathematical approach as follows:~~

~~10% density bonus = .90~~

~~PD = The maximum number of residential dwelling units permitted in the PRD subdivision development.~~

- ~~1. In the event there is a discrepancy with the results of the formula, the applicant may present a yield plan. The yield plan shall graphically show the proposed site developed in accordance with the conventional zoning requirements of the zoning district the property is located in. In addition, the yield plan shall identify all of the critical natural areas of the site in order for the Zoning Commission to determine the appropriate base density associated with the site.~~
- ~~2. Density Bonus Provision Due to Site Conditions Necessitating Greater Than 10% Acreage In Streets. Where topographical features and environmental constraints warrant the orientation and amount of street acreage to exceed more than ten percent (10%) of the total acreage of the site, the Planned Residential Development (PRD) shall qualify for a ten percent (10%) density bonus.~~
- ~~3. The permitted number of dwelling units and/or building lots is subject to all other applicable Township zoning, Portage County Health Department and OEPA requirements. The use of septic systems shall be addressed on a preliminary basis by a percolation test of the proposed building sites and septic easement areas (if any). The results of these tests will govern the final number dwelling units and their location within the proposed subdivision, where central sewer is not available.~~

**Staff Comments:** Staff agrees that the formula is difficult to understand. The formula provides a density bonus if the criteria is met. The idea was to preserve sensitive lands from development of straight zoning. Staff would like to take a harder look at the existing formula and present an alternative in the fall of this year.

**Staff would recommend:** Staff recommends keeping some kind of density bonus to encourage use of the PRD by Developers.

**Amendment 2  
Section 320.05 C**

**Rationale:** Schedule 320.05.F.3 does not exist in our Zoning Resolution. This section was intended to refer to Schedule 320.05 E, which has minimum open space requirements for each district. The proposed amendment will make this correction.

**Existing:**

C. Minimum Open Space. A portion of the total project area shall be devoted to open space in compliance with the minimum requirement set forth below in Schedule *320.05.F.3*, for the district in which the PRD is located. The open space shall be calculated after subtracting the roadway acres that makes up the existing road right-of-way from the total acreage of the parcel. The open space shall be reserved in perpetuity for public and/or private open space and recreational facilities.

**Section 320.05 C Proposed (shown in bold):**

C. Minimum Open Space. A portion of the total project area shall be devoted to open space in compliance with the minimum requirement set forth below in Schedule ~~*320.05.F.3*~~ **320.05 E** for the district in which the PRD is located. The open space shall be calculated after subtracting the roadway acres that makes up the existing road right-of-way from the total acreage of the parcel. The open space shall be reserved in perpetuity for public and/or private open space and recreational facilities.

**Staff Comments:**

This is a correction to match the intent of the book and correct a mislabeling of the zoning section.

**Staff Recommendation:** Approve as submitted.

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

**A. COMPREHENSIVE PLANNING**

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

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

**B. PLAN IMPLEMENTATION/SHORT TERM PLANNING**

**1. Update of Portage County Subdivision Regulations**

- The updated version is available on our website.
- Annual updates will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.
- The major update did start in June 2023.
- Next Steering Committee meeting is July 25<sup>th</sup>.

**C. INFORMATION SYSTEMS**

**1. Database Acquisition and Updates**

**2. Web Site**

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

- The Vision Plan is available on our website.
- The County Comprehensive Plan is available on our website.

## **D. PLANNING ADMINISTRATION**

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

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

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

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

5+ Acre Lot Divisions	3 Applications	3 Lots
Transfers. To Adj. Prop.	7 Applications	7 Transfers
	<b>10 Applications</b>	<b>3 Lots Created</b>

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

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

- Atwater Township
- Brimfield Township  
Continued working on their Historic Structures Interactive Map. Also working on the update to their comprehensive plan.
- Deerfield Township
- Franklin Township  
Met with the Township to discuss a NatureWorks grant and about CDBG funding available to the Township. Discussed performing an income survey of the former Brady Lake area.
- Freedom Township
- Garrettsville Village
- Hiram Township
- Hiram Village

- Mantua Township
- Mantua Village  
We are looking into a variety of grants to help the Village.
- Nelson Township  
Processing Zoning Text amendment, tabled to July's meeting. Met with both Nelson and Windham Townships.
- Palmyra Township  
Processed a map amendment for the June meeting.
- Paris Township  
Working on how to have a more legally defensible zoning document. Need to address Prosecutor's Office suggestions.
- Randolph Township
- Ravenna City  
Working on an MOU for their comprehensive plan. JEDD meetings have started again.
- Ravenna Township  
JEDD Meetings are starting again, waiting on a updating the JEDD agreement.
- Rootstown Township
- Shalersville Township  
Processing Township's Land Use Plan.
- Suffield Township
- Sugar Bush Knolls  
We met to help find infrastructure funds.
- Windham Township  
Met with Both Nelson and Windham Townships in June. We will be meeting with Windham Township on July 20<sup>th</sup>.
- Windham Village  
Working with them on their Critical Infrastructure Grant.



## **Non-Member Technical Assistance**

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

Local-0  
Areawide-0  
Statewide-0

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

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

- Attended June meeting.

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

### **5. 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.

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

- Attended April Board Meeting. Their Next meeting will be in July.

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

- We held a meeting on April 27th. The topic was about large and small solar farm requirements. We also had the County Building Officials at the meeting, and they discussed a variety of topics **The next meeting will be held July 27<sup>th</sup> @ 6:00 pm.** The meeting location will be in Palmyra Township and the topic is to be determined. Solar, electric vehicles, subdivision regulations and PRD developments could all be on the table for discussion.

### **8. Portage County Storm Water Program – Home Sewage Repair and Replacement Program**

- The Portage County Storm Water Program has set aside \$500,000 to repair and replace home septic systems. This is part of a three-pronged program to help homeowners with the problem of high costs to repair and replace the home septic system. The contract to extend the program is being processed and two (2) septic systems are in process and one pending owner information.

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

- Existing conditions have been compiled.
- Online web presence has also been prepared.
- Next meeting is on July 13<sup>th</sup>.
- Next public hearing is expected to be in August or September.
- The project will run through most of 2023.

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

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

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

- Prepared a community survey for input.
- Creating an outline for potential creation of a historical district.
- Met with Kelso House Board and related community members to help support information gathering related to this project.
- Estimated completion July/August 2023.

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

- Kick-off January 2023
- Incorporated 2020 census data into the plan.
- Evaluate the short-term goals and objectives and establish or update as necessary.
- Make some modifications to the online summary as needed.
- Met on June 8<sup>th</sup> with the Zoning Commission.
- Next meeting with the Zoning Commission will be held on August 10th.

### **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 a bigger and better 2023!

**CDBG REPORT**  
**July 2023**  
**Work Through June 2023**

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

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

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

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

*The bid opening was held on June 14, 2023 and two bids were received. The contract was awarded by the Commissioners and the contract is now being circulated for signatures.*

**Administration - \$25,000 (CDBG)**

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

**Administration - \$21,000 (CDBG)**

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

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

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

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

*Revolving Loan Funds (RLF) application was approved by the Commissioners.*

**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.

*Received seven (7) Request for Proposals (RFP) was received on June 28, 2023. Resolution to award was prepared and will be passed by the Commissioners on July 6, 2023.*

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

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

*No RFP's was received for architectural services on May 29, 2023. RFP was advertised again in the newspaper on June 20, 2023 and RFP's are due by July 5, 2023.*

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

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

*Waiting for the updated cost estimate and plans/specifications to be completed. A meeting with the architect and the engineer was held on June 27, 2023 and the architect is anticipating the plans/specifications to be completed so that project could be ready to bid by mid-July.*

**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 four (4) requests for assistance received in June. One (1) was located in the City of Ravenna; One (1) in the City of Kent; One (1) in Rootstown Township and One (1) in the City of Streetsboro.*

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

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

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

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

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

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

*Lawn mowing services 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.

**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.

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

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

*The County has received the Permit to Install. OCD will start accepting applications beginning July 1, 2023.*

**2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM - \$215,800 (Includes RPC Administration) (CDBG) + \$24,200 (Commitment)**

Improvements are being proposed to a small block of buildings located on the east side of Main Street, North of Prospect Street in the Village of Mantua.

The following is being proposed: Renewal of the store fronts and façade of the building, including masonry restoration of the store front. Five of the entrance doors have been changed over time and have undersized, cheap residential entrance doors. These will be replaced with new aluminum covered wood doors with low E tempered glazing and commercial hardware. The two existing doors that are original will be reglazed with low E tempered glazing and will be refurbished. The upper windows in all of the storefronts are currently boarded up and painted over. The windows will be opened back up and reglazed with 1” insulating low E glazing. All woodwork will be painted on the exterior face. Above the storefronts are cornice roofs. These will be repaired and re-roofed. All the cornice trim work will be painted and refurbished. The masonry face of the building will be cleaned and tuckpointed with brick repairs as needed. The estimate for this work is \$225,000.

*The grant application was submitted to OCD on April 28, 2023 and expect announcements to be made some time in July.*

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

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

*OCD will start accepting applications beginning July 1, 2023.*

**PORTAGE COUNTY RPC**  
**FINANCIAL STATEMENT**  
June 30, 2023

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 168,416.38	<-- June 1st-->	\$ 47,295.78	<-- Jan. 1st
Total All Receipts	\$ 18,725.81		\$ 315,986.74	
Total All Expenditures	\$ 35,286.93		\$ 211,427.26	
Ending Cash Balance	\$ 151,855.26	<-- June 30th -->	\$ 151,855.26	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	261,549.00	3,854.32	213,294.90	-	48,254.10	82%
Subdivisions	18,000.00	350.00	9,600.00	-	8,400.00	53%
Copies/Misc.(community over hrs)	2,000.00	26.50	1,169.10	9.96	830.90	58%
Rental Income	30,900.00	3,600.00	16,475.00	1,550.00	14,425.00	53%
Contracts	92,000.00	2,555.23	35,030.96	4,763.87	56,969.04	38%
Contract Portage County	78,000.00	8,339.76	40,416.78	7,699.84	37,583.22	52%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>482,449.00</b>	<b>18,725.81</b>	<b>315,986.74</b>	<b>14,023.67</b>	<b>166,462.26</b>	<b>65%</b>
January 1, 2023 Unencumbered						
Cash Balance	42,295.78					
<b>TOTAL CERTIFICATE OF RESOURCES</b>	<b>524,744.78</b>					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	302,299.00	20,979.21	130,950.94	-	171,348.06	43%
3 PT Salaries	16,077.00	1,582.50	3,258.75	-	12,818.25	20%
3 Retirement/Termination Pay Off	2,003.00	-	-	-	2,003.00	0%
3 PERS	43,022.00	3,158.65	18,789.40	-	24,232.60	44%
3 Medicare	4,456.00	311.89	1,868.59	-	2,587.41	42%
3 Workers Comp	5,224.00	383.55	2,281.53	-	2,942.47	44%
3 Health Insurance	91,707.00	6,863.72	36,184.18	-	55,522.82	39%
4 Contract Service	1,660.00	-	1,623.88	-	36.12	98%
4 Travel/Training	4,000.00	-	86.85	1,728.00	2,185.15	45%
4 Dues	746.00	-	631.00	-	115.00	85%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,560.00	338.50	2,944.18	965.82	650.00	86%
4 Advertising	350.00	-	42.50	57.50	250.00	29%
4 Telephone	1,400.00	-	488.83	-	911.17	35%
4 Postage	800.00	-	-	800.00	-	100%
4 Repairs	2,820.00	240.00	2,419.07	365.03	35.90	99%
4 Equip/Copier/Postage meter Leases	4,200.00	478.00	2,503.04	1,195.00	501.96	88%
4 Professional & Technical Services	3,253.00	-	-	-	3,253.00	0%
4 Photocopying/Printing	2,700.00	57.59	1,338.41	723.59	638.00	76%
4 Audit Services	-	-	-	-	-	0%
4 Legal Services	10,000.00	833.33	5,000.02	4,999.98	-	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	2,912.00	-	768.61	423.43	1,719.96	41%
5 Equipment/Software	1,560.00	59.99	247.48	800.00	512.52	67%
5 Furniture	-	-	-	-	-	0%
6 Building Improvements	450.00	-	-	450.00	-	0%
6 Equipment (PLOTTER)	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
<b>TOTAL 2023 EXPENDITURES</b>	<b>521,449.00</b>	<b>35,286.93</b>	<b>211,427.26</b>	<b>12,508.35</b>	<b>297,513.39</b>	<b>43%</b>
<b>2022 Carryover Encumbrances</b>						
Building Improvements	5,000.00	-	-	-	5,000.00	0%
<b>Total 2022 Encumbrances</b>	<b>5,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	
<b>GRAND TOTAL</b>	<b>526,449.00</b>	<b>35,286.93</b>	<b>211,427.26</b>	<b>12,508.35</b>	<b>302,513.39</b>	

**CDBG FUNDS**  
**06/30/23**

<b>FUND</b>	<b>BEGINNING CASH BALANCE</b>	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>ENDING CASH BALANCE</b>
Rav City Critical Infrastructure	71,919.02	-	66,172.80	5,746.22
Windham Village Critical Infrastructure	556.54	52,900.00	40,115.00	13,341.54
Target of Opportunity	296.32	153,600.00	150,826.23	3,070.09
Formula 2022 Grant (B-F-22)	6,004.40	23,700.00	8,605.98	21,098.42
<b>TOTAL</b>	<b>78,776.28</b>	<b>230,200.00</b>	<b>265,720.01</b>	<b>43,256.27</b>

06/30/23



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

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
02-3	Pratt Street Improvements	\$ 66,700.00	\$ 66,172.80	\$ 66,700.00	\$ -	\$ -	\$ 66,700.00	\$ -
02-4	Pratt Street Water Facility Improvements	\$ 166,900.00	\$ -	\$ 166,900.00	\$ -	\$ -	\$ 166,900.00	\$ -
1-1	General Administration	\$ 20,000.00	\$ -	\$ 10,453.78	\$ 9,546.22	\$ -	\$ 16,200.00	\$ 3,800.00
	<b>TOTALS</b>	<b>\$ 253,600.00</b>	<b>\$ 66,172.80</b>	<b>\$ 244,053.78</b>	<b>\$ 9,546.22</b>	<b>\$ -</b>	<b>\$ 249,800.00</b>	<b>\$ 3,800.00</b>

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

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

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Maple Grove Rd Improvements	\$ 427,100.00	\$ 40,000.00	\$ 40,000.00	\$ 387,100.00	\$ 52,000.00	\$ 52,000.00	\$ 375,100.00
General Administration	\$ 25,000.00	\$ 115.00	\$ 5,758.46	\$ 19,241.54	\$ 900.00	\$ 7,100.00	\$ 17,900.00
<b>TOTALS</b>	<b>\$ 452,100.00</b>	<b>\$ 40,115.00</b>	<b>\$ 45,758.46</b>	<b>\$ 406,341.54</b>	<b>\$ 52,900.00</b>	<b>\$ 59,100.00</b>	<b>\$ 393,000.00</b>

02-1  
01-1

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

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

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
F&CS Flooring/HVAC improvements	\$ 214,100.00	\$ 148,526.70	\$ 211,436.70	\$ 2,663.30	\$ 148,600.00	\$ 211,600.00	\$ 2,500.00
General Administration	\$ 21,000.00	\$ 2,299.53	\$ 12,593.21	\$ 8,406.79	\$ 5,000.00	\$ 15,500.00	\$ 5,500.00
<b>TOTALS</b>	<b>\$ 235,100.00</b>	<b>\$ 150,826.23</b>	<b>\$ 224,029.91</b>	<b>\$ 11,070.09</b>	<b>\$ 153,600.00</b>	<b>\$ 227,100.00</b>	<b>\$ 8,000.00</b>

Grant period 2-1-22/03-31-2023  
Extension approved May 31, 2023

**B-F-22-1C-J-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	\$ -	\$ -	\$ 173,500.00	\$ -	\$ -	\$ 173,500.00
02	Freedom Twp School house ADA	\$ 53,900.00	\$ 49.75	\$ 49.75	\$ 53,850.25	\$ -	\$ 200.00	\$ 53,700.00
03	Fair Housing Program	\$ 10,000.00	\$ -	\$ 1,051.25	\$ 8,948.75	\$ 500.00	\$ 2,200.00	\$ 7,800.00
04	Ravenna City Demolition	\$ 45,600.00	\$ -	\$ -	\$ 45,600.00	\$ 200.00	\$ 400.00	\$ 45,200.00
05	Streetsboro Senior Public Services	\$ 75,000.00	\$ 2,320.00	\$ 7,365.25	\$ 67,634.75	\$ 14,000.00	\$ 22,100.00	\$ 52,900.00
06	Ravenna City Volunteer Park Street Improvements	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00
07	Streetsboro City Demolition	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00
08	Streetsboro City Administration	\$ 22,500.00	\$ 196.00	\$ 11,864.29	\$ 10,635.71	\$ 3,000.00	\$ 14,700.00	\$ 7,800.00
08	RPC Administration	\$ 72,000.00	\$ 6,040.23	\$ 24,730.81	\$ 47,269.19	\$ 6,000.00	\$ 32,600.00	\$ 39,400.00
	<b>Totals</b>	<b>\$ 630,000.00</b>	<b>\$ 8,605.98</b>	<b>\$ 45,061.35</b>	<b>\$ 584,938.65</b>	<b>\$ 23,700.00</b>	<b>\$ 72,200.00</b>	<b>\$ 557,800.00</b>

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

## RESOLUTION

No. 23-09

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

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

**WHEREAS:** The Portage County Regional Planning Commission proposed budget for 2024 was on display for public viewing at the offices of the Portage County Regional Planning Commission and the Portage County Auditor on June 26, 2023 prior to the date of the public hearing; and

**WHEREAS:** A public hearing on the Portage County Regional Planning Commission proposed budget for 2024, as required by ORC 5705.30, was held on July 12, 2023 after being duly publicized on June 27, 2023 in a newspaper of general circulation; NOW THEREFORE BE IT

**RESOLVED:** That the Portage County Regional Planning Commission proposed budget for 2024 be and hereby is adopted and that 2 copies of this Resolution and 2 copies of the Portage County Regional Planning Commission proposed budget for 2024 be forwarded to the County Auditor; AND BE IT FURTHER

**RESOLVED:** That the Portage County Regional Planning Commission finds and determines that all formal actions of this Commission concerning and relating to the adoption of this Resolution were taken in an open meeting of this Commission and that all deliberations of this Commission that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

UPON CALL FOR VOTE BY J. DIPOLA THE VOTE WAS AS  
FOLLOWS:

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

I certify the foregoing is a true copy of a Resolution passed and action taken on July 12, 2023.

\_\_\_\_\_  
CHAIRMAN, RPC

\_\_\_\_\_  
SECRETARY